



# Honorary Officers

# Standard Operating Procedures Manual

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## **1. INTRODUCTION**

This Standard Operating Procedures Manual has been compiled to assist chairpersons and committees in managing their groups and to standardize the information required.

In this document the following abbreviation will be used:

- The Ezemvelo KZN Wildlife responsible person will be called the OIC (Officer-In-Charge).
- Ezemvelo KZN Wildlife will be known as Ezemvelo
- Honorary Officers are called HOs

The Aims and Objectives of this Organisation shall be:

- To forge good relations between members and Ezemvelo and staff.
- To promote the interests of Ezemvelo.
- To render assistance to Ezemvelo wherever possible and required
- To promote the learning and understanding of all aspects of the environmental education and protection with the Public.

## **2. VISION AND MISSION STATEMENTS OF THE HONORARY OFFICER CORP.**

**VISION:** To be affiliated and totally aligned with conservation throughout KwaZulu Natal. To assist and be associated with Conservation Education efforts throughout the province and to continue our efforts with Junior Conservation and maintain the impetus.

**MISSION:** To align ourselves to the same goals and aspirations of **Ezemvelo KZN Wildlife**, providing support to assist them in achieving their goals.

**THE ROLE:** An HO is to volunteer their services, gratis, to supplement and support the staff of Ezemvelo. HOs should understand that their function is not to monitor the activities of Ezemvelo staff, but to support the organisation in its various tasks and duties.

## **3. HISTORY OF HONORARY OFFICERS**

The Honorary Officer Corps has its traditional roots going back over a century with the early Natal Honorary Fisheries Inspectors who were appointed by the Administrator of Natal in terms of the Natal Fisheries Ordinance, No. 11 of 1916. The Officers policed the Natal Rivers and the public dams in respect of fishing licenses and daily bag limits.

The Natal Parks, Game and Fish Preservation Board (Board) was established in 1947 in terms of Natal Nature Conservation Ordinance, No 35 of 1947 as the Natal Province's nature conservation authority.

The Honorary Fisheries Inspectors continued their work augmenting the work of the new conservation authority and the small staff establishment in the inland waters at the time.

The Board also appointed Honorary Sea Fisheries Officers to assist the work of the staff in its coastal mandate and responsibilities early in the 1960s.

By the mid-1960s, the Fisheries Officers became Honorary Officers.

The value of the Honorary Inspectors was then recognised when the Board revised the Natal Nature Conservation Ordinance, No 35 of 1947. The Natal Nature Conservation Ordinance, No 15 of 1974, gave the Board authority to appoint HOs to assist it in its mandate.

The HOs generally operated in discreet groups throughout the Province without a central committee. The groups worked directly with the reserve staff, district conservation officers and the staff working in the coastal areas.

Once a year, a general meeting of all HOs was arranged by the Natal Parks Board in Head Office and it was chaired on a rotational basis by one of the Deputy Directors of each of the major regions.

At one such general meeting in 1995, the HOs requested a more structured and co-ordinated working relationship with the Natal Parks Board staff. The basis of the request was the Honorary Officer Groups were working independently of each other each with the staff in their area of operation. In addition, the HOs also needed to have more liaisons with the Board's executive and senior management staff to strengthen the relationship. These requests were accepted.

In 1996, the Honorary Officer Groups restructured themselves with a central committee (or executive), with regional committees in the west, east, Zululand and the coastal regions adopting the regional setup of the Natal Parks Board.

The Honorary Officer Corps evolved into the structured voluntary non-government organisation it is today.

When the Department of Forestry devolved the responsibilities of the state proclaimed indigenous forests, and these forests were transferred to the Provincial Nature Conservation Authorities in the 1980s, the Honorary Forest Officers in the Natal Province were incorporated into the Honorary Officer Corps. It is understood that the Honorary Forest Officers were vested with similar powers of the Forestry Officers.

The Honorary Officer Corps has continued in its early ethos as a voluntary organisation that operates under the auspices of the EKZNW.

The Honorary Officer Corps has 50 Honorary Officer Groups with some 750 HOs with an extremely wide background of skills and expertise which they use in various ways to support the staff in their work and help to lessen the financial burden on EKZNW by fund raising to undertake specific projects.

Each Group has its own constitution and reports to a Conservation Manager and/or District Conservation Officer. The annual programme for the year is developed with the staff and approved by them. The HOs then work on the projects, and raise funds or arrange for donated equipment and materials where required, so as to complete the projects.

The HOs must abide by the provisions set out in the relevant legislation, the HO Group constitutions and in respect of the HO Standard Operational Procedure Manual (SOP).

#### **4. LEGISLATIVE CONTEXT**

The appointment of HOs was provided for in terms of the Natal Nature Conservation Ordinance No 15 of 1974, in section 11 (10) (a) and section 27 (1) and (2). However, with the establishment of the EKZNW in terms of the KwaZulu-Natal Nature Conservation Management Act, No. 9 of 1997, a number of provisions of this Ordinance were repealed but not section 27 (1) and (2).

This section and the section 42 (2) of the KwaZulu-Natal Nature Conservation Management Act, No. 9 of 1997 meant that all the staff and HOs who had been previously appointed in terms of the Ordinance, would continue to be recognized by the new organization.

The KwaZulu-Natal Environmental, Biodiversity and Protected Areas Bill, 2016 in section 28 (1), (20), and (3) provides the EKZNW with powers to appoint members of the public as volunteers for the purpose of assisting it with the performance of its functions in terms of this Act.

When this Act is enacted, the service level agreement between Honorary Officer Corps and EKZNW will be in line with the provisions of the Act.

Any powers referred to in the Ordinance or any authorization to use firearms will only be released to individual HOs in exceptional circumstances and then only after such HO has attended and passed the necessary Ezemvelo KZN Wildlife competency courses required to perform his/her duties.

## **5. FORMATION OF NEW GROUP**

HOs are under the overall authority of the Ezemvelo KZN Wildlife Regional General Managers. Each HO Group is under the authority of the Conservation Manager or Officer-in-Charge of the Ezemvelo KZN Wildlife District or Reserve.

A new group may only be formed after permission has been granted by the Regional Coordinator and the OIC/DCO of the area concerned. Final approval must then be obtained from the HO Executive Committee.

Adopting a group constitution is compulsory, attached is a basic group constitution. (Annexure 1). This constitution may be altered within limits to suit the needs of a particular group. It is essential that this constitution be adopted at an Annual General Meeting, a Special General Meeting or the Founding Meeting of the group.

After the Chairperson and Secretary have signed the document a copy of the constitution must be forwarded to the Regional Coordinator and Regional Secretary. This meeting is chaired by a member of the HO Executive Committee.

It is accepted that the Group generally will consist of at least 6 individuals, except when permission has been granted by the HO Executive Committee.

The group will create an electronic address in the name of the group. The email address must be established with the group's name as a prefix to the Google account.

The group will open a bank account immediately in the name of the account as it appears on the group constitution. A representative of Ezemvelo may stand as a committee member.

## **6. HONORARY OFFICER APPLICATIONS**

An appointment of an HO is undertaken jointly between the OIC and the Group committee.

A prospective member must provide a copy of their ID document to the Group Secretary at the first meeting. This must be sent to the Regional Secretary for SAPS background check immediately upon receipt.

Upon application to join a group, a date must be set for the committee to interview the applicant.

Once accepted an application form (Annexure 2), Indemnity form (Annexure 3) and Code of Conduct (Annexure 4) is given to the applicant for completion.

The Code of Conduct and Indemnity forms are to be signed at beginning of probation and not on acceptance.

New members, with the exception of Junior HOs, are to pay a non-refundable joining fee as set by the HO Executive Committee, to the Group Treasurer. This must be paid up front, by the probationer, into the group bank account and only forwarded to Central Office upon successful completion of the probationary period.

The applicant must be informed of what is required according to the group constitution. The committee, experienced HOs and OIC are to mentor the probationary officer. This will allow for a meaningful appraisal. The probationer has to work under the supervision of an experienced HO, or Ezemvelo staff member.

The probationer has to have completed the Induction course within their probationary period.

On completion of the Induction course, probation and with the signing of acceptance of appointment letter (Annexure 5), the appointee will receive a letter of appointment, name badge, appointment (ID) card and epaulettes (all of which are on loan for the duration of the membership).

Junior members will not pay a joining fee but must attend the Induction course. Junior members will not receive an appointment card or wear epaulettes until they are full members at 18 years old.

The group Secretary is to ensure that all sections of the application forms are correctly filled in before they are sent to the Regional Secretary. All dates and signatures must be accounted for.

## **7. APPOINTMENT OF HONORARY OFFICER**

Towards the end of the probationary period (approximately 5<sup>th</sup> month), the group secretary will electronically forward the fully completed application form, signed indemnity, code of conduct, appointment letter; proof of payment of joining fee and electronic photograph to the Regional Secretary.

The electronic photograph must be in following format:  
400 x 600 pixel digital photo, applicant must be in a khaki shirt and against a dark wall.  
No other format will be accepted.

This will enable insignia to be forwarded to the group prior to the probationer completing their probation. Upon successful completion of the probationer period, a formal appointment letter (Annexure 6) must be signed by the Chairperson and OIC, and given to the new member. Copies of the completed application, indemnity; code of conduct and appointment letter should be kept on station by the group Secretary.

## **8. MEMBERSHIP**

Any South African resident who is over the age of 18 years is welcome to apply for membership, any South African resident between the ages of 14 and 18 years may apply to become a Junior HO of the Group - subject to rules and regulations laid down for Junior HOs. Only the current standard application form will be accepted.

The committee shall consider all applications within 6 (six) weeks after receipt of the application by the Group Secretary. Upon consideration of the application, the committee shall determine that the:

Applicant be admitted as a probationer member for a period no less than 6 (six) months OR  
the application for membership will be declined.

The decision of the committee or any matter relating to the admission of members shall be final and binding and the committee shall not be obliged to furnish reasons for any such decision.

Members of a group may “twin” with another group provided both groups’ committees are in agreement, they must be able to attend all meetings and complete the required hours per the constitutions for both groups. The member must submit their hours and reports to the respective groups separately.

Members only have voting rights in their home group (as registered on the Central Office database).

Members may not hold office in the “twinning” group unless authorised by the Regional Coordinator.

*It will be the Chairs responsibility to ensure the member complies with all requirements, otherwise disciplinary action will be taken.*

## **9. JUNIOR HONORARY OFFICERS**

Must be over the age of 14 years and attend the basic HO Induction course. They will be able to attend any other training course if deemed necessary.

Junior HOs may only wear the following uniform - Khaki shirt, khaki shorts or longs, plain khaki socks, brown boots/shoes or strops, green bush hat or green cap. No epaulettes may be worn. Junior HOs will NOT wear any other jewellery except a watch/medical bracelet.

They will stay on probation until they reach the age of 18, whereby the normal procedure for joining a group will apply. This includes paying the joining fee which includes the cost of their new insignia etc.

The committee must ensure that the Junior HO is not exposed to any dangerous activities, or have access to any firearms or training thereof. Juniors should be under supervision of their parents at all times.

Junior HOs have no authority at all.

Suggested activities/duties of a Junior HO: Checking receipts or gate duty; Alien plant control; Data collection; Boat duty; Public relations; Game counts; checking for snares, plus any other duties that may be assigned to the junior, with the prior consent of the chairperson.

## **10. EQUAL OPPORTUNITIES**

The Honorary Officer Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **11. SPECIALIST GROUP**

Application for urgent HO membership received directly from Ezemvelo staff or any group that wants a member accepted before they have undergone Induction and probation must be motivated for with the Provincial Coordinator.

Central Office will not process any exceptions unless instructed to do so by the Provincial Coordinator.

This group will accommodate staff needs but will be under strict control by the Provincial Coordinator.

All “specialists” must do an Induction course.

## **12. TERMINATION OF MEMBERSHIP**

A membership may be terminated when they have been found in breach of code of conduct or group constitution.

A letter of termination must be given to the member. (Annexure 7)

Any person whose membership has been terminated shall return all insignia, ID card and Rhino card to the group committee and accept that any legal costs shall be for their own account.

The Group Secretary is to send a copy of the termination letter to the Regional Coordinator; Regional Secretary advising of termination and reasons thereof.

## **13. TRANSFERRING OF HONORARY OFFICERS TO OTHER GROUPS**

An HO wishing to transfer from one group to another must apply in writing to his/her Group Chairperson, giving reasons for the request.

In this event both chairpersons of the respective groups must be in agreement. The member's file must be transferred to the receiving group.

A separate notification should be sent to the Regional Coordinator and Regional Secretary to be made aware of the transfer.

Both group secretaries will inform the Regional Coordinator and Regional Secretary to ensure the communication circle is closed.

HOs transferring from one group to another may be required to do a probation period at the new group and MUST re-do an Induction course.

## **14. SABBATICALS**

Sabbaticals may be granted to an HO by the Group Committee for a period of up to 6 months. A further 6 months may be awarded by the Regional Coordinator.

## **15. RE-JOINING / BROKEN SERVICE**

If a person, has resigned from the Honorary Officer Corps, wishes to re-join, they must complete the following process:

Firstly their name must be submitted to the Regional Secretary to ensure the applicant was in good standing and had not been black-listed.

Secondly, the applicant will then re-do the probation period and induction course. Previous time served in the Honorary Officer Corps will be considered when accessing service bars.

## **16. ADMINISTRATION OF HONORARY OFFICERS**

The administration of the group rests with the Committee and must be delegated as required.

It is desirable that strong computer literacy be present within the committee.

The workload of administration must be divided between the Chairperson, Secretary and Committee as the committee sees fit. The size of the group will dictate the sophistication level of administration.

However, it is the objective of this manual to set a standard, which can be implemented throughout the Honorary Officer Corps.

A register of minutes for general group meetings and/or committee meetings should be kept under separate covers.

**A copy of all minutes and Group Activity sheets must be forwarded to the Regional Coordinator; Regional Secretary and OIC.**

Register of HO members must be kept updated (Annexure 8).

The sheet should include Names; Surnames; Telephone numbers; Postal address; Street address; e-mail address; skills and any other information that the committee feels is relevant.

This list is updated and maintained on a six monthly basis.

This list should be circulated to all HOs within the group.

This information must be forwarded to the Regional Secretary, to update the main database.

Each member contributes an annual administration fee, determined by the Executive Committee to be paid to Central Office by the group Treasurer.

It is the group's responsibility to pay all the members annual fee to Central Office by the end of April each year. This must be paid in a lump sum to Central Office, not as each member pays.

The Activity sheet (Annexure 9) as the title indicates, is to keep track of hours worked and kilometres travelled by the HOs within the group.

The work hours of an HO are determined by time spent executing duties or requests as laid down by the Group Constitution.

Even though minimum working hours for each group are set out in the group's constitution, HOs should report actual working time which includes total time travelled from point of departure and back. When staying overnight the non-working hours do not count.

Unless a member is invited by the host group for a specific project, hours will not be counted as your group hours.

## **17. GROUP - ANNUAL AND SPECIAL GENERAL MEETINGS**

The Group will hold its ANNUAL GENERAL MEETING before the end of March of each year. Only full members in good standing may cast their vote.

A SPECIAL GENERAL MEETING may be held at the request of the committee or at the written request of not less than 1/3 (one third) of the total number of full members and shall be called within 30 days of receipt of the request to the Group Secretary.

Prior notice of not less than 30 days shall be given of ANNUAL GENERAL MEETINGS and not less than 14 days for SPECIAL GENERAL MEETINGS. The group secretary will send out an agenda with the notification. (ANNEXURE 10)

The business of the ANNUAL GENERAL MEETING (AGM) shall be to:

- Table the Chairperson's; Treasurer and any other relevant reports.
- Elect office bearers for the forth coming year.
- Attend to any other business, which is considered appropriate by the meeting.

The business of the SPECIAL GENERAL MEETING (SGM) shall be to:

- Consider the business for which the SGM has been called and none other.

The quorum for an AGM and a SGM shall be 1/3 (one third) of the total number of all full members of the HO group, who are present in person at the meeting or represented by written proxy.

If there is no quorum, the meeting shall stand adjourned for 14 days to the same time and venue as the previously adjourned meeting, when those full members present in person shall be the quorum.

### **18. GROUP AND COMMITTEE MEETINGS**

The Chairperson / Secretary shall convene a Group Meeting at least every two months and more often if the committee deems it necessary or as requested in writing by not less than 1/3 (one third) of the total number of all the full members.

The committee shall meet as often as necessary, but not less than once every two months.

Minutes of all meetings shall be kept by the Secretary and forwarded together with the financial and monthly activity sheets to the OIC, Regional Coordinator, Regional Secretary within 10 (ten) days of such meeting.

### **19. REGIONAL MEETINGS**

Regional Meetings are held twice a year one approximately in February or March and the second in September or October. These are hosted by the Regional Coordinator and Regional Secretary.

These meetings are compulsory and the Chairperson or a representative must be present. Any member may attend these meetings.

The meeting in March is a Regional Annual General Meeting for electing either the new Regional Coordinator or Deputy Coordinator (their terms run on alternate years) and the Regional Secretary.

The purpose of these meetings is for the groups to present their electronic (PowerPoint) reports on what they have achieved thus far in the year and what their goals are for the coming 6 months.

This information is then consolidated and presented to the Executive of both the Honorary Officers Corps and Ezemvelo and Board.

Basic Headings for the report must include the following:

Committee Members

Number of Members

Finance           a) cost saving to organization  
                          b) Fundraising

Education and Awareness

Training

Biodiversity Research

Reserve Management and District Support

Projects

## EXPLANATION / EXAMPLES

ACTIVITY		
Hours / Kilometres		
Training	Received	HO Training received (EG Induction)
	Presented	HO training given for HOs
Reserve Duty / Visible Presence	Uniformed presence in reserve	
Awareness	Education	Education of the public
	Presentations	Presentations to the public
	Guided Walks	Conducted by Honorary Officers
	Night Drives	Conducted by Honorary Officers
	Website	Conducted by Honorary Officers
	Brochures	Any signs/brochures worked on
	Call Outs /Rescues	Conducted by Honorary Officers
Compliance	Snare Patrol	Conducted by Honorary Officers
	Permit Checks	Plant or animal permit checks
	Foot Patrol	
	Boat Patrol	
	Dog Hunting Control	
Biodiversity	Frog ID	Excursions undertaken
	Bird ID	Excursions undertaken
	Chameleon Count	Excursions undertaken
	Plant Census	Excursions undertaken
Reserve Management	Firebreak Burning	
	Alien Plants	Alien Eradication
	Fence line	Reserve fence line checks
	Buildings	Reserve building maintenance
	Paths /Roads	
Events	Cleanup	Coastal/ River cleanup projects
	Fundraising	Fundraising for EKZNW or HO group
	Community	e.g. clearing road verges
Other Conservation Areas	Other HO Groups	
	Midmar Mile, Mkuze Game Count etc.	
	Conservancies	Open Gardens, walks etc.
	NGO's	Birdlife, WESSA etc.
Other Projects	Other	
Conservation	Anything that does not fall into the above categories.	

## **20. PROVINCIAL WORKSHOP AND PROVINCIAL ANNUAL GENERAL MEETING (AGM)**

The Provincial Workshop and Provincial AGM will be held in April/ May each year.

The Provincial Workshop is hosted by a different region each year.

Notice of the AGM will be sent to all HOs and relevant EKZMW staff members at least 30 days before the event

The following will form part of the meeting: Minutes of the previous AGM will be read and matters arising will be attended to, the Provincial Coordinator and financial reports will be presented

Voting of the Provincial Secretary, Auditor will be taken from the floor

Long service, Life Membership and Merit Awards will be presented by the Provincial Coordinator.

All HOs and their families are welcome to attend.

## **21. GROUP COMMITTEE**

A committee elected at the AGM shall manage the Group, and all nominees shall be nominated and seconded by full members.

Each nominee shall accept such nomination either in writing before the meeting or personally at the meeting.

For a nominee to accept such nomination they must have been a full member for a minimum of 1 (one) year, attended 8 (eight) Group meetings in the preceding year and have accumulated at least 12 (twelve) hours in the past 6 (six) months.

The committee shall comprise of:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. One other full member
6. Such additional members as the committee may co-opt at any time

In a committee meeting the chairperson has a casting vote.

The minimum term of office for chairperson is 2 years.

The term of office of committee members shall cease at the close of any AGM in the event of them not being re-elected.

In the event of a change in committee members at the close of the AGM, the following handover procedure must be followed.

Outgoing chair/secretary/treasurer is to provide all documentation pertaining to the group and members via email or memory stick to the incoming committee.

- Group register
- Bank details and financial files
- Standard Operating Procedure Manual
- Original Group Constitution
- Asset register
- Member files

## **22. ALTERATION OF CONSTITUTION**

The group constitution may only be amended by 1/3 (one third) of the membership at a SGM called for that purpose OR at an AGM of the above group OR at the written request of an Ezemvelo General Manager.

The group constitution is the adopted constitution; any deviation to this constitution is an addendum. The addendum is the only part that may be altered, and may not override the base constitution.

## **23. MINIMUM ADMINISTRATION REQUIREMENT OF THE GROUP**

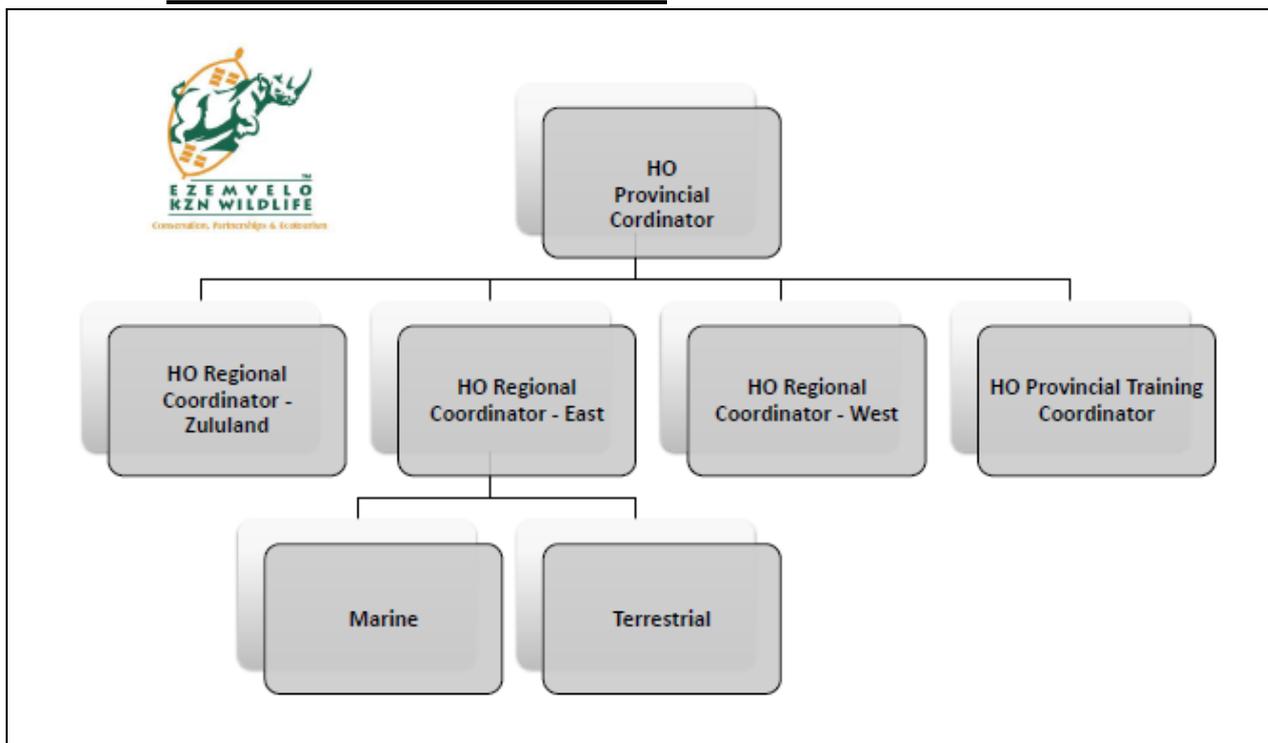
1. An updated list of names and addresses of all HOs. (Annexure 8)
2. A monthly Group Activity sheet (Annexure 9)
3. A signed Group Constitution (Annexure 1)
4. A signed acceptance of appointment of all group members (Annexure 6)
5. A register for minutes of all committee and general meeting minutes must be kept.
6. Income and expenditure and certified bank statements
7. Asset register (Annexure 12A)
8. Annual presentation of group activities to be presented at Regional Meeting.
9. Updated skills register (Annexure 14)

## **24. COMMUNICATION AND REPORTING STRUCTURE**

All matters raised by an HO for the attention of the Provincial Coordinator and Provincial Secretary must be channelled through the Group Committee to their respective Regional Coordinator and Regional Secretary.

If the relevant authority does not react then an HO may seek advice at the next highest level. In the case of a dispute or serious incident, the Regional and Provincial Coordinator must be informed immediately.

## **25. HONORARY OFFICER STRUCTURE**



## **26. LETTERHEADS**

Only the standard letterhead must be used for all correspondence, with the correct font and font size used. Arial 11pt.

The Ezemvelo logo must be on the top left side and the group logo will be on the top right side. (ANNEXURE 13)

The group may have its own logo which is normally the logo of the reserve where the group is based.

## **27. WEBSITE; FACEBOOK AND PUBLICITY**

An HO may NOT at any time discuss any opinion with the media or make a statement with regards to Ezemvelo and conservation policies.

## **28. FINANCES**

(See Annexure 11 for financial procedures.)

Once a quarter (every 3 months) a bank statement will be submitted at the group meeting, and be signed off by the Treasurer, Chair and OIC. Should the OIC not be available then a third member of the group must sign.

Before funds are raised, a specific project must be earmarked for monies generated.

This must be minuted in a group meeting and adhered to.

Public money raised may under no circumstances be used for group purposes.

### **Opening Bank accounts**

This may vary from bank to bank, but the basic requirements are

- Copy of group constitution
- Copy of group minutes stating who will be signatories on the account.
- Each signatory must supply a certified copy of their ID and proof of residence.

### **Monetary value of work done:**

Groups need to quantify (in rand value terms) the cost of projects undertaken by the group.

In other words - "How much would it have cost Ezemvelo to have contractors to do the work"?

The best suggested method is to request a quote from a contractor to give a realistic costing.

For any reserve work discuss the cost of using staff to do the tasks with the DCO/OIC.

## **29. ASSETS POLICIES AND PROCEDURES**

### **21.1 Definition of an Asset**

Any item that will be used for more than one year is defined as an asset.

### **21.2 Authorisation and Purchasing**

Where assets are to be purchased using HO funds, these purchases must be authorised by the majority of the group committee.

When authorising it must be agreed whether the asset will be donated to Ezemvelo or remain the property of the HO group. Care must be taken that the asset is not duplicated in both asset registers.

### 21.3 Register

An Asset register must be maintained by the HO Group. (Annexure 12A)

### 21.4 Disposal

Should an asset require disposal due to theft, damage, etc. then authority should be obtained at a committee meeting. Upon authority then the asset can be disposed of and a record kept of the authority given.

### 21.5 Periodic Checks

Periodic checks of the assets against the register should be kept by the committee and authorised by the chairperson annually. A copy of the assets register must be on file with the committee.

A copy should be kept on station as well for use by the OIC.

## **30. UNIFORMS AND INSIGNIA**

HOs may only exercise any authority if they are carrying their HO appointment (ID) card.

All HOs undertaking duty will wear the official field uniform unless instructed by their OIC and Chairperson to do otherwise. Exceptions may be work parties or instances where the uniform may be damaged.

The dark green uniform may only be worn when authorised by the OIC / NCO.

When in uniform, name tags and service bars must be worn.

It is not necessary to wear the name tag and service bar when working in the bush.

Probationers, at the discretion of the Chairperson, may be issued with epaulettes for the duration of an event.

Corporate uniform is to be worn only by current members of the Executive Committee.

Executive members must wear name tags and service bars at all time that they are wearing the corporate uniform.

Uniforms are to be purchased from approved suppliers only.

The chairperson should guard against part uniforms or non-uniform items being mixed with official uniform.

The Ezemvelo uniform has a long history and tradition. It is to be worn with pride and respect.

**Wearing this uniform as an HO is a privilege, not a right. Treat it as such.**

### **UNIFORM**

#### **MEN**

Ezemvelo shorts or long trousers

Ezemvelo short or long sleeved shirt

Brown belt

Green topped stockings (with shorts)

Brown shoes or boots with brown laces

Approved casual uniform conforming to local requirements

The only exception to the uniform above is, while on boat or beach duty, "strops" (brown) may be worn

## WOMEN

Ezemvelo shorts or slacks

Ezemvelo stone skirt

Ezemvelo stone shirt

Green topped stockings (with shorts)

Brown shoes or boots with brown laces

Sandals may be worn without stockings

The only exception to the uniform above is, while on boat or beach duty, "strops" may be worn

Headgear- only the Ezemvelo green cap or bush hat may be worn.

## INSIGNIA

ID cards are presented to members when their membership is accepted.

Should a replacement ID card be required either due to theft, loss or damage, an affidavit and payment has to be provided, as this is a legal document.

The same procedure applies to Gold Rhino Cards.

When ordering Service Bars for HOs, the Chairperson should inform the length of service in writing to the Regional Secretary. Service bars are issued at 7 year intervals.

The 7 year service bar is handed out at group level and should be done with due acclaim at monthly meetings, either by the Chairperson or OIC.

The 14 year service bar and onwards are handed out at the Provincial AGM.

All service is taken from the date that the probation period started. (Junior's included).

Only HO epaulettes may be worn, any others are not permitted. The rhino must be facing forward.

The name badge is worn on the right side of the shirt or blouse above the pocket.

The service bar is worn directly above the name badge.

All insignia, including epaulettes, name badges, appointment cards and rhino cards must be returned to the group chairperson on resignation or dismissal of the Honorary Officer Corps.

## **31. POCKET BOOKS**

### **1. *What is a pocket book?***

An HOs pocket book can be compared to a private individual's diary. A private person uses his or her diary to record interesting occurrences or important persons they may have met.

An HO must keep a diary in the form of a pocket book. The pocket book must be carried by the HO whenever he or she is on duty and a record must be kept of all occurrences.

An official pocket book serves as a permanent record of the HOs duties and is a legal document that can be used in court. A pocket book must not be used for recording personal information or particulars of friends or family members.

The Deputy Director of Public Prosecutions, Advocate G.C. Englebrecht, made the following observation in his Guidelines for more effective policing.

## CONTEMPORANEOUS NOTES

*"Contemporaneous notes are of the utmost importance and are critical when deciding on the admissibility of statements. Notes of all relevant events and especially statements by an accused must be recorded contemporaneously or immediately afterwards in the docket, diary and/or pocket book.*

*Experience has shown that pocket books are seldom if ever available when they are needed in court. One can only assume that the reason for this "disappearance" is that the necessary entry to substantiate a Member's version was never made in the pocket book. Or even worse that the Member's version is contradicted by what is written in the pocket book."*

### **2. What should be recorded in a pocket book?**

To serve as a personal duty record the following entries should be made in the pocket book.

1. Time on duty
2. Time off duty
3. Departure for patrol
4. Patrol route
5. Return from patrol

To serve as a record of occurrences and incidents the following entries should be made.

1. Occurrences and observations made during the patrol, including;
  - wildfires
  - animal mortalities
  - veld conditions
  - condition of fences
  - evidence of poaching or other illegal activities
2. Persons encountered questioned or arrested
3. Investigations or incidents
4. Statements taken
5. Descriptions of suspects
6. Details of witnesses
7. Searches and seizures
8. Cases opened
9. Problems with vehicles, firearms or other equipment
10. Any other information that may be of value at a later date

### **3. Use of a pocket book in court**

An HO may refresh his or her memory from entries made in his or her pocket book while presenting evidence in court. However, court officials, including the defence attorney, may inspect the entries used by the HO to refresh his or her memory.

The HO may also be cross examined concerning the circumstances under which the entries were made and their validity can be challenged. This applies to any contemporaneous notes, (notes made at the time). The advantage of using a pocket book is that the validity of notes is easier to prove as entries are made in a structured way on numbered pages.

### **4. Requirements of entries**

1. Entries must be made in black ink
2. Entries must be made at the time of the occurrence or as soon as possible thereafter

3. Entries must be made in chronological order
  - Enter the day of the week and the date at the top of each page
  - If work is continued past midnight the day and date must be entered at midnight
  - The time of each entry must be entered on the left side of the page margin
  - NO LINES ARE LEFT OPEN BETWEEN ENTRIES
4. Where possible, start each entry with a KEY WORD identifying the subject of the entry.

Examples of key words are:

- Duty on / off
- Patrol on / off
- Firearms issued and handed in
- Report received
- Investigation
- Arrest
- Property seized
- Reprimand/Warning
- Firearm Discharged
- Injury

### **5. Injuries**

A HO that is injured on duty must, regardless of how slight the injury is, make an entry in his or her pocket book and report the nature and extent of the injury to his or her supervisor.

The following details should be included in the entry:

1. Nature of injury
2. Portion of the body injured
3. Nature of duty being performed when the injury occurred
4. Date, time and place the injury occurred
5. Name and address of any witnesses

### **6. Reprimands/Warnings**

When a member of the public has committed a minor offence an HO can warn or reprimand such a person if he or she believes a warning or reprimand will be effective in correcting the offenders conduct.

The following pocket book entries should be made:

1. Date, time and place of occurrence
2. Name and address of person warned or reprimanded
3. Nature of offence
4. Signature of person warned or reprimanded

### **7. Property found**

An accurate record of all property found or handed in must be made as the HO's pocket book plays an important role.

Whether property is handed over by a member of the public or is found by the HO the following must be recorded:

1. Date, time and place where property was found
2. Name and address of the person handing over the property
3. Complete description of the property
4. Signature of the person handing over the property
5. The name, rank and signature of the person to whom the property was handed over at headquarters, or if it is handed over to the SAPS, the SAP 13 reference number

### **8. Prisoners' property**

At the time of arrest all prisoners must be searched with due regard always being given to decency. All items in their possession must be seized, including those which may serve as exhibits or with which they may injure themselves or others, or which may assist them to escape.

The following entries must be made in the HOs pocket book:

1. Date, time and place of seizure
2. Detailed description of items seized
3. Particulars of the person from whom the items were taken
4. Signature of the person from whom the items were taken
5. The name, rank and signature of the person to whom the property was handed over at headquarters, or if it is handed over to the SAPS, the SAP 13 reference number

### **9. Observations at crime scenes**

Notes must be made at crime scenes immediately after an observation has been made. Without notes important facts may be forgotten and HOs will then have difficulty making correct and credible statements for use in court.

Special attention should be given to details concerning:

1. Victims
2. Suspects
3. Witnesses
4. Vehicles
5. Firearms or other weapons
6. Wounds
7. Evidence such as empty cartridge cases and blood
8. Tracks or tyre marks
9. Weather conditions

### **10. Issue of pocket books**

Supervisors must keep a register of pocket books which must be signed for by the individual HO.

### **11. Full pocket books**

When a pocket book is full the HO must keep it in a safe place for at least 5 years.

## **32. FIREARMS**

The legal status, powers and duties are dealt with in the Nature Conservation Ordinance 15 of 1974 as amended. (Sections 25, 29, 30 and 31).

Any powers referred to in the Ordinance or any authorization to use firearms will only be released to individual HOs in exceptional circumstances and then only after such HO has attended and passed the necessary Ezemvelo KZN Wildlife competency courses required to perform his/her duties.

**No** member, whether a policeman or reservist, is permitted to carry an exposed firearm whilst in HO uniform.

### **33. WORKING IN OTHER AREAS**

When the opportunity arises where HOs work out of their areas, this could be by invitation or by specific tasks being conducted by an individual HO.

Working inside other groups' areas must be arranged between the relevant Chairpersons and the OIC of the area where the work will be conducted.

It is imperative that proper arrangements be made to avoid any possibilities of "standing on your counterpart's toes" and creating friction.

As mentioned above, should these arrangements not be made between the two Chairpersons', the effort of the HO will not be recognised or allowed.

It is up to the Chairperson to ensure that the HO working away adheres to the code of conduct and sets a good example for his group.

### **34. TRAINING**

The Chairperson is to facilitate and ensure ongoing training within his group.

The Chairperson is to make sure the Group SOP manual and Group Constitution is made available to all group members.

### **35. DISCIPLINARY PROCEDURES**

On receipt of a written complaint against a member, a fact finding committee is appointed by the Chairperson / Regional Coordinator to validate the complaint.

If the complaint is valid then a disciplinary hearing will need to be held, chaired by a person designated by the Regional Coordinator as a presiding officer.

### **36. GOLD RHINO CARDS**

The Rhino card is issued at the discretion of the Chairperson to HOs in good standing.

It is up to the Chairperson and committee to make the HO aware that the Rhino Card is a privilege and not a right.

HOs to be reminded during the early part of the year in their performance would be the criteria used to decide whether or not they will receive a Rhino card.

In order to facilitate the issuing of Rhino cards in July of each year the Chairpersons must ensure that all applications for Rhino cards (an updated membership list, signed by the chairperson and OIC) reach the Central Office by end of March.

Rhino Cards will not be issued to groups unless payment of group levies is up to date.

### **37. VEHICLES**

HOs may only drive official vehicles with prior **written** approval of the Ezemvelo Regional General Manager of the Region. Motivation must be made by your OIC /NCO.

Should an official vehicle be damaged whilst being driven by an HO without the necessary authority, he/she will be liable for all costs incurred and will be disciplined.

An HO with the authority of the OIC / NCO or chairperson may only use vehicle magnetic decals. Vehicle magnetic decals may only be used in your specific reserve or area when on duty and not at any other time.

Windscreen decals need to be removed if personal vehicle is disposed of.

### **38. INSURANCE**

Public Liability Insurance is included in the Annual Levy payable by each member and consists of:

- General Public Liability
- Emergency Assistance
- Civil and Criminal Legal Defence Costs
- Indemnity to Principals
- Property Owners Liability
- Cross Liabilities
- Wrongful Arrest / Defamation/ Unlawful Assault/ Wrongful Discharge

### **39. AWARDS**

#### **MERIT AWARDS**

Are given to members or groups who have been nominated for service achieved over and above the call of duty, and have a “wow” factor.

Only two of these awards will be presented per region annually.

All nominations are drawn from the HOs awarded the Recognition Certificates.

These are voted for by the chairs at the Regional AGM and presented at the Provincial AGM.

#### **REGIONAL CERTIFICATES OF RECOGNITION**

Are limited to two deserving HOs per group per year and are given out at the Regional AGM by the Regional Coordinator.

These are for HOs who have contributed in a way that is beneficial to the group and gone well over the set standards.

Nominations for this award must accompanied by a letter of motivation from the group chair or the OIC.

#### **CERTIFICATES OF APPRECIATION**

Are awarded by the Group and can be for any deserving company or private persons who have helped the group achieve their goals.

These are given out at a function or HO meeting by the group chair person or OIC. (Annexure 15)

### **40. LIFE MEMBERSHIP AWARDS**

This will no longer be governed by age and years of service. It will be awarded purely on merit at the discretion of the Exec committee.

Nominations will be called for at the same time as the Merit Awards and Certificates of Recognition

This award is presented at the Provincial AGM.

### **41. DISSOLUTION OF THE HONORARY OFFICERS GROUP**

In the event of the dissolution of the HO Group for any reason other than an amalgamation with another Honorary Officers Group, then all assets acquired by the HO Group shall be transferred to the applicable KZN Wildlife station.

All funds acquired by the HO Group shall be transferred to the HOs Central Office.

In the event of the dissolution of the HO group caused by the Reserve or Protected Area no longer falling under the control of KZN NCS or falling under private concession, all funds and movable assets shall be transferred to the HO Central Office.

In the event of dissolution of KZN NCS all funds and moveable assets will be transferred to HO Central Office who shall disperse of the same as the Exec shall see fit.

In the event of dissolution all assets accrued by the Central Office shall forthwith be handed over to the KZN NCS as its sole property.

## **ANNEXURES**

1. BASIC GROUP CONSTITUTION
2. APPLICATION FORM
3. INDEMNITY FORM
4. CODE OF CONDUCT
5. LETTER OF ACCEPTANCE
6. APPOINTMENT LETTER
7. TERMINATION LETTER
8. GROUP MEMBER REGISTER
9. MEMBER ACTIVITY SHEET
10. AGM AGENDA LAYOUT
11. FINANCIAL PROCEDURES
12. ASSET REGISTER
13. LETTERHEAD
14. SKILLS REGISTER
15. CERTIFICATES OF APPRECIATION