

# POLICY

## ON

### PROTECTION AND SECURITY FOR VIP RISK MANAGEMENT SYSTEM

**JMPD: PROTECTION and SECURITY SERVICES**

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## POLICY NO.1 OF MARCH 2022 VIP IN - TRANSIT PROTECTION POLICY

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## 1. Background

(1) On 11 June 2003, Cabinet approved the functions and establishment of the Division: Protection and Security Services (PSS) in the South African Police Service (SAPS). The Very Important Persons (VIP) Protection Services component was established as a subprogram of the Division. To this end the Johannesburg Metropolitan Police Department seeks to fulfil this mandate in the City of Johannesburg by performing the following duties;

- (a) protect all individuals identified as *VIPs* in terms of the Risk Management by virtue of their public office or strategic importance to the country; and
- (b) protect the following persons;

Political Leadership	Public Officials
Executive Mayor( EM)	City Manager ( CM)
Speaker of the Council	Chief Operations Officer(COO)
Chief Whip	Group Chief Financial Officer(GCFO)
Chairs of Chairs	Head of Department of Public Safety ( HOD)
Municipal Public Accounts Committee – Chairperson( MPAC)	Chief of Police: JMPD( COP)
Members of the Mayoral Committee(MMC's)	

The above section includes other Senior Politicians and Officials in the City of Johannesburg on ad-hoc basis as required and found to be necessary by a threat risk assessment by the State Security Agency or the South African Police Service within the Republic.

- (2) JMPD: Protection and Security Services has the following components:
  - (a) *VIP* Protection Services;
  - (b) Operational Support;
  - (c) Government Security Regulator; and

- (d) Static Protection.
- (3) This Policy provides for the management of *VIP* Protection by the JMPD: It will define the mandate, nature, purpose and functioning of the *VIP* Protection Service in order to facilitate effective *VIP* operations.
- (4) It is therefore important to set out clear instructions and the role of the *VIP* Protection Unit in relation to the other components in JMPD. Furthermore, to clearly set out the structure and the reporting procedure inside and outside the Unit.

## 2. Purpose

This Policy intends to give a clear guideline on who the Unit should protect, how the services should be rendered and the resources to be utilized for protection of VIPs in transit.

## 3. Scope of application

This Policy is applicable to all employees, all Councilors, members and officers who fall under the command of the JMPD: *VIP* Protection and who renders such duties affected by the Policy.

## 4. Definitions

In this Policy, unless the context indicates otherwise, —

- (a) "*access control*" means the process whereby entry is obtained to a premises and deals with the criteria for establishing validity for that visit as well as all the steps that must be taken to ensure that the visit does not arise in any loss or damage to the premises or institution;
- (b) "*ad hoc protection*" means a temporary measure taken to protect an individual or institution based on a direct threat confirmed by the mandated intelligence community, and approved by the Chief of Police;

- (c) "close protection officer" means a JMPD member who is trained in VIP Protection;
- (d) "emergency" means a disastrous situation or crisis, for example a life-threatening or medical *emergency*];
- (e) "in transit protection" means the provision of close protection to identified against harm, danger and embarrassment while in motion;
- (f) "incident " means any occurrence that does not constitute a security breach;
- (g) "line function" means a normal operation where five or more identified VIP's are attending a function (also referred to as an "operational event");
- (h) "major event" means a gathering of Executive Mayor, Chief Whip or Speaker and any other;
- (i) "planning and coordination" means to plan all approved requests of events by making sure of limiting all probabilities of any critical *incidents* through contingency planning during the events;
- (j) "RIMAS" means Risk Information Management Administration Support System;
- (k) "security breach in-transit protection" means anything that bypasses the security measures put in place or contravenes the VIP Protection Policy and Standard Operational Procedure (SOP) thereby causing harm or embarrassment to the principals;
- (l) "special event " means an event on MMC's level and may include Head of Entities, as declared by the Council/Boards.

- (m) *"static protection"* means the application of *access control* measures and principles at identified venues, residences of identified principals and installations;
- (n) *"static protector"* means a member who is assigned to apply and implement access control measures and principles at identified venues, residences of identified VIPs and installations;
- (o) *"strategic installation"* means the clustering or residences or an office(s) where identified *VIPs* resides or works (e.g. at their prospective Regions within the COJ boundaries).
- (p) *"VIP residence"* means official or private residences designated and used by VIPs; and
- (q) *"VIP"* means an individual or category of individuals who act(s) in the interest of the country and whose safety is of significant importance to the Johannesburg Metropolitan Council, and whose safety and security are either manifestly threatened or it is highly likely that their safety and security will be threatened (in terms of Cabinet Memorandum 19 of 1996).

## 5. Mandate

The mandate is derived from the following legislations:

- The Constitution of the Republic of South Africa 108 of 1996
- South African Police Service Act
- Municipal Financial Management Act of 2003
- (in terms of Cabinet Memorandum 19 of 1996).
- Firearm control Act of 2000
- Municipal structural Act
- Municipal Systems Act
- Demarcation Board Act

The *VIP* Protection Service component is to —

- (a) ensure that an integrated protection service is rendered to all individuals identified as *VIPs* in terms of the Risk Management Support System and Mayoral Committee decision, including ad hoc cases and foreign dignitaries that include —
  - the protection of a *VIP* while in transit; and
  - ensuring that an efficient, close protection service is rendered to all identified *VIPs* during international visits (if a confirmed threat exists);
- (b) ensure an effective security service at *VIP* events planning and coordination within the mandate of the Unit, which include-
  - Safety and security planning for identified and approved major and *special events*] and;
  - The provision of technical support in securing major and *special events*].
- (c) ensure an efficient programme management support service for the JMPD *VIP* Unit, which include —
  - the day-to-day administration of all aspects relating to the programmes of all *VIPs* and special protection operations; and
  - the maintenance of *VIP*'s profiles, databases and other related systems;

- (d) ensure an efficient and effective static protection service is rendered to all identified *VIPs*, which includes the static protection of a *VIP* at venues, his or her office where the *VIP* performs an official function.

## 6. Responsibilities of VIP Protection Services

- (1) The Head: *VIP* Protection Services is directly responsible for the protection of identified *VIPs* and accountable to the Director: JMPD VIP Unit. The component consists of the following sections:
  - (a) In-transit Protection;
  - (b) *Incident* Management, and
  - (c) Business Information Analysis Centre.
- (2) The protection of the Executive Mayor, the Chief Whip, the Speaker of Council, Chair of Chairs and others outlined within the background on page 3 of this policy and *ad hoc protection* as determined by a threat and risk assessment completed by the State Security Agency and or Crime Intelligence Agency of the South African Police Service, is the responsibility of the *In transit Protection* Section and units allocated to it.
- (3) Upon assumption of office by the *VIP* (after swearing in), the Director JMPD VIP Unit and his or her management must visit the *VIP* for briefing and introduction of *close protection officers* and set an appointment for a Service Charter Roadshow (Presentation) for orientation purposes within 14 working days from date of appointment. In cases where there are more than 5 *VIPs* appointed, the Executive Mayor's Office will be required to arrange a day and venue where the presentation will be done to all of them at once.

- (4) The briefing and orientation presentation will be done by the Director VIP Unit or Heads and their management for the Executive Mayor, the Speaker, the Chief Whip and the Members of Mayoral Committee (MMC's), within their respective portfolios.
- (5) Upon relinquishing of the office, the former *VIPs* will be allocated one JMPD *VIP* Driver and two *static protectors* under the same conditions and provisions as at the time in the office, until the end of the month following the month in which their service terminates (one calendar month). The Member will only be allocated one close protector and static protection when visiting other provinces. Where exceptional circumstances prevail, i.e. termination as a result of death or ill-health, the period referred to above may, at the discretion of the relevant Executing Authority, be extended to a period not exceeding three (3) calendar months.
- (6) In exceptional cases security protection may be afforded to former *VIPs* who have left their official residences for as long as the Member of the Mayoral Committee of Public Safety and the Speaker deem this necessary.
- (7) The protection of a Ward Councilor and dedicated *VIPs* will be deployed when there is a reason to believe that a ward councilor is under threat when exercising his/her duties, the believe has to be confirmed by the responsible intelligence service.
- (8) The Capturing of *VIP* profiles, programs, threats and operational plans are performed at the IIOC.

## 7. Directives

The following directives for *VIP* Protection have been derived from the legal obligations referred to in the framework listed above:

- (a) *VIP* Protection is to be carried out in line with the directives and procedures for protection duties.
- (b) All operational actions should be information or intelligence-driven and carried out with an integrated approach.
- (c) Monitoring and evaluating the level of service rendered to the *VIP*'s.
- (d) Establishing ways and methods to deal with *emergency* situations.
- (e) Liaising with internal and external role players with regard to the provision of required services to the clients, as well as the Unit and effectively managing and coordinating the functions and resources allocated to the component.
- (f) Providing protection services on an ad-hoc basis for identified *VIP*s after a threat assessment has been conducted and the intelligence community has confirmed an imminent threat.

## 8. Resources required

- (1) The following human resources are required per shift to provide the efficient service:
  - (a) Two trained *close protection officers* per MMC's;
  - (b) Two trained *close protection officers* per Chairs of Chairs;
  - (c) Four trained *close protection officers* per Executive Mayor;
  - (d) Four trained *close protection officers* per the Speaker of Council;
  - (e) Four trained *close protection officers* per Chief Whip.
  - (f) Two trained *close protection officers* per *other and ad-hoc VIP's*.
  
- (2) Physical resources:

The *VIP Unit* will provide at least the following:

  - (a) a backup vehicle whenever or wherever there is a need; and
  
  - (b) each *close protection officer* will be provided with:
    - (i) a bullet proof vest;
    - (ii) a firearm (Handgun) with two magazines and thirty (30) rounds of ammunition each;
    - (iii) a Maglite and a side torch with batteries; and
    - (iv) a hand radio with Press to Talk (PTT) inclusive of batteries.
  
  - (c) In accordance with the Ministerial Handbook of 2007, chapter 5 paragraph 1.1.3, the Departments are responsible for providing and maintaining official vehicles and cell phones for drivers or protectors (*close protection officers*). The main and the back-up vehicles must be protection specific. A SUV or other suitable vehicle which is suitable in all terrains shall be provided. The JMPD will thus be responsible for the above for the COJ.

(3) Financial resources

- In accordance with Chapter 5, paragraph 1.1.3 of the Ministerial Handbook approved by Cabinet on 7 February 2007, the South African Police Service is responsible for the financial implications in terms of the SAPS and this thus makes it the responsibility of the JMPD with respect to the City of Johannesburg City Council. The Municipal Finance Management Act of 2003 will operate as the guiding rule in the municipal environment.
- To this effect, Officials receiving VIP protection would be compelled to elect whether they utilize their own vehicle and being driven in a private vehicle by a protector for which they receive a locomotion allowance from the City, or, elect to utilize a City owned vehicle which would thus make a locomotion allowance not applicable to the incumbent for the period of the attachment of the protectors and vehicle to the VIP.
- An allowance provision will be made for VIP/ Protector on the basis that the VIP/ Protector has been trained by a recognised institution like SAPS, SANDF or Correctional Services.
- Allowances are attached to the officer, should the VIP/ protector BE RELIEVED OR REMOVED from the unit, these allowances will automatically fall off and all equipment will be returned (cellphones, or any devices and two- way radios).
- Any trips taken outside the Gauteng province or abroad where there are costs related to accommodation and subsistence allowances for close protectors, the requesting Department will be liable to reimburse Public Safety Department for budgetary expenses incurred.

## 9. Role players/multi-disciplinary approach

- (a) A multi-disciplinary approach is to be followed in terms of section 41 of the Constitution. This approach envisages cooperative Government and intergovernmental relationships.
- (b) The contribution of other stakeholders in the process of protection is important, whether they are directly or indirectly involved. Therefore, skills and knowledge found at times only outside the ranks of those charged with the protection is necessary and require such cooperation in order to realize the professional standard of protection.
- (c) The *VIP* Protection Service component must work through existing channels with individuals within and outside the JMPD in terms of the COJ HR policy and HR/ Talent acquisition should be followed at all times to avoid any labour dispute.
- (d) SAPS PROTECTION AND SECURITY SERVICES.
- (e) PROVINCIAL PROTOCOL OFFICES.

## 10. Command and control: VIP Protection

The Head: *VIP Protection* is accountable to the Director JMPD: Protection and Security Services, for the following:

(1) Policy:

Policy, instructions, directives, procedures, operational standards, guidelines and evaluations -

- (a) are aimed at improving standard of protection, analyzing the level of threats by the improvement of processes, procedures, protocol, coordination and the sharing of knowledge;
- (b) include the formulation, administration and evaluation of all approved JMPD policies, procedures, directives and standard operational procedures, as well as National Instructions;
- (c) include the maintenance of national policy, inspections, operational standards, instructions and procedures; and
- (d) also include the presentation of seminars, conferences and work sessions.

(2) The Section Head: *VIP Protection* is accountable to the Head: *VIP Protection*, Protection and Security Services, for the —

- (a) implementation of policy, inspections, operational standards, instructions and procedures; and
- (b) monitoring and ensuring that units and stations have knowledge of and comply with national policy, inspections, operational standards, instructions and procedures in respect of *VIP Protection*.

- (3) The *pro forma* for operational orders developed and issued by the Head: VIP Protection must be used for the planning of all kinds of operations in the protection environment.
- (4) **IIOC= Incident Management** is responsible for the recording of all movements and *incidents*.
- (5) **Business Information Analysis and relevant Intelligence Agency** is responsible for assessments of threats against VIPs and vetting of all members of *in transit protection* as well as providing accreditation for principals/ visitors and Protectors during events.
- (6) **Static Protection** is responsible for the provision of static at *VIP* residencies as well as *ad hoc* venues e.g.: Hospitals.

## 11. Technical and specialized support

- (1) To provide *access control* equipment at venues and Radio communication equipment to report all movements and *incidents* to IIOC.
- (2) The JMPD K9 Units in collaboration with SAPS Explosive Unit are responsible for the sweeping of *VIP* vehicles, venues and offices.

## 12. Generic support

- (1) Human Resources Management is responsible for: Recruitment, Selection, Placements, Retention and Exit Strategy.
- (2) Human Resources Development is responsible for: Skills Development (formal training, mentorship, on the job training etc.).
- (3) Human Resources Utilization is responsible for: Career Development, Career Pathing, mentorship programmes.

- (4) Supply Chain Management is responsible for the administration of the acquisition process with regard to all identified needs in terms of logistical needs and the administration of all resources with regard to the accounting, issuing, distribution and disposal thereof.
- (5) Financial Management is responsible for drawing up a budget and expenditure plan for the component per function for a financial year as well as assisting with monitoring the expenditure patterns.

### **13. Government Security Regulator (GSR)**

- (1) National Key Points is responsible for monitoring compliance with the National Key Points Act.
- (2) Security Advisory Services or relevant Intelligence Agency is responsible for physical security assessments.

### **14. Responsibility and accountability of Close Protection Officer (CPO).**

#### **(1) DEPLOYMENT**

*A close protection officer* will be deployed to the *VIP's* only after He / She has completed the Basic and Advanced *VIP-* Protection Course and He / She has been declared competent in all modules.

#### **(2) REPORTING ON AND OFF DUTY**

- (a) *Close protection officers* must report on duty and be ready to receive the *VIP* half an hour before the time of departure or arrival.
- (b) When *close protection officers* are not operational with their *VIPs*, they must report at their respective units.

- (c) *Close protection officers* must contact the reporting centre (Information Management Centre) by radio in order to report all movements. Telephonic reporting can be done **only** with the approval of the Group/Immediate Commander.
- (d) *Close protection officers* must ensure that they receive the authorization or log number from Information Management Centre.
- (e) *Close protection officers* must remain on duty with the *VIP* until the end of His / Her programme of the day.
- (f) Management of leave and rest days must be done through the office of the Unit Commander: *In Transit Protection* according to the guidelines as set out in the Human Resources Policies with the COJ which *inter alia* state that annual leave, unpaid leave, adoption leave, exemption or study leave, sport leave, leave for union activities or resettlement leave must be submitted and approved **before** the period of leave commence. A late application may only be considered in exceptional circumstance.

## 15. Close Protection Officer's Management of VIP's Programme.

- (1) *Close protection officers* must consult timeously with the office of the *VIPs* to ensure that the programmes are updated.
- (2) *Close protection officers* must study the program to identify any conflicting activities in terms of times and venues and request clarity for execution.
- (3) The *close protection officer* must evaluate the Principal's program in order to identify possible risks and enhance the security accordingly.
- (4) At the end of each working day the *close protection officer* must verify the program of the next working day with the *VIP* and the Personal Assistant

of the *VIP*.

- (5) The *close protection officer* must remind the office of the *VIPs* to send the program timeously to the Programme Management Centre, (it is the responsibility of the Department to send the programme of the *VIP* to Programme Management Centre).
- (6) *Close protection officers* must ensure that whenever the *VIP* embarks on an official journey out of the Province or Country and wants the *close protection officer* to travel with, the respective department sends the necessary documents to Office of the Chief of Police for authorization and to inform the immediate Commander accordingly.

## 16. Dress code

- (1) *Close protection officers* must be neat and presentable at all times.
- (2) Their Attire must befit the Principal's circumstances and comply with the Administration Manual of the JMPD as it relates to dress code.

## 17. Execution of duties

- (1) *Close protection officers* must at all times portray professionalism, discipline, politeness, enthusiasm and high ethical conduct.
- (2) Upon receipt of the *VIP's* program *close protection officers* must conduct reconnaissance of the routes as well as secondary/alternative routes, venues (drop off and pick up points), safe havens etc.
- (3) The *close protection officers* must liaise with the host to establish the contact persons, seating arrangements etc.
- (4) The driver or *close protection officers* must ensure that the

vehicle is never left unattended while the body guard ensures that the *VIP* is never left unattended.

- (5) Every *close protection officer* must compile a concise operational plan for every movement on the programme and he or she must liaise with all supporting units and supporting departments.
- (6) *Close protection officers* may from time to time perform errands for the *VIPs* for as long as it does not compromise the safety and security of the *VIP*. A request for errands must be sent in writing to the office of the Director: VIP Unit for approval prior to commencement of duties.

## **18. Transport Services for households when Members are away on official Business.**

(a) When travelling on official business away from the normal seat of the office following transport arrangements for the travel households of a member can be made at the expense of the relevant Department.

(b) Families:

(i) If spouses do not accompany the member on official business, the spouse and other dependent family members are entitled to transport at Department expense (including Official Transport) where necessary.

(ii) This concession includes transport to the place where, according to the Member who is on official business, they will reside during his/ her absence. Such journeys should be undertaken over the shortest route but may be interrupted for purpose of temporary sojourn.

(iii) Dependent Children (Airport Transfers):

As far as possible, the dependent children of members should make use of bus or shuttle services between airports and the place of residence if they are not accompanied by one or both of their parents. A member's aide or

JMPD driver may transport the children to and from the airport. However, only under special circumstances, JMPD and Council vehicle policies be utilized to transport children from the airport to their home.

## 19. Use of incidental vehicles for official purposes

- (a) *Close protection officers* must not engage in any conversation with the *VIP*, unless the member is addressed by the *VIP* or if any information must be conveyed to the *VIP*,
- (b) *Detailed* information of all movements and instructions pertaining to the *VIPs* must be recorded in the OB (Investigation Diary) and JMPD Pocket book.
- (c) All movements be reported to Information Management Centre and Programme Management Office.
- (d) The *close protection officer* must ensure that when the *VIP* visits any area, the SAPS Station Commander and JMPD Commanders of that jurisdiction is informed accordingly and that he or she gets the contact numbers of all emergency services within such area.
- (e) *Close protection officers* must maintain communication with Operational or Planning Officers in order to be briefed on *emergency* and operational procedures during events.
- (f) Any transgression with regard to the primary responsibilities may result in a *close protection officer* being withdrawn or transferred out of the close protection environment.

## 20. Safety and utilization of official vehicles

- (1) A Pre-trip inspection must be conducted at all times in order to identify if there are any foreign or harmful objects as well as the roadworthiness of the vehicle.
- (2) The *close protection officer* must be in possession of an authority to validate the trip and the garaging of official vehicle in adherence to government transport policy.
- (3) *Close protection officers* must ensure that the vehicle is security swept.
- (4) If the vehicle becomes dysfunctional, it must be immediately reported to the office of the JMPD Fleet Office for replacement and to the immediate commander.
- (5) No **unauthorized** persons may be transported or **permitted** to drive in the Departmental vehicle.
- (6) *Close protection officers* must at all times observe the rules of the road according to the road traffic act (blue lights must be used only in case of emergency- being late is not an emergency).
- (7) Traffic fines incurred during the execution of official duties by *close protection officers* will be the responsibility of the JMPD as a Department.
- (8) A *close protection officer* must not be held liable for vehicle collisions that occurred during the execution of his or official duties, provided that the member has not forfeited Departmental cover (NB: *close protection officers* will be covered for one (1) hour after they report off duty).
- (9) *Close protection officers* must take care of their pool vehicles.

- (10) Receiving, utilization and handing over of official vehicles must be in compliance with JMPD Vehicle Policy and Council Policy on Transport.
- (11) Utilization of official vehicles must be for the sole purpose of lawful and authorized official duties.
- (12) *Close protection officers* must ensure that all communication and documentation relating to the Principal must be dealt with as classified information.
- (13) The *close protection officer* must ensure that the Commanders of all **support units** within the area being visited by the *VIP* are notified promptly.
- (14) *Close protection officers* must avail themselves for In Service training to remain current with updated information on *VIP*-protection and to maintain physical fitness, driving and firearm proficiency.
- (15) *Close protection officers* must regularly inspect the vehicle used and ensure that it is in good order and clean. Defects must immediately be reported to his or her commander and where applicable conveyed to the department to whom the vehicle belongs. Commanders must inspect such vehicles periodically and where a *close protection officer* fails to comply with the relevant policy directive set out herein, disciplinary steps must be taken against such member as per the Disciplinary Procedure in the JMPD.
- (16) If a trip is required to be taken by a close protection officer which will result in the official vehicle leaving the Gauteng province, pre-authorization will be required to be signed off and supported by the Chief of Police, the Head of Department: Public Safety and duly

approved by the City Manager in the City of Johannesburg.

## 21. Use of blue lights

- (1) In terms of Regulation 176 and Regulation 185 of the National Road Traffic Regulation, 2000 (Regulations issued in terms of the National Road Traffic Act, 1996 (Act No. 93 of 1996), any member of the *Service* can use blue lights and sirens, if necessary in order to execute his or her duties.
- (2) Therefore, when members are on convoy with a *VIP* present, they are permitted to use blue lights. This should be done with due care to the safety of other road users.
- (3) Please note that a member of the *Service*, a municipal police service, the military police or a traffic officer may, in the execution of his or her duties, operate any vehicle, whether marked as a police vehicle or not, while displaying a blue light in or on the vehicle.
- (4) An intermittently-flashing light is used in order to attract the attention of other road users and to warn them of an abnormal situation that exists. The colour of the light (blue) indicates that police vehicles are oncoming and are also recognised as a method used by the *Service* to make road users aware that they must give way to an oncoming convoy escorted by members of the *Service*. This method also allows the relevant members of the *Service* to ensure the safety of the *VIP* so escorted.
- (5) A *close protection officer* must consider the circumstances and where tactically so required, use blue lights. This would enable road users to act with caution and allow them to give way to the convoy or vehicle of the *close protection officer* and *VIP*.
- (6) Please note that a police official may exceed the general speed limit with or without the use of a blue intermittently-flashing light, provided that he or she drives the vehicle in the execution of duties necessitating this and with due

regard and careful consideration of the safety of other road users.

- (7) The provisions of the National Road Traffic Act, 1996 (Act No. 93 of 1996), (JMPD Vehicle Policies), however, must always be observed.

## **22. Communication between the VIP's office and the Office of the Chief JMPD and MMC Office.**

- (1) All correspondence to the management must be addressed through the Staff Officer: Office of the Chief of Police.
- (2) All requests for Protection (National or International) must be sent in writing for approval prior to commencement of the official journeys as prescribed in the Risk Management Policy.
- (3) The Chief of Police in consultation with the HOD, MMC and City Manager will grant approval for close protection officers to travel with VIP's abroad.

## **23. Addressing of complaints**

- (1) Any complaint against a *close protection officer* must be addressed to the office of the Director: *VIP* Unit and Internal Affairs in writing for investigation purposes.
- (2) Any complaints from *close protection officers* against the Principal or the office of the Principal must be directed to the Immediate Commander and if unresolved must follow the normal chain of command in writing.
- (3) Any complaint by a JMPD member against JMPD VIP Protector/ Personnel must be directed to the Immediate Commander and if unresolved must follow the normal chain of command in writing

## 24. Discipline and conduct

- (1) *Close protection officers* must at all times portray professionalism, discipline, politeness, enthusiasm and high ethical conduct.
- (2) All *close protection officers* are subjected to the provisions of the JMPD and the South African Police Service code of conduct, Acts and Regulations and Standing Orders.
- (3) The *close protection officer* is responsible and accountable to the Unit Commander: *VIP Protection* for functional duties, mainly protection duties (note: He or she is not under the command and control of the receiving Department or department where he or she is placed as a *close protection officer*).

## 25. Operational standards

The following operational standards apply to the rendering of protection services:

- (1) **Protection packages**  
The JMPD *VIP* Unit capacity assigned to dignitaries is governed by Cabinet Memorandum 1A of 2004 as defined by *RIMAS*.
- (2) **VIP protection for identified dignitaries**  
*VIP* protection is rendered within the framework of the Mandate of the JMPD *VIP* Unit in the COJ and is derived from (Cabinet Memorandum 1A of 2007) and provisions of the Ministerial Handbook, as amended.
- (3) **Standard for a Close Protection Officer (CPO)**
  - (a) Selection: Entry level
  - (i) Age: Entrance age is a minimum of 21 years, subject to a fitness

assessment. The maximum entrance age is 35, subject to a fitness assessment. The exit age is 50 years, subject to a fitness assessment.

- (ii) Height: 1.70 / 1.77m (minimum)
- (iii) Body Mass Index: 26 % (maximum)
- (iv) Fitness:
  - Minimum assessment criteria for advance close protection:
  - Must be able-bodied.
  - May not have any disease, ailments or sickness hampering His or her work performance, for example epilepsy.
- (v) Advanced *VIP* Protection Course;
- (vi) Quarterly evaluation of skills (in-service training);
- (vii) Maintenance shooting; and
- (iv) Physical assessment.

## 26. Communication and liaison

### (1) PROGRAMME MANAGEMENT

- (a) In realizing the mandate of the *JMPD VIP Unit*, the IIOC serves as a nodal point for all information relating to the movement of a *VIP*, either by means of a formal programme received from the office of such *VIP* or the allocated close protection officer as he or she becomes aware of it.
- (b) It is the responsibility of the close protection officer to submit detailed changes or deviations to formal programmes to his or her relevant IIOC by means of his or her protection report. Such reports should be submitted immediately after the event, and if this is impossible, not longer than 24 hours after the event has taken place.
- (c) Operational commanders must ensure compliance with this procedure and must conduct regular analysis of the information to support tactical planning.

## 2. COMMUNICATION CHANNELS

(a) There are currently two channels of communication for the provision of protection:

(i) Policy related matters.

(ii) Process Flow:

\* The *VIP*, being a political office bearer, forwards all communication to the MMC: Public Safety. The MMC, in turn, forwards the communication to the Chief of Police: JMPD, who forwards communication to the Directors JMPD: VIP Unit.

\* The Component Head: JMPD: VIP Unit in the office of the Director communicates with the affected Commanders and Head, *VIP* Commander or Unit concerned, and responds to his or her superiors.

(iii) Operational Matters:

All operational matters must be communicated through the office of the Director: VIP Unit:

\* The relevant Directors and Commanders will liaise through the IIOC in the Region with personal assistants who communicate on behalf of the *VIP*.

\* The IIOC under the Command of the Chief of Police is responsible for all communication with the Mayor's Office and MMC's offices.

\* The Office of the Chief of Police at JMPD Head Office will deal with all requests for the protection of foreign dignitaries and security at major/special events.

## **27. Establishment, amalgamation, relocation and closure of VIP protection units**

VIP Protection Units may not be established, amalgamated, relocated or closed except in accordance with the applicable instructions, recommendation and with the approval of the Chief of Police, JMPD after consultation with the Head of Department and the MMC: Public Safety.

## **28. Guideline for evaluation**

The implementation of this Policy will be monitored through regular evaluations of the components affected by it. The frequency of evaluations or inspections at units must be as follows:

- (a) By officers from the JMPD: VIP Unit who must conduct an evaluation visiting each unit at least once a year.
- (b) By officers from the JMPD: VIP Unit Directors office (one announced and one unannounced).
- (c) Unit commanders must conduct inspections as prescribed.

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NOTED

TLOU MONTJA (SENIOR LEGAL ADVISOR- COJ CONTRACTS AND LEGAL)

DATE:

\_\_\_\_\_  
SUPPORTED

ANGELA MOKASI (ACTING CHIEF OF POLICE: JMPD)

DATE:

\_\_\_\_\_  
APPROVED / NOT APPROVED

TEBOGO MODIBA (ACTING HEAD OF DEPARTMENT: PUBLIC SAFETY)

DATE: