
GENERAL NOTICE

NOTICE 860 OF 2010

NOTICE IN TERMS SECTION 32 (3) OF THE ROAD TRAFFIC MANAGEMENT CORPORATION ACT, 20 OF 1999.

- (1) *The Road Traffic Management Corporation ("RTMC") hereby gives notice in terms of section 32(3) of the Road Traffic Management Corporation Act, 20 of 1999 ("the Act") on the draft National Road Traffic Law Enforcement Code (NRTLEC)*
- (2) *Interested persons and/or parties are invited to submit written representations on the draft National Road Traffic Law Enforcement Code no later than 29 October 2010, by post, hand delivery or e-mail (all in Microsoft Word) as follows:*

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0001*

Or

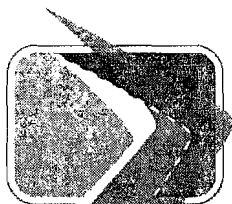
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- (3) *Parties and/or persons making written representations are notified that no public hearings will be held with respect to the draft Code.*

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code



Road Traffic
Management Corporation

DRAFT PRELIMINARY PROVISIONS

National Road Traffic Law Enforcement Code
(NRTLEC)

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

CONTENTS

FOREWORD BY SHAREHOLDERS COMMITTEE	xviii
PREAMBLE	xix
INTRODUCTION	xxi
PART A: NATIONAL STANDARDS	1
PART A1: ROAD TRAFFIC LAW ENFORCEMENT AUTHORITIES: MANAGEMENT STANDARDS	1
CHAPTER 1: AUTHORITY ORGANISATION AND ADMINISTRATION	2
AUTHORITY ORGANISATION	4
NS 1.1 Authority structure	4
NS 1.2 Rank	5
CHAIN OF COMMAND AND CONTROL SPAN	6
NS 1.3 Internal affairs division	6
NS 1.4 Chain of command and control span	6
NS 1.5 Part-time officers	7
NS 1.6 Firearms	7
ADMINISTRATION	8
NS 1.7 Rules and regulations for supervisory personnel	8
NS 1.8 Written directives	8
NS 1.9 Types of written directives	9
NS 1.10 Review of directives	11
NS 1.11 Record of directives	11
NS 1.12 Dissemination of directives	12
MEETINGS	12
NS 1.13 Staff meetings	12
NS 1.14 Division staff meeting	13
INTERNAL INVESTIGATIONS	13

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

NS 1.15	Conduct of investigation	13
NS 1.16	Internal investigative rules	13
NS 1.17	Notification of investigation	14
NS 1.18	Interview by investigating officer	14
NS 1.19	Searches during investigation	15
NS 1.20	Conclusion of investigation	15
NS 1.21	Closure of files	16
NS 1.22	Records	16
NS 1.23	False reporting	17
CHAPTER 2: HUMAN RESOURCE MANAGEMENT		18
HUMAN RESOURCE MANAGEMENT		20
NS 2.1	Adherence to policy	20
NS 2.2	Classification and assignment	21
NS 2.3	Recruitment, hiring and selection procedures	22
NS 2.4	Allocation and distribution of personnel	22
NS 2.5	Evaluation	22
NS 2.6	Raters	23
NS 2.7	Procedure for evaluation	23
NS 2.8	Comments upon evaluation	24
NS 2.9	Notification upon unsatisfactory performance	24
NS 2.10	Presentation of an evaluation	24
NS 2.11	Supervisory review and approval	25
NS 2.12	Filing of evaluations	25
NS 2.13	Promotion or demotion	26
NS 2.14	Harassment or discrimination in the workplace	26
NS 2.15	Supervisor responsibility	27
NS 2.16	Employee responsibility	28
NS 2.17	Non-compliance	28
NS 2.18	Complaints procedure for sexual harassment or discrimination	29

GENERAL COMPLAINTS	29
NS 2.19 General complaint handling	29
NS 2.20 Complaint investigation procedure	30
LIGHT DUTY	32
NS 2.21 Temporary duty assignments	32
NS 2.22 Light duty assignment involving position or duty change	32
NS 2.23 Criteria for light duty assignment involving position or duty change	32
NS 2.24 Criteria for light duty assignment without position or duty change	34
NS 2.25 Inter-office transfers	34
NS 2.26 Incident management	35
AWARDS	36
NS 2.27 Awards programme	36
NS 2.28 Type of awards and description	36
NS 2.29 Nomination for awards	37
NS 2.30 Presentation and recording	37
CHAPTER 3: TRAINING AND APPOINTMENT REQUIREMENTS	38
TRAINING REQUIREMENTS	39
NS 3.1 Minimum appointment requirements prior to training of law enforcement officers	39
NS 3.2 Minimum training requirements for appointment as law enforcement officer	40
CHAPTER 4: MANAGEMENT OF SPECIALISED LAW ENFORCEMENT EQUIPMENT	46
INFRASTRUCTURE	48
NS 4.1 Infrastructure	48
INVENTORY, MAINTENANCE AND DISPOSAL	49
NS 4.2 Specialised law enforcement equipment inventory	49
NS 4.3 Storage of specialised law enforcement equipment	50
NS 4.4 Maintenance of specialised law enforcement equipment	50
NS 4.5 Vehicle maintenance	51

NS 4.6	Breath analysis instruments	52
NS 4.7	Speed measurement instruments.....	52
NS 4.8	Camera equipment.....	52
NS 4.9	Mass measuring equipment	53
NS 4.10	Disposal of specialised law enforcement equipment	53
NS 4.11	Administrative equipment	54
LAW ENFORCEMENT EQUIPMENT.....		54
NS 4.12	Firearms and ammunition.....	54
NS 4.13	Operating equipment.....	55
NS 4.14	Vehicles.....	56
NS 4.14	Radios	58
NS 4.15	Speed measurement equipment	58
NS 4.15	Breath analysis instruments (screening and evidentiary)	58
NS 4.16	Mass-measuring equipment	59
NS 4.17	Uniform.....	59
NS 4.18	Prosecution documentation.....	60
NS 4.19	Inspection of weapons.....	61
NS 4.20	Inspection of uniform	61
NS 4.21	Inspection of vehicles	62
NS 4.22	Inspection of building and grounds.....	62
NS 4.23	Inspection of evidence facility.....	62
NS 4.24	Inspection of communication centre	62
CHAPTER 5: FINANCIAL MANAGEMENT.....		64
ACCOUNTING PRINCIPLES		64
NS 5.1	Banking account.....	64
NS 5.2	Bookkeeping and auditing	64
FISCAL MANAGEMENT AND RESOURCE CONTROL.....		65
NS 5.3	Fiscal management.....	65
NS 5.4	Signature control	65

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

NS 5.5	Preparation of annual budget	66
NS 5.6	Purchasing	66
NS 5.7	Accounting system	67
NS 5.8	Cash funds and accounts	67
NS 5.9	Petty cash	67
NS 5.10	Report copy fees	68
NS 5.11	Accounting and transfer	68
NS 5.12	Credit cards	69
NS 5.13	Audits	69
TRAVEL REGULATIONS		70
NS 5.14	Employee travel	70
NS 5.15	Expenses for approved travel	70
STRATEGIC AND BUSINESS PLAN		72
NS 5.16	Strategic plan	72
NS 5.17	Business plan	72
CHAPTER 6: ACCESS TO INFORMATION		74
ACCESS TO INFORMATION		74
NS 6.1	Access to information	74
NS 6.2	Denied request	76
NS 6.3	Appeal	76
NS 6.4	Fees	76
NS 6.5	Exemptions	76
NS 6.6	Records retention	78
NS 6.7	Information to be submitted to a national database	78
PART A: NATIONAL STANDARDS		80
PART A2: TRAFFIC OFFICERS: STANDARDS OF CONDUCT,		80
EQUIPMENT AND APPEARANCE		80
CHAPTER 7: CODE OF ETHICS		83

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

CODE OF ETHICS	83
NS 7.1 Status of code of ethics	83
NS 7.2 Discharge of duties	84
NS 7.3 Professional image	84
NS 7.4 Confidential information	85
NS 7.5 Discretion	85
NS 7.6 Violation of law	85
NS 7.7 Insubordination	86
NS 7.8 Abandonment of duty assignment	86
NS 7.9 Giving names and other information	86
NS 7.10 Leaving jurisdictional limits	87
NS 7.11 Altering records	87
NS 7.12 False reports	87
NS 7.13 Unauthorised persons in vehicles	87
NS 7.14 Absence from work	87
NS 7.15 Reporting sick leave	88
NS 7.16 Public criticism	88
NS 7.17 Political use of official position	88
NS 7.18 Political involvement	89
NS 7.19 On- and off-duty ethics	89
NS 7.20 Possession or use of alcohol	89
NS 7.21 Possession or use of controlled substances	90
NS 7.22 Gifts and gratuities	90
NS 7.23 Job-related gains	90
NS 7.24 Solicitation of favourable acts	91
NS 7.25 Payment of debts	91
NS 7.26 Prohibited association, frequenting	91
NS 7.27 Internal investigations	91
NS 7.28 Residence telephone and address	91

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

NS 7.29 Non-compliance	92
CHAPTER 8: USE OF EQUIPMENT	94
USE OF EQUIPMENT.....	94
NS 8.1 Duty of care by road traffic law enforcement authority	94
NS 8.2 Duty of care by employees	95
NS 8.3 Care and maintenance of firearms	96
NS 8.4 Vehicle crash and incident reporting	96
NS 8.5 Special equipment.....	98
NS 8.6 Property rights.....	98
CHAPTER 9: DRESS CODE	100
DRESS CODE.....	100
NS 9.1 General.....	101
NS 9.2 Uniform shirt.....	101
NS 9.3 Rank insignia and accessories.....	101
NS 9.4 Uniform trousers.....	102
NS 9.5 Uniform belt.....	102
NS 9.6 Uniform headgear.....	102
NS 9.7 Uniform footwear	102
NS 9.8 Uniform leather gear.....	103
NS 9.9 Uniform gloves	103
NS 9.10 Uniform inclement weather gear.....	103
NS 9.11 Special uniform.....	104
NS 9.12 Excluded items	104
NS 9.13 Court dress.....	104
NS 9.14 Civilian personnel	104
NS 9.15 Hair.....	105
PART A: NATIONAL STANDARDS.....	107
PART A3: PUBLIC RELATIONS.....	107

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

CHAPTER 10: COURT ACTIVITIES	108
COURT ACTIVITIES	109
NS 10.1 Appearance in court	109
NS 10.2 Participation in civil matters	110
NS 10.3 Participation in criminal matters.....	110
NS 10.4 Evidence gathering: road traffic officer's notebook.....	111
NS 10.5 Filing of records	112
NS 10.6 Court proceedings	112
NS 10.7 Evidential matters	112
CHAPTER 11: CONSULTATIVE NETWORKS	114
NS 11.1 Mutual aid.....	114
NS 11.2 Consultation	115
CHAPTER 12: COMMUNICATION AND PUBLIC OUTREACH	118
INTERNAL COMMUNICATION: RADIO, TELEPHONE AND AUTOMATED.....	118
NS 12.1 Radio.....	118
NS 12.2 Telephone	119
NS 12.3 Teletype and automated data.....	119
NS 12.4 Emergency communication	119
NS 12.5 Access by communications personnel	120
EXTERNAL COMMUNICATION	120
NS 12.6 Media relations	120
NS 12.7 Access of news media representatives to scene of incident.....	121
NS 12.8 Public access	121
NS 12.9 Enquiries	122
NS 12.10 Assistance from civilians	122
NS 12.11 Next of kin notification	122
PART A: NATIONAL STANDARDS.....	125
PART A4: OPERATIONAL PROCEDURES.....	125

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

CHAPTER 13: ENFORCEMENT ACTION/OPERATION	126
ENFORCEMENT OPERATION/ACTION	126
NS 13.1 Enforcement action	126
NS 13.2 Citations	127
NS 13.3 Officer conduct with traffic offenders	127
NS 13.4 Inspection prior to enforcement	128
CHAPTER 14: TRAFFIC PATROLS	131
TRAFFIC PATROLS	131
NS 14.1 Objectives of traffic patrols	131
NS 14.2 Preventative patrol	131
NS 14.3 Knowledge of area	132
NS 14.4 Patrol equipment	132
NS 14.5 Operation vehicles	132
NS 14.6 Safety rules	133
NS 14.7 Traffic enforcement techniques	133
NS 14.8 Traffic direction and control	134
NS 14.9 Fire and emergency scenes	135
NS 14.10 Emergency escorts	135
NS 14.11 Road hazards	136
NS 14.12 Adverse road and weather conditions	137
NS 14.13 Abandoned vehicles	138
CHAPTER 15: TRAFFIC STOPS	140
TRAFFIC STOPS	140
NS 15.1 Significance of stops	140
NS 15.2 Manner of stopping	140
NS 15.3 Basic signals for stopping, starting and turning traffic	141
NS 15.4 Pacing	141
NS 15.5 Roadside safety checks	142

CHAPTER 16: ROAD TRAFFIC CHECKPOINTS AND ROADBLOCKS.....	148
ROAD SAFETY CHECKPOINTS AND ROADBLOCKS.....	148
NS 16.1 Assignment.....	148
NS 16.2 Blockades.....	149
NS 16.3 Warning.....	150
NS 16.4 Assistance and protection	150
NS 16.5 Adult school crossing guards.....	151
CHAPTER 17: PURSUIT	153
PURSUIT.....	153
NS 17.1 Initiation of pursuit	153
NS 17.2 Emergency operation of law enforcement vehicles	154
NS 17.3 Emergency use of vehicles.....	155
NS 17.4 Emergency vehicle speed and safety during pursuits	155
NS 17.5 Communication during pursuit.....	155
NS 17.6 Intra/inter-jurisdictional pursuits.....	156
NS 17.7 Assistance during pursuit	156
NS 17.8 Law enforcement involved pursuit investigation	156
NS 17.9 Termination of pursuit.....	157
NS 17.10 Reporting	157
CHAPTER 18: SPEED MEASUREMENT AND TRAFFIC LIGHT EQUIPMENT	159
SPEED MEASURING.....	159
NS 18.1 Speed measuring equipment.....	159
NS 18.2 Equipment operation	159
NS 18.3 Setting up and removal of speed measuring equipment	160
NS 18.4 Stopping vehicles	160
CHAPTER 19: ALCOHOL TESTING.....	162
ALCOHOL TESTING.....	162
NS 19.1 Breath analysis instrument	162
NS 19.2 Enforcement	162

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

NS 19.3	Arrest and processing	163
NS 19.4	Tests	163
NS 19.5	Breath test and conducting	164
NS 19.6	Blood test and conducting	164
NS 19.7	Urine test and conducting	165
NS 19.8	Additional tests	165
NS 19.9	Refusal to submit to test	165
CHAPTER 20:	OVERLOADING CONTROL	167
OVERLOADING CONTROL		167
NS 20.1	Overloading measuring devices	167
NS 20.2	Screening	168
NS 20.3	Weighing	168
NS 20.4	Prosecution processing	168
NS 20.5	Impounding	169
CHAPTER 21:	SEARCH ON PREMISES AND PERSONS	171
SEARCH ON PREMISES AND PERSONS		171
NS 21.1	Search conduct	171
NS 21.2	Search of persons without a warrant	172
NS 21.3	Search on persons	172
NS 21.4	Search of persons after arrest	172
NS 21.5	Search techniques	173
NS 21.6	Degree of search	173
NS 21.7	Search of premises	173
CHAPTER 22:	USE OF FORCE	176
USE OF FORCE		176
NS 22.1	Use of force	176
NS 22.2	Administrative measures	177
NS 22.3	Procedural measures	177
NS 22.4	Non-compliance	178

CHAPTER 23: IMPOUNDMENT.....	180
IMPOUNDMENT	180
NS 23.1 Authority	180
NS 23.2 Impoundment without a warrant	180
NS 23.3 Impounded property	181
NS 23.4 Exceptions to impounding property	181
NS 23.5 Treatment of impounded property	181
NS 23.6 Fees on impounded vehicles.....	181
CHAPTER 24: ARREST	184
ARREST.....	184
NS 24.1 Arresting an offender	184
NS 24.2 Transporting detainees.....	183
CHAPTER 25: ACCIDENT RESPONSE AND RESPONSIBILITIES.....	187
ACCIDENT RESPONSES.....	187
NS 25.1 Preparation and reporting	187
NS 25.2 Officer response	188
TRAFFIC ACCIDENT SCENE RESPONSIBILITIES.....	189
NS 25.3 Dispatch of officers to the scene of accident	189
NS 25.4 Notification by officers upon accidents encountered	190
NS 25.5 Approach to and arrival at accident scenes.....	190
NS 25.6 Dangerous Goods	192
NS 25.7 Victim support.....	192
NS 25.8 Serious road accidents (road-related crime).....	195
NS 25.9 Independent eye witnesses and passenger witnesses.....	197
NS 25.10 Protecting the scene and clearing the roadway	198
NS 25.11 Prohibition regarding towing service	199
NS 25.12 Verifying personal and motor vehicle particulars	199
NS 25.13 Investigative and reporting services.....	200
NS 25.14 Basic traffic accident information	201

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

NS 25.15	Measures and rough sketch plan	201
NS 25.16	Clearing the scene and terminating on-scene activities	201
NS 25.17	Traffic accident investigation follow-up	202
NS 25.18	Traffic control at accident scenes	202
NS 25.19	Fire scenes	202
NS 25.20	Air rescue operations	203
NS 25.21	Release of information	203
PART B: NATIONAL PERFORMANCE TARGETS		204
PART B1: AUTHORITY ORGANISATION, EQUIPMENT AND FINANCING		204
AUTHORITY ORGANISATION		206
NT 26.1	Authority structure	206
NT 26.2	Ranking and support personnel	208
NT 26.3	Chain of command and control span	210
NT 26.4	Functions and duties of ranks and support personnel	211
NT 26.5	Determining the required number of traffic officers	212
CHAPTER 27: VEHICLE AND EQUIPMENT NEEDS OF AUTHORITIES		214
VEHICLE AND EQUIPMENT NEEDS OF AUTHORITIES		214
NT 27.1	Vehicles	214
NT 27.2	Officer's equipment	214
NT 27.3	Specialised enforcement equipment	215
CHAPTER 28: FINANCING OF AUTHORITIES		217
FINANCING OF AUTHORITIES		217
NT 28.1	General	217
PART B: NATIONAL PERFORMANCE TARGETS		218
PART B2: AUTHORITY PERFORMANCE		218
CHAPTER 29: PLANNING LAW ENFORCEMENT ACTIONS AND OPERATIONS		219
PLANNING LAW ENFORCEMENT ACTIONS AND OPERATIONS		220
NT 29.1	Information requirements	220
NT 29.2	Analysis and planning	221

NT 29.3	Submission of plans to the Corporation.....	221
CHAPTER 30: SCHEDULING LAW ENFORCEMENT ACTIONS AND OPERATIONS.....		223
SCHEDULING LAW ENFORCEMENT ACTIONS AND OPERATIONS.....		223
NT 30.1	Information requirements.....	223
NT 30.2	Time allocation	223
NT 30.3	Operational schedules.....	224
NT 30.4	Submission of operational schedules	224
CHAPTER 31: SETTING ENFORCEMENT TARGETS.....		226
SETTING ENFORCEMENT TARGETS		226
NT 31.1	Principles for setting targets	226
NT 31.2	Constraints	227
NT 31.3	Targets for individuals	227
NT 31.4	Setting the performance target.....	232
NT 31.5	Targets for authorities	233
PART C: RECORDING, MEASURING AND EVALUATING PERFORMANCE		234
PART C1: RESPONSIBILITIES OF AUTHORITIES		234
CHAPTER 32: RESPONSIBILITIES OF INDIVIDUAL OFFICERS		235
RESPONSIBILITIES OF INDIVIDUAL OFFICERS		236
NT 32.1	General aims and objectives	236
NT 32.2	Recording procedures and methods	236
NT 32.3	What to record.....	237
NT 32.4	Recording format.....	237
NT 32.5	Submission of records to the authority	237
NT 32.6	Time frames for preparation and submission of records	237
CHAPTER 33: RESPONSIBILITIES OF LAW ENFORCEMENT AUTHORITIES		238
RESPONSIBILITIES OF LAW ENFORCEMENT AUTHORITIES		239
NT 33.1	General aims and objectives	239
NT 33.2	Recording procedures and methods	239
NT 33.3	What to record.....	240

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

NT 33.4	Recording format.....	240
NT 33.5	Evaluation of performance of individual officers	240
NT 33.6	Evaluation of performance of the authority	240
NT 33.7	Evaluation of issues influencing performance	241
NT 33.8	Preparation of performance report	241
NT 33.9	Content and format of performance report	241
NT 33.10	Submission of reports to the Corporation.....	241
NT 33.11	Time frames for submission of reports.....	241
PART C: RECORDING, MEASURING AND EVALUATING PERFORMANCE		242
PART C2: RESPONSIBILITIES OF THE CORPORATION		242
CHAPTER 34: RESPONSIBILITIES OF THE CORPORATION.....		243
COLLECTION, COLLATION AND EVALUATION OF REPORTS.....		244
NT 34.1	Collect and collate reports	244
NT 34.2	Collect additional information	244
NT 34.3	Evaluate individual, provincial and national performance	244
NT 34.4	Preparation of a national performance report	245
NT 34.5	Content and format of national performance report.....	245
NT 34.6	Submission of the report to the Board and shareholders	245
NT 34.7	Time frames for submission of national reports.....	245
PART D: NON-COMPLIANCE WITH NATIONAL STANDARDS AND TARGETS		246
PART D1: RESPONSIBILITIES OF AUTHORITIES		246
CHAPTER 35: RESPONSIBILITIES OF AUTHORITIES.....		247
PROCEDURES TO BE FOLLOWED AND STEPS TO BE TAKEN		248
NT 35.1	Guidelines in the application of discipline	248
NT 35.2	Fairness in the application of discipline	249
NT 35.3	Discipline procedure	250
NT 35.4	Conduct of the enquiry	251
NT 35.5	Summary procedure	253
NT 35.6	Right of resignation	253

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

NT 35.7	Disciplinary tribunal	254
NT 35.8	Recording	254
NT 35.9	Non-attendance	254
NT 35.10	Right of representation	254
NT 35.11	Suspension	255
NT 35.12	Appeal	255
NT 35.13	Conduct and sanctions	256
NT 35.14	Grievance process	258
NT 35.15	Disciplinary reports	260
PART D: NON-COMPLIANCE WITH NATIONAL STANDARDS AND TARGETS		261
PART D2: RESPONSIBILITIES OF THE CORPORATION		261
CHAPTER 36: RESPONSIBILITIES OF THE CORPORATION		263
RESPONSIBILITIES OF THE CORPORATION		263
NT 36.1	Service level agreement	Error! Bookmark not defined.263
NT 36.2	Sanctions	263
PART E: SMART MANAGEMENT AND ENFORCEMENT		265
CHAPTER 37: PRACTICAL TIPS AND GUIDELINES FOR TRAFFIC CHIEFS		266
PRACTICAL TIPS AND GUIDELINES FOR TRAFFIC CHIEFS		267
NT 37.1	Tips for Chiefs	267
CHAPTER 38: PRACTICAL TIPS AND GUIDELINES FOR SUPERVISORS		268
PRACTICAL TIPS AND GUIDELINES FOR SUPERVISORS		269
NT 38.1	Tips for supervisors	269
CHAPTER 39: PRACTICAL TIPS AND GUIDELINES FOR TRAFFIC OFFICERS		217
PRACTICAL TIPS AND GUIDELINES FOR TRAFFIC OFFICERS		272
NT 39.1	Tips for officers	272
PART F: ANNEXURES		274

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***FOREWORD BY SHAREHOLDERS COMMITTEE**

These National Standards and Targets have been prepared as a basis for road traffic law enforcement service providers (authorities) to implement government's policies relating to road traffic management and road traffic law enforcement. They apply subject to all legislation in force and, in particular, the Road Traffic Management Corporation Act, 1999 (Act No. 20 of 1999) and the National Road Traffic Act, 1996 (Act No. 93 of 1996).

The standards described in this document represent a collective input of stakeholders at national, provincial and local spheres of government and must be appropriated by all road traffic law enforcement service providers.

The standards are a basis through which authorities can also ensure satisfactory delivery of services. This document also aims to provide a strategic direction in addressing issues relating to road traffic law enforcement management and service provision.

The standards are issued as a controlled document which will be updated as new information becomes available. Users should ensure that they are operating with the latest version.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

PREAMBLE

WE, the Shareholders Committee of the Road Traffic Management Corporation and all road traffic law enforcers and law enforcement authorities:

ACKNOWLEDGE that road traffic law enforcement is an essential community service, the effectiveness of which impacts on the quality of life of all South African citizens;

ACKNOWLEDGE that multiple service providers across the national, provincial and local spheres of government currently undertake road traffic law enforcement in terms of the Constitution, national and provincial legislation and municipal by-laws;

ACKNOWLEDGE that wide disparities exist in the management, administrative and operational guidelines applied by such road traffic law enforcement service providers in the execution of their law enforcement mandates;

AND NOTE that the Road Traffic Management Corporation Act, 1999 (Act No. 20 of 1999) has mandated the preparation of a national road traffic law enforcement code to set minimum goals, objectives, standards and procedures for the provision of road traffic law enforcement services;

AND NOTE that the Road Traffic Management Corporation Act, 1999 (Act No. 20 of 1999) wishes to enhance voluntary compliance with its provisions by meaningfully involving road traffic law enforcers in its development;

WISH to establish goals, objectives, standards and procedures for road traffic law enforcement that will significantly improve safety on public roads and enhance the quality of life of all South African citizens;

WISH to promote road traffic law enforcement as an essential community service and not, primarily, as a generator of revenues;

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

WISH to adopt a holistic approach to road traffic law enforcement that focuses on administration, information, financial, human resource and operational matters;

WISH to promote efficient and streamlined administrative systems that adequately support the activities of all road traffic law enforcement personnel;

WISH to institute reliable information systems to ensure the accurate collection, preservation and retrieval of information needed to support road traffic law enforcement activities;

WISH to introduce transparent financial management systems that ensure accountability and the reinvestment of traffic revenues into enforcement efforts;

WISH to promote fair human resource practices that enable road traffic law enforcement personnel to know what is expected of them and to particularly maximise career opportunities and empower the previously disadvantaged;

WISH to develop a professional corps of road traffic law enforcers who take professional pride in their work, conform to high ethical and moral standards, are adequately trained and competitively recruited;

WISH to establish streamlined and effective operational procedures that incorporate utilisation of state-of-the-art technology;

WISH to maximise road traffic law enforcement's potential impact on overall crime reduction through the rendering of ancillary support to general policing initiatives;

AND WISH to pro-actively shape driver perceptions and behaviour through improved awareness, communication and an open-door policy to public concerns;

Now therefore adopt this

National road traffic law enforcement code

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

INTRODUCTION

Application of the Code

1. The Code applies to:

- 1.1. Provincial authorities and local government bodies irrespective of whether they perform road traffic services under a contract or not;
- 1.2. Statutory transport institutions vested with powers to execute road traffic law enforcement functions;
- 1.3. Persons employed by the institutions mentioned in 1.1 and 1.2;
- 1.4. Every police officer, upon the approval of the Minister for Safety and Security; and
- 1.5. Every road traffic officer employed by the Road Traffic Management Corporation (RTMC) to undertake road traffic law enforcement.

2. Status of the Code

- 2.1. The provisions of this Code apply to the extent that they are not in conflict with the Constitution or any provision of national legislation.
- 2.2. The national standards in this Code:
 - (a) are mandatory and must be complied with where the mandatory verbs must, shall, will, and may only have been used;
 - (b) are directory and must be complied with unless there is adequate justification for acting otherwise where the verb should has been used; and
 - (c) are permissive and may be complied with where the verb may has been used.
- 2.3. The performance targets in this Code are mandatory.
- 2.4. The Code is published in terms of sections 32 and 33 of the Act, quoted as follows:

32. National Road Traffic Law Enforcement Code

(1) For the purpose of executing the road traffic law enforcement function, the chief executive officer, in consultation with the National Commissioner and the national organisation recognised in terms of section 2(a) of the Organised Local Government Act, 1997 (Act No. 52 of 1997), must develop a National Road Traffic Law Enforcement Code.

(2) The code must, taking into account local developmental needs, capacity and available resources, provide a national framework that sets out in respect of road traffic law enforcement—

- (a) minimum requirements for training and appointment of road traffic law enforcement officers;
- (b) strategic direction and goals to be achieved;
- (c) management practices and human resource practices to be followed;
- (d) operating principles to be applied;
- (e) performance levels to be achieved;
- (f) supporting management information systems to be implemented; and
- (g) actions which constitute a failure to comply with the code as contemplated in section 33.

(3) A draft code must be published by notice in the Gazette and every Provincial Gazette and the notices must specify the time available to interested parties to comment.

(4) The chief executive officer, the National Commissioner and the national organisation recognised in terms of section 2(a) of the Organised Local Government Act, 1997, must consider all comments before completing the code and submitting it to the Shareholders Committee for approval.

(5) The code, once approved by the Shareholders Committee, becomes binding on—

- (a) provincial authorities and local government bodies irrespective of whether they perform road traffic law enforcement services under a contract: Provided that the chief executive officer may not force a local government body that does not provide road traffic services, to provide those services; and
- (b) any statutory transport institution vested with powers to execute road traffic law enforcement functions for the duration of a contract concluded with the

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

Corporation to provide road traffic law enforcement: Provided that the code may only bind the SAPS and a municipal police service established in terms of section 64A of the South African Police Service Act, 1995 (Act No. 68 of 1995), upon approval thereof by the Minister for Safety and Security.

(6) Every three years the code must, on the recommendation of the Shareholders Committee, be revised.

(7) Any revision of the code must be published in the Gazette and every Provincial Gazette for interested parties to comment on, whereupon subsection (4) applies with the necessary changes.

33. Non-compliance with National Road Traffic Law Enforcement Code

(1) The Shareholders Committee may, where it reasonably suspects that any provincial authority or local government body has failed to comply with the national road traffic law enforcement code—

(a) request and obtain information and documents pertaining to the execution of road traffic law enforcement under the control of the provincial authority or local government body in question; and

(b) authorise a person to enter any building or premises under the control of the provincial authority or local government body in question for the purpose of obtaining the information and documents referred to in paragraph (a), and is entitled to all reasonable assistance by any member or employee of the provincial authority or local government body in question.

(2) For the purposes of subsection (1), where the Shareholders Committee establishes that—

(a) a provincial authority or local government body, the SAPS or another statutory institution vested with the powers to perform road traffic law enforcement, with which the Corporation has contracted to provide road traffic law enforcement, has failed to comply with the national road traffic law enforcement code, the Shareholders Committee may terminate the contract and appoint an alternative service provider which may include the Corporation; and

(b) a provincial authority or local government body, which has not been contracted by the Corporation to provide road traffic law enforcement, has failed to comply with the national road traffic law enforcement code, the Shareholders Committee must—

(i) in the case of a provincial authority, notify the Minister; and

(ii) in the case of a local government body, notify the Minister and the MEC concerned.

(3) If the Minister pursuant to a notification in terms of subsection (2)(b)(i), is satisfied that a provincial authority has failed to comply with the national road traffic law enforcement code as contemplated in subsection (2)(b)(i), he or she must notify the provincial authority of such failure in writing and request compliance with that code within a period specified in the notice.

(4) The Minister may, on the request of the provincial authority extend the period contemplated in subsection (3).

(5) The Minister may, where a provincial authority fails to comply with the national road traffic law enforcement code within the period specified in the notice or the extended period contemplated in subsection (4), and after consultation with the Minister for Provincial Affairs and Constitutional Development—

(a) appoint a person to administer and supervise the provision of road traffic law enforcement by the provincial authority in question and charge such person with the responsibility to ensure that the provision of road traffic law enforcement by such provincial authority complies with the national road traffic law enforcement code; and

(b) take such other steps as he or she considers necessary to ensure compliance with the national road traffic law enforcement code.

(6) A person appointed in terms of subsection (5)(a) may, subject to section 100(2) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), exercise all the powers and must perform all the duties of the executive head of the provincial authority concerned.

(7) If the Minister is satisfied that a provincial authority complies with the national road traffic law enforcement code, he or she may terminate the appointment of the person referred to in subsection (5)(a).

(8) Upon receipt of a notification contemplated in subsection (2)(b)(ii), the Minister may request the MEC concerned to intervene after a decision by the provincial executive as contemplated in section 139 of the Constitution of the Republic of South Africa, 1996, and must provide the MEC with a copy of the notification.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

(9) (a) If the MEC fails to intervene as requested, the Minister after a decision by the provincial executive may intervene as contemplated in section 100 of the Constitution of the Republic of South Africa, 1996, in which case subsections (12) to (16) apply with the necessary changes.

(b) For the purpose of this subsection, any reference in subsections (12) to (16) to—

(i) the MEC, shall be deemed to be a reference to the Minister;

(ii) the MEC responsible for local government, shall be deemed to be a reference to the Minister for Provincial Affairs and Constitutional Development;

(iii) the Premier, shall be deemed to be a reference to the President;

(iv) section 139(2) of the Constitution of the Republic of South Africa, 1996, shall be deemed to be a reference to section 100(2) of the Constitution.

(10) If the MEC is satisfied that a local government body has failed to comply with the national road traffic law enforcement code, he or she must notify the local government body of such failure in writing and if the Shareholders Committee does not decide to exempt the local government body from compliance with the code, request compliance with that code within a period specified in the notice.

(11) The MEC may, on the request of the provincial authority, extend the period contemplated in subsection (10).

(12) The MEC may, where a local government body fails to comply with the national road traffic law enforcement code within the period specified in the notice or the extended period contemplated in subsection (11), and after consultation with—

(a) the MEC responsible for local government in the province concerned, or where no such MEC has been appointed, the Premier or the MEC to whom the responsibilities have been assigned by the Premier; and

(b) the MEC for Safety and Security in the case where road traffic law enforcement is provided by a municipal police service—

(i) appoint a person to administer the provision of road traffic law enforcement by the local government body in question and charge such person with the responsibility to ensure that the provision of road traffic law enforcement services by such local government body complies with the national road traffic law enforcement code; and

(ii) take such other steps as he or she considers necessary to ensure compliance with the national road traffic law enforcement code.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

(13) *Where an administrator is appointed in terms of section 64N(4)(a) of the South African Police Service Act, 1995 (Act No. 68 of 1995), that administrator must perform the functions contemplated in subsection (12)(b)(i).*

(14) *A person appointed in terms of subsection (12)(b)(i) may, subject to section 139(2) of the Constitution of the Republic of South Africa, 1996, exercise all the powers and must perform all the duties of the executive head of the local government body concerned.*

(15) *If the MEC is satisfied that a local government body complies with the national road traffic law enforcement code, he or she may terminate the appointment of the person referred to in subsection (13)(b)(i).*

(16) *All expenditure incurred by or in connection with the intervention of the MEC, in the provision of road traffic law enforcement as contemplated in this section, must be in accordance with the contract between the Corporation and the local government body in question.*

3. Definitions

"Act" means the Road Traffic Management Corporation Act, 1999 (Act 20 of 1999);

"Anniversary date" means the date of hire of an employee by the road traffic law enforcement authority;

"Civilian" means a non-sworn employee, part or full time;

"Critical injury" means an injury which is life threatening and likely to cause death or serious permanent disability;

"Discretion" means power of free decision or latitude of choice within certain legal bounds;

"Enforcement action" means a road traffic law enforcement action involving arrest, citation or warning of any person alleged to have violated a road traffic law;

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

“Evidence custodian” means an employee designated at a road traffic law enforcement authority to administer and operate the evidence, and found and recovered property system, including the evidence storage facilities, and to monitor and provide functional supervision over the evidence program;

“Extreme ratings” means less than acceptable performance or superior to acceptable performance;

“Impropriety” means an act or acts involving misuse of authority by an employee;

“Internal affairs division” means the office that receives and investigates complaints against road traffic law enforcement employees in order to combat misconduct;

“Lawful order” means any direction, guidance, assistance or command from a senior officer to a subordinate officer, whether given verbally or in writing, that is not unlawful;

“Mutual aid” means an oral or written request for assistance for law enforcement services;

“Pacing” means the positioning of a law enforcement vehicle at a stable, fixed distance behind a speeding vehicle at a constant speed to measure its speed;

“Policy” means a broad statement of departmental principles;

“Procedure” means a guideline for carrying out road traffic law enforcement services;

“Pursuit” means the operation or use of a patrol vehicle in the emergency mode so as to pursue a felon who wilfully or knowingly uses illegal or evasive driving tactics in an effort to avoid detention, apprehension or arrest;

“Roadblock” means any method, restriction, or obstruction utilised or intended to prevent free passage of motor vehicles on a roadway in order to apprehend the driver or passengers in a particular motor vehicle;

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

“Road traffic law enforcement authority” means a provincial authority, a local government body, a statutory transport institution vested with the power to undertake road traffic law enforcement, or the SAPS, providing road traffic law enforcement services in terms of road traffic legislation;

“Road traffic law enforcement department” means department, directorate, section or similar designation within a provincial or local government responsible for road traffic law enforcement;

“SABS” means the South African Bureau of Standards;

“Strip search” means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such persons;

“Supervisor” means both sworn and non-sworn employees assigned to a position having a day-to-day responsibility for management and oversight of subordinates and those persons who are responsible for commanding work elements;

“Sworn officer” means a commissioned law enforcement officer who has taken the oath of office;

“Traffic enforcement” means the assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist.

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

PART A: NATIONAL STANDARDS

PART A1: ROAD TRAFFIC LAW ENFORCEMENT AUTHORITIES: MANAGEMENT STANDARDS

Contents

CHAPTER 1: AUTHORITY ORGANISATION AND ADMINISTRATION

CHAPTER 2: HUMAN RESOURCE MANAGEMENT

CHAPTER 3: TRAINING AND APPOINTMENT REQUIREMENTS

CHAPTER 4: ASSET MANAGEMENT

CHAPTER 5: FINANCIAL MANAGEMENT

CHAPTER 6: INFORMATION MANAGEMENT

Road Traffic Management Corporation

Draft National Road Traffic Law Enforcement Code

CHAPTER 1**AUTHORITY ORGANISATION AND ADMINISTRATION****Contents**

AUTHORITY ORGANISATION.....	4
NS 1.1 Authority structure	4
NS 1.2 Rank.....	5
CHAIN OF COMMAND AND CONTROL SPAN.....	6
NS 1.3 Internal affairs division.....	6
NS 1.4 Chain of command and control span	6
NS 1.5 Part-time officers	7
NS 1.6 Firearms	7
ADMINISTRATION	8
NS 1.7 Rules and regulations for supervisory personnel.....	8
NS 1.8 Written directives.....	8
NS 1.9 Types of written directives	9
NS 1.10 Review of directives	11
NS 1.11 Record of directives.....	11
NS 1.12 Dissemination of directives.....	12
MEETINGS.....	12
NS 1.13 Staff meetings	12
NS 1.14 Division staff meeting	13
INTERNAL INVESTIGATIONS	13
NS 1.15 Conduct of investigation	13
NS 1.16 Internal investigative rules.....	13
NS 1.17 Notification of investigation.....	14
NS 1.18 Interview by investigating officer.....	14
NS 1.19 Searches during investigation	15
NS 1.20 Conclusion of investigation.....	15

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

CHAPTER 1
AUTHORITY ORGANISATION AND ADMINISTRATION

Contents

NS 1.21	Closure of files.....	16
NS 1.22	Records.....	16
NS 1.23	False reporting	17

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

CHAPTER 1: AUTHORITY ORGANISATION AND ADMINISTRATION

Purpose

- (a) Outlines the organisational structure of a road traffic law enforcement authority and defines the general responsibilities and duties of road traffic law enforcement authority personnel.
- (b) Establishes road traffic law enforcement authority operational guidelines, the chain of command, and duties attached to positions in the road traffic law enforcement authority.
- (c) Establishes rules and procedure for internal investigations.

Policy statement

The Corporation wishes to create uniform organisations and methods of management for all authorities. Standard operating procedures must be used to improve the fair and equal treatment of all traffic officers, managers and staff.

NATIONAL STANDARDS

AUTHORITY ORGANISATION

NS 1.1

Authority structure

1. The road traffic law enforcement authority should be organised in the following divisions:
 - (a) law enforcement division, to address patrol services, motorcycle squad services, tow-away service, investigations and general traffic services;
 - (b) administrative support services division, to address human resources and personnel, information (records and reports), stores and equipment, and penalties and fines; and

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

- (c) professional services division, to address professional standards, internal affairs, planning, research, community relations, communication, vehicle servicing, emergency services and a legal advice section for court-related work.

The structure of the divisions will be as described in chapter 26 of the Code.

NS 1.2**Rank**

1. Rank structure should cover:
 - (a) sworn personnel, namely:
 - Chief of Traffic;
 - Deputy Chief of Traffic;
 - Assistant Chief of Traffic
 - Chief Superintendent;
 - Senior Superintendent;
 - Superintendent;
 - Assistant Superintendent;
 - Senior Inspector;
 - Inspector;
 - Traffic Officers: (Grade iii, Grade ii, Grade i); and
 - Trainee Traffic Officer; and
 - (b) non-sworn personnel, namely:
 - Administration;
 - Professional services;
 - Finances;
 - Human Resources; and
 - Stores; and
 - (c) may include voluntary personnel if required at times.
2. The rank structure and insignia as prescribed in the Code is included in chapter 9.
3. All functions and duties of sworn and non-sworn personnel are included in chapter 26.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***CHAIN OF COMMAND AND CONTROL SPAN****NS 1.3****Internal affairs division**

1. The internal affairs office must report directly to the Chief of Traffic.
2. The functions of the internal affairs office are to:
 - (a) receive complaints of misconduct by an employee of the road traffic law enforcement authority;
 - (b) register the complaint by assigning a case number;
 - (c) advise the person making the complaint of the complaint number assigned;
 - (d) acknowledge the complaint by mailing a letter with the complaint number to the complainant;
 - (e) investigate the complaint if it is a serious allegation, or assign the investigation to a division supervisor if it is a less serious allegation;
 - (f) investigate cases at the direction of the Chief of Traffic;
 - (g) review instance of injury or death of a person involving alleged action of an employee and conduct an independent investigation, when warranted;
 - (h) establish and maintain liaison with the:
 - (i) office of state attorney(s);
 - (ii) other law enforcement authorities; and
 - (iii) community groups;
 - (i) represent the Chief of Traffic in internal affairs or other matters as directed;
 - (j) prepare and present disciplinary cases to the Chief of Traffic;
 - (k) maintain files of on-going and completed investigations, indices of complaint register numbers and other data; and
 - (l) maintain discipline records.

NS 1.4**Chain of command and control span**

The chain of command and span of control must refer to:

- (a) the role of the supervisor and functional supervisor;
- (b) communication of orders;
- (c) unlawful orders;

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

- (d) conflicting orders;
- (e) by-passing the chain of command;
- (f) lateral communications;
- (g) the number of subordinates that supervisors may effectively supervise; and
- (h) saluting.

The chain of command and control span is further described in NS 26.3.

NS 1.5**Part-time officers**

1. The road traffic law enforcement authority may employ part-time officers, who have previously met the standards and requirements laid down by law and this Code.
2. Part-time officers are bound by all the rules and regulations that bind full-time officers, including this Code.
3. A part-time officer must:
 - (a) be 18 years of age upon date of application for employment;
 - (b) be a South African Citizen;
 - (c) be certified by the training academy to have completed the appropriate training course; and
 - (d) have completed the mandatory firearms training course.
4. All part-time officers are subject to annual reappointment.
5. All part-time officers are bound and required to adhere to every policy, procedure, rule and regulation, general and special order or any other written or verbal order from the Chief of Traffic or his designee.
6. Part-time officers may be assigned any duty that may be performed by a full-time officer and are expected to perform effectively when on duty.

NS 1.6**Firearms**

1. Part-time officers may only carry a firearm with the express consent of the Chief of Traffic and then only when in the prescribed uniform of the day and while engaged in the performance of law enforcement duties.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

2. Part-time officers are expressly prohibited from carrying or possessing firearms while off duty, unless in a capacity that is otherwise allowed by law as a private citizen.

ADMINISTRATION

NS 1.7 Rules and regulations for supervisory personnel

1. Supervisors must provide guidance and assistance to their subordinates.
2. Supervisory personnel are responsible for subordinates' adherence to road traffic law enforcement authority rules, regulations, policy, orders, directives and procedures and must take reasonable action to ensure compliance.
3. Supervisors are reasonably accountable for the maintenance of discipline and must provide leadership, supervision and example to ensure the efficiency of the road traffic law enforcement authority.
4. Supervisors are responsible for monitoring the job performance of all subordinates under them.
5. Authority and functions may be delegated to subordinates but responsibility remains with the supervisor who made the assignment.
6. Supervisory personnel are responsible for all job-related failures on the part of their subordinates when the supervisor was aware or should reasonably have been aware of the failure or the potential for failure and did not take the appropriate action to correct the deficiency.

NS 1.8 Written directives

1. The authority to issue, delete, modify and approve all written directives is vested with the Chief of Traffic.
2. The Chief of Traffic may delegate authority for issuing written directives to the Deputy Chief of Traffic Service or a head of a division.
3. Directives must not conflict with established policy or procedures unless the directive constitutes a revision or replacement of an existing policy or procedure.
4. Replacement directives must indicate which directives are replaced by it.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***NS 1.9****Types of written directives****General order**

1. General orders are permanent orders concerned with policy, rules and procedures usually affecting more than one division.
2. General orders are issued and must be signed by the Chief of Traffic.
3. The format for general orders must be:
 - (a) on the initial page of order the heading which includes:
 - (i) order number;
 - (ii) subject;
 - (iii) effective date; and
 - (iv) information on deleted orders (when applicable); and
 - (b) elements of the body, being:
 - (i) policy statement;
 - (ii) definition statement (optional);
 - (iii) procedures; and
 - (iv) rules and regulations (optional).

Standard operating procedure

1. Standard operating procedure is a standardised procedure too lengthy or detailed to be included in the general order or procedure directed to a limited number of personnel, that provides written order direction to employees.
2. Standard operating procedure is issued and must be signed by the Chief of Traffic.
3. The format for standard operating procedure is:
 - (a) the initial page with a heading including:
 - (i) the name of the road traffic law enforcement authority;
 - (ii) subject;
 - (iii) date;
 - (iv) prepared by; and
 - (v) approved by, and initials of Chief of Traffic; and

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code*

- (b) elements of the body, being:
 - (i) purpose of statement;
 - (ii) procedures;
 - (iii) statement that the standard will remain in effect until amended or rescinded by the Chief of Traffic;
 - (iv) review date; and
 - (v) listing of dissemination.

Special order

1. Special orders are orders affecting only a specific division or a statement of policy or procedure regarding a specific circumstance or event that is of a changing or temporary nature.
2. Special orders are issued and must be signed by the Chief of Traffic or head of a division.
3. Special orders are self-cancelling after no more than 90 days, unless otherwise specified.
4. The format for special orders is:
 - (a) the initial page with a heading including:
 - (i) the name of the issuing division;
 - (ii) the subject;
 - (iii) order number;
 - (iv) effective date; and
 - (v) cancellation date; and
 - (b) elements of the body including:
 - (i) purpose of statement;
 - (ii) procedures;
 - (iii) statement that the standard will remain in effect until amended or rescinded by the Chief of Traffic; and
 - (iv) listing of dissemination.

*Road Traffic Management Corporation**Draft National Road Traffic Law Enforcement Code***Memorandum**

1. A memorandum is an informal document that may or may not convey an order.
2. A memorandum is used, generally, to clarify, inform or inquire.
3. A memorandum for the purpose of directing compliance or conveying an order, must be issued by the officer who has authority in that functional area.
4. Memoranda must be prepared in the format prescribed by the Chief of Traffic and are not indexed.

NS 1.10**Review of directives**

1. Proposed policies, procedures, rules or changes to written directives must be coordinated and distributed by the head of administration division.
2. All proposals must be reviewed for the purpose of gauging the directive's impact on existing policy or procedure.
3. The directives should be reviewed by command staff as well as affected staff.
4. The Chief of Traffic may revoke a directive after a review of that directive.
5. Revocation may be effected by stamping or writing the directive in each book in red ink, letters must be at least 5 cm high with the word "REVOKED".
6. The revoked order must be disseminated in the same manner as the initial directive to inform employees of such revocation.
7. The directive number must not be reissued after revocation.
8. All proposals creating new policies, procedures or rules, or the changing of existing policies, procedures or rules, must be directed to the Chief Executive Officer of the Corporation for purposes of review of the Code.

NS 1.11**Record of directives**

1. The head of the administration division must maintain an independent set of master files on all issued directives and revocations.
2. The files must contain the original signed copy of the directive, copies of previous directives replaced by the current directive and materials relevant to the development of the directive.