



## **SECURITY PROCEDURE MANUAL**

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<b>Compiled by:</b>	<b>Chief Security Officer</b>
<b>Approved by:</b>	

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## **Foreword by the Vice-Chancellor**

The importance of security cannot be denied in today's crime-ridden society. Lupane State University Security Section provides security service to staff, students and visitors. The Section functions as representatives of the University's leadership on security matters. To this end security staff have the authority to take certain actions deemed to be in the best interests of the University in order to ensure the safety and security of the entire Lupane State University community.

The Security Section's major responsibility is prevention of incidents before they occur. This can be achieved by being vigilant and visible at all times. This simply means making all efforts to prevent possible security threats or risks as well as dealing with and reporting any security irregularities. This Security Procedure Manual therefore, acts as a guide to assist security staff in performing their duties and undertaking their responsibilities in an effort to secure the University community and its property at all times.

This Procedure Manual should, for all practical purposes, be read in conjunction with other relevant University regulations and administrative circulars as well as relevant statutory instruments which complement each other and are aimed at achieving the vision and mission of the University.

Although nearly every security situations are covered in this Manual it may nonetheless, not cover all issues since security is very dynamic and changes with time and space. To this end specific instructions and operational procedures may be issued from time to time through relevant authorities.

Please do not hesitate to consult the office of the Chief Security Officer on issues that you may need guidance or clarification on.

**Professor Pardon K. Kuipa**

Vice-Chancellor

## **Definition of terms**

Chief Security Officer	Lupane State University most senior security person responsible for security of personnel and assets.
Off duty	An officer, Sergeant or Security Guard officially not engaged in usual work.
On duty	An officer, Sergeant or Security Guard performing Lupane State University's official security duties as assigned by superiors.
Orders	Any lawful instructions, either written or oral, officially given to security personnel.
Security equipment	Any accessories and equipment issued by Lupane State University to members of the Security Section for use while on duty. These should not be used while off duty.
Security Guard	A person employed by Lupane State University to guard and protect personnel and assets.
Security Officer	Lupane State University second most senior security person responsible for security of personnel and assets.
Security personnel	Persons employed by Lupane State University to perform security duties.
Sergeant	A person who supervises Lupane State University's Security Guards on their day to day duties.
Superior	Any University employee of a higher appointment or position to another.
Uniform/protective clothing	Articles of security clothing issued by Lupane State University and to be worn by members of the Security Section while on duty. These should not be worn while off duty.

## **1. Introduction**

1.1 This Security Procedure Manual is a guide to assist Lupane State University security personnel in undertaking their duties and responsibilities in an effort to secure University property, staff, students and visitors at all times.

1.2 This document should be read in conjunction with the University Security Policy and other relevant University Administrative Circulars which, of course, complement each other in pursuing the vision and mission of the University.

1.3 Security operations are very dynamic and evolve with time. Therefore this Manual may not cover all issues but an effort has been made to make it as comprehensive as possible. Specific instructions and operational guidelines may be issued from time to time through relevant Administrative Circulars.

1.4 For clarification of certain issues covered (and not covered) in this Manual please do not hesitate to consult the University Chief Security Officer.

## **2. Scope**

2.1 This Manual covers security matters of Lupane State University that relate to establishment and organisation of the Security Section, functions of the Security Section, confidentiality of Information, security and care of University documents, records and equipment, general conduct of security staff, general duties of Lupane State University Security Personnel, Security Guard duties, duty hand over/takeover procedure, Occurrence Books and pocket note books.

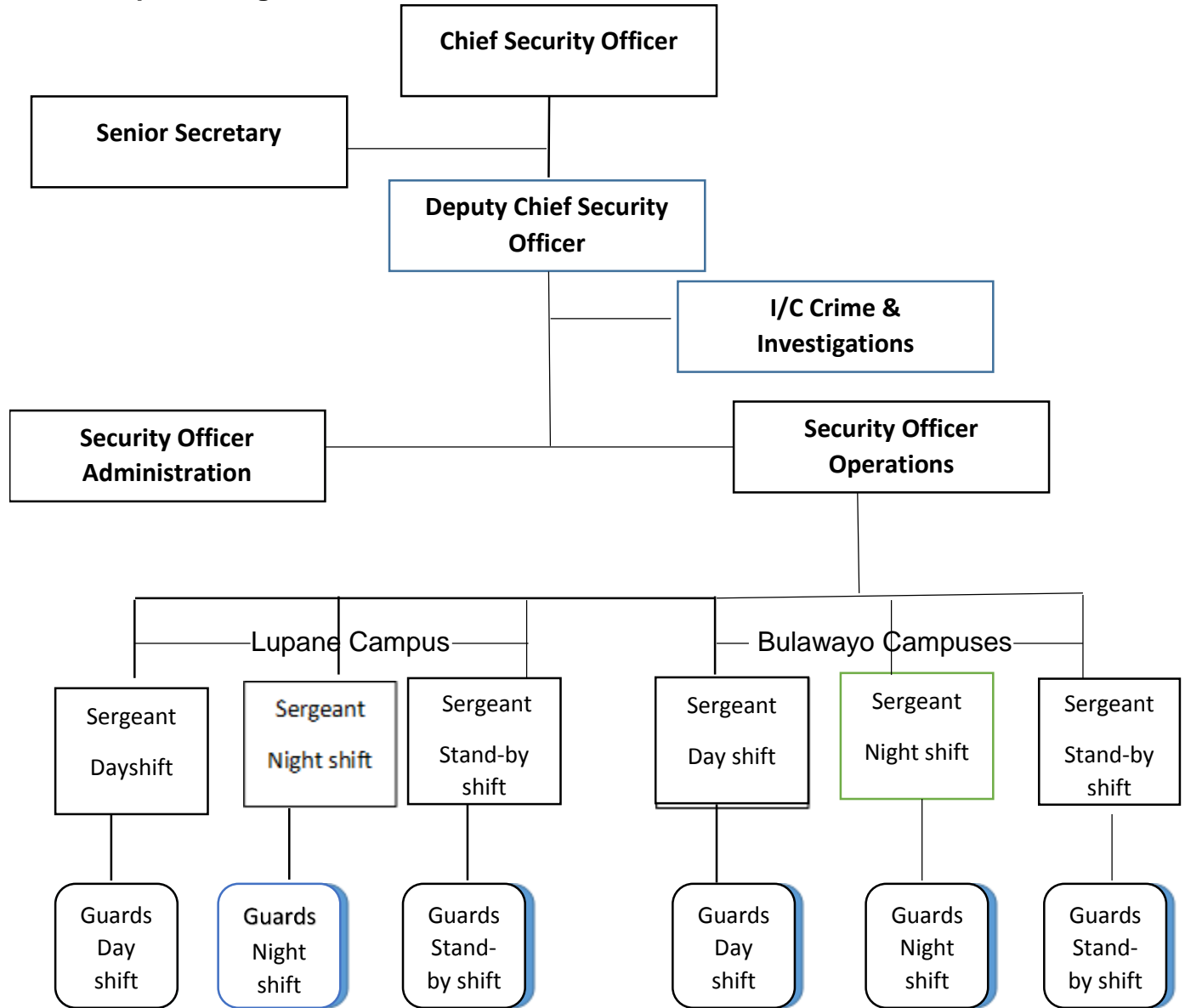
## **3. Establishment and Organisation of the Security Section**

3.1 The Security Section was established by the University and is responsible for maintenance of law and order, preservation of peace, protection of life and property and enforcement of relevant laws, rules and regulations of the University within the University.

3.2 The Section is headed by the Chief Security Officer. The Chief Security Officer is deputized by the Deputy Chief Security Officer and assisted by four Security Officers and four Sergeants. A Senior Secretary or Secretary is seconded to the Section to do

secretarial duties. The Security Section has several posts located in various premises in Bulawayo. It also has a sub-Section based in Lupane. Each station is manned by Security Guards who are supervised by Sergeants.

**4. Proposed Organizational Structure**



**NB: Number of guards shall be determined by the nature of premises to be guarded.**

## **5. Functions of the Section**

5.1 The functions of Lupane State University Security Section are:

- a. Protection of life and property.
- b. Maintenance of law and order within the University premises.
- c. Detection and prevention of crime and other wrongdoings within the University.
- d. Apprehension of offenders within the university premises.
- e. Enforcement of the University rules and regulations.
- f. Preservation of peace within the University premises.
- g. Collection and dissemination of intelligence on matters touching on the University as need may arise.
- h. Link the University to external law enforcers.

## **6. Confidentiality of Information**

6.1 All information received by security personnel in their official capacity shall be treated as confidential and must not be divulged to any other person without proper and lawful consent of their superiors.

6.2 No information concerning cases under investigation and other security matters should be disclosed to any other members, students or staff without proper and lawful authority.

6.3 Security personnel should note that all information concerning the institution is issued to the media through the Vice-Chancellor's office.

6.4 No security personnel should make known to the media any information unless authorised by the Vice-Chancellor's office in writing to do so.

## **7. Security and Care of University Documents, Records and Equipment**

University documents, records and equipment may not be used for private purposes. Security personnel in charge of University documents, records and equipment are personally responsible for the proper care, maintenance and the security of such documents, records and equipment. The Chief Security Officer is responsible for ensuring



that all records and equipment used by security personnel are regularly inspected. As a general rule documents, records and equipment must not be accessed by unauthorised persons.

## **8. General Conduct of security staff**

8.1 Security personnel must obey all lawful orders given to them by their superiors.

8.2 All security personnel of and under the rank of Security Officer shall always wear full, clean uniform/protective clothing.

8.3 Security personnel shall not:

- a. Conduct themselves in an unbecoming manner which might bring discredit to the University while on duty or in uniform while off duty.
- b. Engage in a verbal dispute or aggressive action with a fellow University employee, student or any other person while on or off duty.
- c. Be involved in acts of dishonesty of whatever form.
- d. Make a false report verbally, written or in whatever form.
- e. Feign or exaggerate any sickness or injury.
- f. Without due and sufficient cause, destroy, mutilate, alter or erase any official document or record.
- g. Refuse to accept an assignment from superiors without a valid reason.
- h. Absent himself/herself or leave a post without permission and proper relief.
- i. Sleep while on duty.
- j. Be neglectful or inattentive to any duty which one is required to perform.
- k. Neglect to properly safeguard and protect University property in his/her care.
- l. Be intoxicated or under the influence of drugs (illegal or prescription), however slightly, when reporting for or while on duty.
- m. Sexually or verbally harass any person.
- n. Corruptly solicit or receive any bribe or other consideration from any person or fail to account for moneys or items received in connection with his/her employment.
- o. Commit any of the offences as prescribed by the laws of the country.

8.4 As a general rule drinking of alcohol, smoking or use of illegal drugs is strictly prohibited within University premises.

## **9. General Duties of Lupane State University Security Personnel**

The major objective of Lupane State University Security Section is to maintain law and order, preserve peace, protect life and property and enforce relevant laws, rules and regulations of the University within the University. This is achieved by:

- a. Guarding University premises. (see Appendix A )
- b. Patrolling the campus including car park, student hostels and staff residence. (see Appendix B)
- c. Arresting of offenders. (see Appendix C )
- d. Prevention, detection and investigation of crime.
- e. Reporting incidents.

## **10. Guard duties**

10.1 Except under special and unavoidable circumstances a guard should not be on duty for more than 12 hours after which he/she should hand over duty to an incoming guard.

10.2 The incoming guard should arrive at the post at least 15 minutes before the start of his/her shift. This is to allow time for the handover/takeover process.

10.3 Handing over of a guard duty refers to the passing on of responsibilities of a particular post by the outgoing guard to the incoming guard.

## **11. Duty hand over/takeover procedure**

11.1 A duty hand over/takeover process is important in that it helps to identify any problems before the shift changes. It also helps to lay responsibility of any problem to the right person or guard. This process also ensures that the incoming guard familiarises himself/herself well with the guarded premises before assuming duties. A handover/takeover process is also necessary for future reference.

11.2 During the hand over/takeover of a guard duty the following procedure must strictly be followed:

- a. The handing over and taking over guards must do a physical patrol of the premises to ensure that everything is in order.

- b. During the hand over/takeover of a post, the outgoing and incoming Security Guards will check all security equipment to ensure that it is in good order and serviceable.
- c. Where a fire arm forms part of security equipment provisions of Appendix D must strictly be adhered to.
- d. During the hand over/takeover of a post both guards must inspect all entries made in the past 12 hours in the Occurrence Book and if there is anything still outstanding the guard that is taking over, must follow it up.
- e. The outgoing guard will draw to the attention of the incoming guard any matters that are of particular interest.
- f. The handover/takeover between the guards must be recorded in the Occurrence Book and signed by both guards as follows;
  - i. HANDING OVER: Who hands over to whom?
  - ii. TAKING OVER: Who takes over from whom?
  - iii. Specify all security equipment and their state.
  - iv. Specify state of premises.
  - v. If found incorrect, make an entry in Occurrence book regarding the irregularities. The entry must be co-signed by both guards. The irregularity must be reported to the superior immediately.
  - vi. If there is a problem during the handing/taking over process the incoming guard should:
    - (a) Seek explanation from the outgoing guard.
    - (b) If there is no satisfactory answer he/she must not take over the duty. He/she must not release the outgoing guard until a supervisor comes.
    - (c) He/she must record the problem in the Occurrence Book and the action taken.
- g. The guard on duty will make a thorough examination of the premises at regular intervals as may be determined from time to time.
- h. The guard will pay particular attention to and keep lookout for the following:
  - i. Examination of the premises should cover thoroughly all sections of the building he/she is guarding.

- ii. Ensure that at the building he/she is guarding all windows are shut and doors locked at the end of each working day.
- iii. Guards will not enter any office or building except in the course of their duty.

11.2 For premises that do not have a 24 hour guard, i.e., day guard duties only:

a. Upon reporting for duty the guard shall:

- i. Deactivate the alarm system (if any).
- ii. Carry out a physical inspection of the premises before other members of staff arrive.
- iii. Inspect security equipment and ensure that it is in serviceable state.
- iv. Take note of any anomalies and record them in the Occurrence Book including action taken.
- v. Report anomalies immediately to the Duty Sergeant.
- vi. Make a thorough examination of the premises at regular intervals as may be determined from time to time.

b. At the end of each day the guard shall ensure that at the building he/she is guarding:

- i. All windows are shut.
- ii. Lights are switched off (except those in critical offices).
- iii. Doors are locked.
- iv. An Occurrence Book entry is made relating to the state of the building at the end of the day.
- v. Activate the alarm system (where applicable).

## **12. Occurrence Books**

12.1 Every guarded post must have an Occurrence Book.

12.2 Occurrence Books shall be used to record the following:

- a. Duty hand over/take over by Security Guards.

- b. Details pertaining to duty by Security Guards.
- c. Visits by Sergeants and the Chief Security Officer.
- d. Any incidents or unusual events that take place at guarded posts.
- e. Any special instructions by Sergeants, the Chief Security Officer or any superior.

12.3 All pages in the Occurrence Book must be numbered.

12.4 No pages shall be removed from the Occurrence Book.

12.5 All occurrences should be recorded in the Occurrence Book as they occur or as soon as it is reasonably practicable to do so.

12.6 All entries must have date, time and reference number.

12.7 All entries made in the Occurrence Book must be signed by the author.

12.8 All entries shall be written legibly in indelible blue or black ink.

12.9 If any deletion, alteration or addition is made, a line shall be drawn through the original entry in such a manner that it remains legible and shall be signed by the author.

12.10 Unauthorised personnel must not read the contents of the Occurrence Book.

### **13. Pocket note books**

13.1 Every Security Guard shall be issued with an official pocket notebook and shall carry it at all times when on duty.

13.2 Security Guards shall fill in their personal particulars on the front cover of the pocket note book.

13.3 Security Guards shall ensure the safe custody of pocket notebooks in their possession and should report any loss of such notebooks to the security office.

13.4 Security Guards shall make entries relating to their official duties only in the pocket note books.

13.5 They shall make notes on matters relating to their duties and in particular:

- a. Their times of reporting on and off duty and the time and duration of any overtime worked.
- b. Details of any incidents and particulars of all persons they have arrested and taken into their custody.
- c. Details of any report or complaint made to them and any subsequent action taken.

13.6 All entries shall be made at the time of an event or as soon as it is reasonably practicable to do so.

13.7 All entries shall be written legibly in indelible blue or black ink.

13.8 If any deletion, alteration or addition is made, a line shall be drawn through the original entry in such a manner that it remains legible and shall be signed by the Security Guard concerned.

13.9 Security Guards shall not remove pages from their pocket notebooks.

13.10 All pocket note books shall be inspected and signed by a Sergeant at least once a month.

13.11 The Chief Security Officer shall carry out random checks of the contents of all pocket notebooks.

13.12 Once full pocket note books shall be replaced by new ones and this shall be done by the security office.

15.13 Old pocket note books shall be kept at the security office archives for future reference purposes.

#### **14. Custody of the policy**

The Chief Security Officer is the custodian of this policy.

#### **15. Policy review**

This policy shall be reviewed every three years and as and when the need Arises.

## **Appendix A**

### **Guarding Lupane State University premises**

1. The manner in which guard duties are performed is demonstration of the level of Lupane State University Security personnel discipline.
2. Security Guards will parade or report at a place and at a time as may be deemed best by the Security Section. Whatever the parade or report venue it is best for Security Guards to arrive at the post at least 15 minutes before the start of his/her shift. This is to allow time for the handover/takeover process.
3. The guard on duty will guard everything within the limits of his/her post and only leave the post when properly relieved.
4. A Security Guards on duty:
  - a. Must understand his/her place of work quite well. This will assist in ease of discharging his/her duty. These places vary depending on facilities and location.
  - b. Must be clearly visible at all times.
  - c. Is responsible for everything that occurs within the limits of his post while he/she is on duty.
  - e. Responsible for all equipment and property located within the limits of his post.
  - e. Must ensure that only authorised persons are allowed entry into the University premises.
  - f. Must report students and staff indiscipline to the Sergeant.
  - g. Whenever necessary search all persons and bags entering or leaving the University.
  - h. Must respond quickly and correctly to reports and calls.
  - i. Must apprehend person found committing a crime within his/her area of jurisdiction.
  - j. Must identify and apprehend trespassers.
  - k. Must immediately report to his superiors any incident.

- l. Must control traffic within University premises.
- m. Must ensure correct parking of motor vehicles at the car park.
- n. Must verify and clear property being taken out of University premises.

5. A guard will remain on post and continue to perform all duties required on that post until he is relieved by another guard or proper authority.

6. If a guard is not relieved at the end of his duty, he/she does not abandon his post. He/she will contact the immediate supervisor for further instructions.

7. If a guard requires relief because of sickness or for any other reason he/she will notify the immediate supervisor and wait until he/she is replaced by another guard or has permission from proper authority to leave his/her post.



## **Appendix B**

### **Patrolling the campus**

1. Campus patrols are carried out by the Lupane State University Security Section with an aim of ensuring a safe and secure environment for staff, students and visitors.
2. Security personnel should carry out regular patrols within the campus.
3. Patrols are normally carried out on foot and aimed at:
  - a. Maintaining law and order within the University.
  - b. Protecting both staff, students and visitors against crime.
  - c. Attending to incidents.
  - d. Protecting University property against loss or damage.
  - e. Detecting and dealing with crimes committed within the University.
4. Guards on patrol must have:
  - a. Two way mobile radios.
  - b. Mobile phones.
  - c. Pocket note books and pens.
  - d. Torches.
  - e. Whistles.
  - f. Handcuffs.
  - g. Baton sticks.
  - h. Defence sprays.
  - i. In some instances as may be determined by the University guards will carry firearms
5. Patrols should be carried in the following manner:
  - a. They must cover the whole University.
  - b. They must focus on areas that have security weaknesses.
  - c. They must not follow a set pattern.
  - d. A beat system should be used to ensure effectiveness.
  - e. Where possible they should be supported by electronic Guard Monitoring

Units (GMUs) and Global Positioning System (GPS).

f. They should include listening patrols.

6. Guards on patrol should:

- a. Check that security lights are on during the night and switched off during the day.
- b. Look for breaches in the perimeter fence.
- c. Intercept intruders or trespassers.
- d. Inspect doors and windows to make sure they are securely locked.
- e. Check and make sure all exposed and vulnerable items are safe.
- f. Turn off all running taps and switch of non-essential lights.
- g. Investigate any suspicious sounds, smell or smoke.
- h. Remove any unnecessary items that might facilitate breach of perimeter wall.
- i. Report immediately to the Security Control Room any anomalies that they encounter.

## **Appendix C**

### **Arrest**

1. By definition an arrest is the lawful apprehension or restraining of a person by another who has reasonable suspicion that the latter has committed, is committing or intending to commit an offence.
2. An arrest can also be defined as an act of depriving a person of his or her liberty and freedom of movement usually in relation to the investigation and prevention of crime.
3. Lupane State University security personnel powers of arrest
  - 3.1 Lupane State University security personnel have powers to arrest any person who:
    - a. Has committed an offence within University premises.
    - b. Is committing an offence within University premises.
    - c. Suspected of having committed an offence within University premises.
  - 3.2 Lupane State University security personnel derive their powers of arrest from sections 27, 20, 30 and 31 of Part V of the Criminal Procedure and Evidence Act Chapter 9:07.
4. After making an arrest University security personnel must comply with section 32 of the same Act without any necessary delay.

### **5. Arresting Procedure**

- 5.1 Where applicable the arresting detail will:
  - a. Order the offender/suspect to halt.
  - b. Withdraw the offender/suspect from the public.
  - c. Point out the offence committed.
  - d. Inform the offender of the action that will be taken against him or her.
  - e. Whenever necessary search the offender/suspect from head to toe.
  - f. Where necessary call for assistance so that the suspect does not escape.
  - g. Immediately take the offender to the Security Control Room.

h. Where necessary use minimum force in line with the use of force continuum guidelines.

i. Notify the Duty Sergeant about the arrest.

j. Hand over the offender/suspect to police as soon as it is practical.

**Note: Security Guards must not detain the offender/suspect for a longer period than necessary as this may result in legal consequences.**

## Appendix D

### Fire Arms Standing Operation Procedures (FASOPs).

#### Definition of terms

<b>Grievous bodily harm:</b>	Any injury having the potential to endanger life, or which results in permanent physical impairment, significant disfigurement or protracted loss of normal functioning. It includes, but is not limited to, major bone fractures, the severing of limbs or extremities, and wounds involving damage to internal organs.
<b>Threat/Risk Assessment:</b>	An evaluation of factors that could pose a danger to the individual on guard duty, the safety of others or University property and assets in particular circumstances.
<b>Use of a fire arm:</b>	The act of pointing, loading or discharging a fire arm.
<b>Warning shot:</b>	A shot that is directed into a safe area and is not intended to harm anyone

## **1. RESPONSIBILITIES**

1.1 The Chief Security Officer will ensure the University Farm or any other identified site has the appropriate, approved and licenced fire arms and adequate ammunition.

1.2 The Chief Security Officer will ensure that:-

- a. Every staff member issued a fire arm or assigned to an armed post has qualified as a fire arm user by successfully completing a training programme approved by the University.
- b. Fire Arms Standing Operation Procedures are developed to outline:
  - i. Responsibilities for the safe and secure control of fire arms and ammunition.
  - ii. Change-over procedures.
  - iv. Rules for engagement (fire orders).

1.3 Staff who may be authorised to use fire arms in the course of their duties will be required to demonstrate knowledge of the following legal frameworks:-

- a. Part 2 of the Constitution of Zimbabwe which lays down the fundamental human rights and freedoms.
- b. The Fire Arms Act Chapter 10:09 which regulates the purchase, possession, manufacture, sale and use of fire arms and ammunition.
- c. The Criminal Law (Codification and Reform) Act Chapter 9:03 Chapter II Part II which explains what amounts to a criminal conduct and Part V which lists crimes against the person.
- d. Part V of the Criminal Procedure and Evidence Act Chapter 9:07 which covers arrest of offenders.
- e. Parks and Wild Life Act Chapter 20:14. In this Act staff will be required to have a deep understanding of Part IX Section 44 (2) (f) which deals with specially protected animals and Sixth Schedule which lists specially protected animals as well as the Ninth Schedule of the Act which lists dangerous animals.

- f. Staff will also be required to familiarise themselves with any other relevant statutes and guidelines.

1.4 Members of staff who do not qualify to use a given type of fire arm will not be deployed to a post where that type of fire arm is assigned until such time that they have qualified.

1.5 Any member who discharges a fire arm for whatever reason shall submit a report detailing the incident to the Chief Security Officer or any person delegated by him.

1.6 The Chief Security Officer or any person delegated by him shall:-

- a. Immediately notify the police in all circumstances when a fire arm has been discharged (including accidental discharges).
- b. Where necessary surrender the fire arm, as soon as practical, to the police who will secure it for the preservation of Crime Scenes and evidence collection.
- c. Submit to the Registrar a report detailing the incident.
- d. Immediately report any theft or loss of fire arms or components of fire arms including ammunition, magazines and cleaning components to the police.
- e. Ensure that, at the earliest opportunity, a written report is submitted to the Registrar in relation to (a) and (b) above.

## **2. SECURITY OF FIRE ARMS AND AMMUNITION**

2.1 Stored fire arms will be unloaded and kept in a lockable strong room or steel cabinet which is secure and fixed to the wall.

2.2 Stored ammunition shall not be kept in the same strong room or steel cabinet with fire arms.

2.3 Access to the lockable strong room or steel cabinet securing fire arms or ammunition by anyone other than the Chief Security Officer or any assigned person will be documented indicating:-

- a. The reason for the entry
- b. Who authorised the entry
- c. Item(s) removed

2.4 Where fire arms are issued to Security Personnel on duty such personnel must be trained and authorised to use that particular type of weapon.

2.5 The person to whom a fire arm and related equipment is issued is responsible for its security in accordance with University Fire Arms Standing Operation Procedures (FASOPs).

2.6 Any person who has officially been issued with a fire arm or ammunition by the University shall take all necessary and reasonable precautions to prevent such fire arm or ammunition from falling into the hands of any unauthorised person(s).

2.7 It is the responsibility of each Security Personnel to whom a fire arm has been issued to carryout weapon function checks to ensure that the weapon is operating correctly.

2.8 It is the responsibility of each Security Personnel to whom a fire arm has been issued to ensure that safety precautions are completed before any fire arm is signed for.

2.9 A record must be maintained, detailing the issue, transfer and return of all fire arms and equipment issued to Security Personnel on duty irrespective of the reason for issue.

2.10 Only persons who are assigned the responsibility for care, control and storage of fire arms and ammunition and who possess certification by the University will conduct routine cleaning and maintenance of assigned fire arms and ammunition.

### **3. FITNESS FOR DUTY**

3.1 No fire arm will be issued to a person who is under the influence of alcohol or drug or both as such person will be deemed to be unfit for duty.

3.2 Any person who is receiving a course of drug treatment must seek the advice of the doctor concerning the side effects of such drugs. Any other relevant



concerns or medical advice given to such a person must be brought to the attention of their immediate superior who should take appropriate action.

#### **4. USE OF FIRE ARMS**

4.1 The use of fire arms will be in accordance with current country's legislation.

4.2 The following uses of a fire arm constitute a use of force:

- a. Pointing a fire arm at someone or displaying it as a show of force or for psychological effect.
- b. Loading a fire arm.
- c. Discharging a warning shot.
- d. Discharging an aimed shot.

a. An aimed shot at an individual, an animal or any other movable or immovable object.

4.3 A fire arm should only be used as a last resort and only after all other options have been considered and proved not applicable under the following circumstances:-

- a. To prevent destruction of property if there is a reasonable possibility that a life-threatening incident will develop.
- b. To prevent death or grievous bodily harm.

#### **5 RULES OF ENGAGEMENT**

5.1 Actions prior to the use of a fire arm

- a. In all circumstances, and where it is practicable, a warning of intention to discharge a fire arm should be given before discharging it.
- b. The warning should be given in a loud clear voice, ordering the intruder or person to HALT.
- c. If the person so ordered refuses or neglects to halt, then the Security Personnel will shout "HALT OR I WILL FIRE"! (or similar words).
- d. Before warning shots are fired, a verbal warning will be given, unless time and circumstances do not permit.

e. A warning shot may be used to prevent death, grievous bodily harm when all lesser means are not available, have proven unsuccessful or are not the safest and most reasonable intervention given situational factors.

f. The use of a fire arm should be discontinued as soon as practicable after the objective has been achieved.

g. Whenever a fire arm is used the courts will require the user to justify:-

- i. The nature of force used
- ii. The harm or danger prevented
- iii. Whether there were no other means to prevent such harm.

## **Appendix E**

### **PART V OF THE CRIMINAL PROCEDURE AND EVIDENCE ACT CHAPTER 9:07**

#### **ARRESTS**

##### **27. Arrest by private person for certain offences committed in his presence**

(1) Any private person in whose presence anyone commits or attempts to commit an offence mentioned in the First Schedule, or who has knowledge that any such offence has been recently committed, is authorized to arrest without warrant or forthwith to pursue the offender, and any other private person to whom the purpose of the pursuit has been made known is authorized to join and assist therein.

(2) Any private person is authorized to arrest without warrant any other person whom he believes on reasonable grounds to have committed an offence and to be escaping from, and to be freshly pursued by, one whom such private person believes on reasonable grounds to have authority to arrest the escaping person for that offence.

(3) When it is provided by any enactment with respect to an offence that the offender may be arrested without warrant by any private person particularly specified, any such specified person may arrest the offender without warrant.

##### **29. Owners of property may arrest in certain cases**

The owner, lawful occupier or person in charge of any property on or in respect of which any person is found committing an offence, or any person authorized by such owner, lawful occupier or person in charge, may arrest without warrant the person so found.

**30 Arrest by private person for certain offences on reasonable suspicion** Any private person may without warrant arrest any other person upon reasonable suspicion that such other person has committed any offence specified in the First Schedule.

##### **32 Procedure after arrest without warrant**

(4). a person arrested without warrant shall as soon as possible be brought to a police station or charge office and, if not released by reason that no charge is to be brought against him, may be detained for a period not exceeding forty-eight hours unless he is

brought before a judge or magistrate upon a charge of any offence and his further detention is ordered by that judge or magistrate or a warrant for his further detention is obtained in terms of section thirty-three.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_