



## **HUMAN RESOURCE POLICY FIREARMS AND DANGEROUS WEAPONS**

<b>Policy No: NLMHREP005</b>	<b>Effective Date: 01 April 2008</b>
<b>Approved:</b>	<b>Review Date: 01 April 2009</b>

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

### **1. SCOPE**

All employees of Ngwathe and all visitors, other than members of the security forces or a duly authorised Municipal employee, shall comply with the prescribed procedures prior to entering the Municipal's premises.

### **2. PREAMBLE**

To provide a safe working environment for employees by regulating the carrying of firearms or dangerous weapons on Municipal property.

### 3. POLICY

Ngwathe recognises the right of individuals to carry licensed firearms or other weapons for personal protection, however Ngwathe also has a responsibility to provide a safe working environment for its employees and to minimise the risk of violent confrontations involving dangerous weapons on Municipal property whilst at the same time providing employees and visitors with a safe facility for the temporary storage of such weapons.

### 4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

### 5. PROCEDURE

- No person, other than a member of the S.A.P.S, S.A.D.F. or authorised Municipal personnel, may be in possession of a firearm or other dangerous weapon on Ngwathe premises without specific authorisation.
- Before entering Municipal premises, all firearms/dangerous weapons must be declared to the responsible Security Officer.
- The firearm/weapon will either :-

- be locked in a safe provided for this purpose and a receipt issued to the owner; or
- be locked in a wall safe and the key handed to the owner.
- The firearm/weapon must be reclaimed by the owner upon leaving the premises.
- No access to Municipal premises shall be allowed to bearers of firearms or weapons other than in terms of this procedure.
- Breach of this procedure will be dealt with in terms of the Municipality's disciplinary code.

### Security Personnel

- In certain circumstances Security Personnel must have access to firearms to perform high risk tasks and duties.
- The access to firearms will be strictly controlled and will be accompanied by an on-going weapon proficiency programme to improve the skills of personnel who are permitted to carry firearms from time to time.
- Firearms will be issued at the sole discretion of the Municipal Manager, or Senior Manager in charge of security, to trained personnel only when, in their opinion, the nature of the duties are such that the threat facing the Security Personnel concerned and the protection of Municipal personnel and/or property warrants this decision.

## **6. AUTHORITY**

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services