

Linden Community Police Forum



Street Committee Guidelines Roles, Responsibilities and Best Practices (Version 1)

Issued by the Linden CPF as a guide to street captains, coordinators and committees.

Street Committee Roles and Responsibilities

- Foster an improved sense of community.
- Overcome apathy and build an “engaging” street.
- Increase problem and case reporting (crimes, water leaks, pot holes, suspicious people/vehicles (runners and spotters) etc).
- Build preparedness, vigilance and awareness - Create the “least preferred” street for criminals.
- Represent the street to the Community/Resident Association.

Street Committee – How to Make a Difference to the Security of Your Street

1. Build participation either through mail drops or one-on-one meetings. Recognise that it takes time and that some will join late and others will only join once they become victims. But start.
2. Hold regular meetings. Can be monthly, quarterly or when there is a crime. Start each meeting with an introduction session (around 5 minutes) where residents meet and introduce themselves to those around them.
3. Locations for meetings can either be in a park, open area or driveway off a street (keeps the meeting short, sharp and encourages attendance); in someone’s home (warm and comfortable but can sometimes discourage some from attending); in a church, hall or community centre (often neutral but may have a small cost). Street meetings (in the street) need to be planned and are only advised for once-off events such as an annual meeting.
4. Make participation free of charge or a minimal annual fee (anything from R200 to R700 per year) to cover expenses such as venue hire, sms’s and possibly even websites.
5. Make membership open to all in the community to encourage involvement from businesses and clubs in the street as well as children, domestic workers and gardeners.
6. A comprehensive list with names, emails, telephones, fax and cell phone numbers of all residents including owners of properties (in the case where a property has been rented).
7. Record resident’s availability (e.g. if they work at home) and special skills (e.g. Doctors, Nurses or Reservists) to assist at short notice in a crisis.
8. Maintain a register of aerial photos of the residential sites in the street for good governance. Gives stand no’s, street numbers etc. Available either on Google Earth; Google Maps (www.maps.google.co.za); or Joburg website (<http://eservices.joburg.org.za>).
9. Have each resident confirm that they have records and checked the ID and contact details of domestic workers and gardeners. Confirm they have checked CVs and previous employers.
10. Confirmation per owner/resident that they have the contact details and ID copies of everyone that sleeps on each property.
11. Coordinate that residents have one-on-one meetings with their domestics and gardeners explaining the seriousness of contact with strangers; not to pass on any info of the owners movements/ security action applied etc

Street Committee Guideline – How to Make a Difference in your Street and Community

12. Ensure that strangers (vagrants, plumbers, builders, electricians, thatch roof repairs, painters, gardeners etc) are not employed UNDER ANY CONDITION. Especially those that advertise their trade on municipal and traffic poles.
13. Build a recommended casual workers and contractors list. Built by virtue of a reference (in the street) and or reputable contractor with good standing. Take photos and ID copies of all sub-contractors. Coordinate the installation of cameras and other security and monitoring measures.
14. Advise all residents to improve security measures at their homes. Give proactive tailored advice to each resident.
15. Implement “cockpit drills” to remind residents not to become complacent. This can be a list of things that residents should be aware of once they are in cars in the driveway or approaching the home. Also create “cockpit drills” for certain events such as alarms going off.
16. Motivate residents to report all events (even attempts) and suspicious vehicles and activity to a central point or person.
17. Spread/communicate the urgent information to residents as quickly as possible and then report to SAPS and Security Companies.... Use sms if urgent and if the street covers the sms costs.
18. Circulate suspicious vehicles with descriptions (make, number of occupants, colour, age or vehicle, condition) and registration numbers (often false).
19. An ongoing awareness campaign to “eyeball” suspicious looking dwellers and even taking photographs of such elements.
20. Supply a list of Response Companies and SAPS contact details to all residents. This can be an “Event List” and describe
21. Regular distribution of all SAPS, ARMY and Traffic notices received from time to time to combat crime.
22. Distribute “safety tips” (example don’t drive direct to your home, dust-bin habits etc) and assess latest trends and methods used by criminals i.e. Black dustbin Bins, overgrown trees on the sidewalk, lazing people lying on the pavements recording movements per dwelling.
23. Survey the street to identify risk areas (dark or bushy areas) and take down the over-grown bushes. Ask residents to assist with extra perimeter wall lighting to solve dark corners.
24. Identify which security companies serve the street. Consider selecting 1, 2 or 3 preferred service providers.
25. Hold regular meetings and serve as a communication point with Security Companies.
26. Liaison with the SAPS Sector Commander and participation at Sector Meetings (planned).
27. Implement a Whistle Alert Programme (separate guideline available).
28. Identify “Child Safe Homes” in the street. These should be checked beforehand. (Separate guidelines available).
29. Implement “Non Vagrant Friendly” practices throughout the street (separate guidelines document).
30. Make fence jumping and roof hopping difficult. Remove low hanging branches and items against walls that make it easy to jump.

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Please send updates and ideas on this document to admin@lindensaps.co.za