

the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL ACCESS CONTROL POLICY

Version 1

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1. PURPOSE

The purpose of the access control policy is to review the manner in which the access control is conducted and to inform all officials (including consultants, contractors and interns) employed by this Department, of the procedure put in place in order to manage access control at the access point on a 24 hour basis.

2. SCOPE OF APPLICATION

This policy applies to all officials within the department of Roads and Public Works, Northern Cape Province.

The authority for the application of access control measures is derived from the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985)

The Criminal Procedure Act, 51 of 1977 section 20, 23, 24, 29, 39, 40,48,49 as amended.

The Trespassing Act 6 of 1959 subsection (3) (b) and

Minimum Information Security Standards document (MISS), 1996 as amended

3. BACKGROUND

Security Officers are primary responsible for the execution of access control for the purpose of safeguarding officials, property, assets as well as health and safety of the individuals within the premises.

Controlling access to the premises is one of the most effective physical security counter-measures against most threats, if conducted properly and professionally, according to the specific standards. Different levels of access control can be developed or applied according to the level of protection required. The levels are determined by the sensitivity of or threats against the premises, combined with an extent to which restricted areas on the premises could be zoned off e.g. Ministry.

The access control at the entrance gate/s is not an “absolute” measure but it is a first part of a system of security that can be applied according to different degrees because it is not a singular action, but consists of different elements – also known as principles.

4. PRINCIPLES OF ACCESS CONTROL

The following **principles of access control** always remain the same and valid in all levels of access control;

- The person requiring access must be positively **identified**.
- The person should have an **acceptable reason** why she/he should be allowed access, especially visitors.
- Such a person should have **official authorization** to enter the premises. Appointment must be confirmed with the official / host concerned.
- Visitors are requested to **declare** any prohibited or dangerous items and that physical searching method would be a requirement on existing of premises. Prior to granting access, the following should be accounted for:- Weapons such as firearms, explosives and any other dangerous objects which could be used to harm or cause damage on persons, drugs or alcohol beverages, any objects, apparatus or equipment or part thereof which could be used to intercept, record, copy or produce information other than the property of the institution.
- Persons entering or exiting the site on foot must pass through the gate and their bags may be searched. Searching by same gender must take place.
- A complete **record** of each visitor should be kept, as well as of all staff members who visited the premises after hours. A visitor card/temporal access permit must be issued to a visitor and instructed to wear it in a visible place.
- The **condition** subject to which the visitor may enter the premises must be clearly defined.
- Each visitor should at all times be **accompanied /escorted by or be in the presence** of a staff member.

REMARK: Should anyone of the above principles not to be adhered to, access is not controlled properly, resulting in a breach of security.

4.1 IDENTIFICATION

Everybody should be searched, including the under mentioned persons even on producing the appointment card / certificate: - SAPS, SANDF, SSA and SASS .

5. VEHICLE SEARCHING PROCEDURE

The following procedures will be followed when vehicles are searched.

These procedures will apply to vehicles, whether they are departmental, officials or visitor's vehicles except the vehicle of the Member of Executive Council (MEC).

1. Security personnel have to greet and introduce themselves.
2. Request permission /consent from the driver of the vehicle to be searched.
3. The person must to be requested to declare his/her own property /goods or any unauthorized object or document in his/her possession. Upon declaration, security officers have to record the own property in the own property register.
4. Check the cab/inside of the vehicle.
5. Check under the seat of the vehicle.
6. Check the boot of the vehicle.
7. If objects are lying inside the vehicle obstructing the view, kindly request the driver to remove such objects so that a thorough search can be conducted.
8. Vehicle of the MEC must not be searched or delayed at the access control point.

The driver of the vehicle will be given the following options:

- (1) Either to give the security officer full consent to search the vehicle without his/her physical presence outside the vehicle; or
- (2) Personally get out of the vehicle while the vehicle is being searched.
- (3) Visitors must be searched at all times with no option.

The following is pertinent to note:

- (a) The handling of the vehicle keys by security officer is prohibited.
- (b) The driver will always be required to clarify if there is a suspicious items/s to clarify in the vehicle e.g. in the boot, trailer, etc.
- (c) Security officers have the right to conduct a full search of an entire vehicle including the interior of the vehicle and ask for clarity about any item/s taken or being removed from the premises.

Removal of goods form (gate pass) should be attached. This form is available at security management unit and at registry section.

- (d) With the above in mind, the security officers will nevertheless take all precautions for the safety and security of the vehicles and goods.

5.1 SEARCHING OF PERSONNEL BELONGINGS

1. Searching of all personnel exiting a facility, should be a condition of employment
2. The person should him/herself open and show the contents of his/her briefcase, handbag, shopping bag, jacket or any other object.

6. MINISTRY

1. The security officers will sign on and off in the occurrence book at the commencement and conclusion of the shift.
2. The Security Officer must report in full company uniform and must be visible at all times.
3. The Security Officers will remain at their post, while the doors are open and conduct access control.
4. Observe and check everyone entering the building for what is brought in or removed.
5. All visitors entering the building must report at the reception.
6. Appointment will be confirmed before entrance is allowed.
7. Ensure that there are no interferences with the Receptionist performing his/her duties.
8. Refer all possible conflict to the departmental Security Manager.
9. Assist reception in dealing with people who are not behaving. This is to maintain order and ensure the safety of everyone inside the building.
10. The Security Officers will attend all incidents and inform the security manager.
11. Ensure that all entrance doors are locked after the last person exited the building.
12. Ensure that the alarm has been activated.
13. Should there been an incident which requires assistance, contact the Security Manager and the Senior Security Officer in charge of the shift on site to assist and

to deploy more security officers and notify the Victory Ticket Control Room to assist. The security Manager will inform the head of Ministry, Senior Managers and contact SAPS, Flying Squad and the State Security Agency should there be threat which warrants the situation.

14. Do an outside patrol around the building to ensure all doors are locked and windows are closed.

7. LEGAL REQUIREMENTS

The Control of Access to Public Premises and Vehicles Act, (Act 53 of 1985)

The Trespass Act, (Act 6 of 1959)

The Criminal Procedure Act, (Act 51 of 1977)

8. SUPPORTING REGISTERS AND EQUIPMENT

- Occurrence Book Register
- Visitors Register
- After Hours Register
- Own Property Register
- Firearm register (Ministry)
- Goods removal authority form (Gate pass)
- Government Official Vehicles Gate Control Register
- Handcuffs
- Torch
- Two-way radio communication
- Baton sticks
- Metal detector (Ministry)

9. ENFORCEMENTS

The Head of Department of Roads and Public Works and the appointed Security Manager are accountable for the enforcement of this policy.

All employees of the institution, consultants, contractors and service providers are required to fully comply with this policy. Non-compliance will be dealt with in terms of disciplinary code/regulations of the institution.

10. POLICY REVIEW

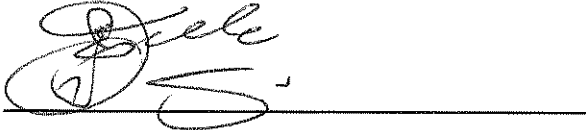
This policy shall be assessed annually from the effective date to determine its effectiveness and appropriateness.

11. APPROVALS AND RECOMMENDATIONS

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STATE SECURITY AGENCY

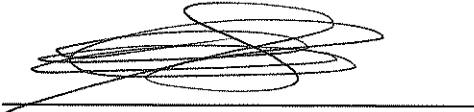
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DIRECTOR: LEGAL SERVICES

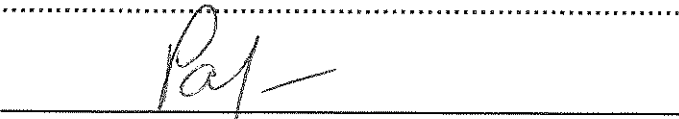
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HEAD OF DEPARTMENT

ROADS AND PUBLIC WORKS

NORTHERN CAPE PROVINCE

03/07/2013

DATE: