

DIRECTIVE: PHYSICAL SECURITY: ACCESS CONTROL

1. General

- 1.1. Physical Security measures are implemented in the Department of Social Development to deter- detect- delay- detain and prevent unauthorized access to assets of the Department in accordance with the Control of Access to Public Premises and Vehicles Act 1985, Act 53 of 1985.
- 1.2. Physical Security measures are implemented, according to the Minimum Physical Security Standards issued by the South African Police Service, after a security analysis was conducted.
- 1.3. Physical Security measures are developed, implemented and maintained in order to ensure the personnel, visitors, service users, property and the information of the Department of Social Development are secured.
- 1.4. All employees, consultants, contractors and service providers for the Department of Social Development are required to comply with access control/egress control procedures at all times.

2. Security zoning

2.1. Public zone

- 2.1.1. The area within the premises/facility that is allocated where any citizen of the country can have access to.

2.2. Reception zone

- 2.2.1. The area within the facility that is allocated for the reception of employees, visitors and contractors on their arrival to the Department. It is from here that the security officers will conduct required screening and obtain authorization as stipulated in the Control of Access to Public Premises and Vehicles Act 1985, Act 53 of 1985 before permission is granted to access the facility.

2.3. Operations zone

- 2.3.1. The area within the premises/facility that is allocated to the core business of the department. This is where officials will operate from during their working times.

2.4. Security zone

- 2.4.1. The area within the premises/facility that is allocated to the security officers to screen employees, visitors and contractors and their vehicles before permission to access is granted.

2.5. High-security zone

2.5.1. The area within the facility that control information that has been classified which include the office of the Member of the Executive Council and Head of Department.

3. Access control

3.1. Before any person enters the premises of the Department of Social Development the following four (4) golden rules must be complied with:

3.1.1. The person must be positively identified

3.1.2. The person must have a valid or acceptable reason

3.1.3. The person, belongings (departmental/personal) and their vehicles must be searched.

3.1.4. The person must have authorisation.

3.2. Access to the Department of Social Development shall be regulated in terms of the Control of Access to Public Premises and Vehicles Act 1985, Act 53 of 1985.

3.3. Warning signs must be posted and highly visible at all access points where relevant. Signs must include:

3.3.1. "The Control of Access to Public Premises and Vehicles Act is applicable at these Premises"

3.3.2. "Entry Constitutes Consent to Search of Person and Vehicle for any Illegal Items and Weapons"

3.3.3. "Identification check point"

3.3.4. "Firearm free zone"

3.3.5. "Authorised personnel only"

3.3.6. "Restricted Area"

3.4. Access Control Procedures: Employees

3.4.1. Producing of identification as issued by the department upon entrance of any site of the Department and the display thereof whilst on the premises.

3.4.2. All employees of the Department of Social Development shall declare their departmental equipment at the security check point on accessing and exiting the building to ensure that the security officials capture relevant particulars in the relevant register.

3.4.3. Upon entrance to the facility, employees shall declare any dangerous articles in their possession and surrender such at the security check point. All vehicles seeking entrance to the Departmental facility shall be subject to a search procedure by the security officers.

3.4.4. Upon entrance to the facility, employees shall be required to declare what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder envelope, parcel or container of any nature which he/she has in

his/her possession or custody or under his/her control, and show those contents to the security officer if requested.

3.5. Access procedures: Visitors

3.5.1. All visitors to Department of Social Development will have to comply with paragraph 3.1 supra before access can be granted.

3.5.2. Visitors shall report to the security desk in order to announce their arrival.

3.5.3. Security Officers shall

3.5.3.1. Request visitors to furnish their name, address, telephone number, etc in order to complete the relevant registers.

3.5.3.2. Request visitors to produce proof of identification as confirmation of information.

3.5.3.3. Request visitors to declare any dangerous articles in their possession and surrender such at the security check point. All vehicles seeking entrance to Departmental facility shall be subject to a search procedure by the security officers.

3.5.3.4. Request visitors to declare what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder envelope, parcel or container of any nature which he/she has in his/her possession or custody or under his/her control, and show those contents to the security officer if requested.

3.5.3.5. After verifying that the visitor has been found security cleared, phone the official the visitor intends to visit to fetch the visitor from the reception area. Escort the visitor to the relevant section to be visited in order to obtain authorisation from an identified official within that section.

3.5.4. No visitor shall be roaming the facility without being escorted.

3.5.5. When business has been finalised the visitor shall be escorted by the host back to the Security Desk where the visitor will be security checked on exiting the facility.

3.6. Access Control Procedures: Contractors and Deliveries

3.6.1. Contractors and deliveries to the Department of Social Development are considered the same as visitors. Therefore, the same procedures are applicable as mentioned in par. 3.5 supra.

3.6.2. Any after hour access required by contractors must be arranged prior with Security Management component in order to arrange the necessary with the Security Officers.

- 3.6.3. On arrival of a delivery vehicle security officers must comply with par 3.1 and further search the persons and vehicle thoroughly before allowing onto the premises.
- 3.6.4. Security Officers must only allow enough persons to deliver the article and ensure that the same number of persons exit the premises.
- 3.6.5. No after hour deliveries to the Department of Social Development shall be permitted.

3.7. Working After Hour

- 3.7.1. Official working hours in Department of Social Development is 08:00 – 16:30 Monday to Friday. Therefore, any work done outside these hours, weekends and public holidays are considered to be working after hours.
- 3.7.2. If officials are required to work after hour's responsibility managers must make the necessary arrangements in writing with Security Management Unit.
- 3.7.3. All officials working after hours will be required to complete the afterhours register in place at the security desk in order to assist with identification of people inside the building in case of emergency.
- 3.7.4. No visitors are allowed in the department after hours except if prior arrangements have been made in terms of para 3.7.2 supra.

APPROVED / ~~NOT APPROVED~~



7 **Ms N.L. BAART**
HEAD OF DEPARTMENT
DEPARTMENT OF SOCIAL DEVELOPMENT
DATE: 23/8/18