



Republic of South Africa
Judicial Inspectorate for Correctional Services

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POLICY DIRECTIVES
CALLING FOR NOMINATIONS FOR
INDEPENDENT CORRECTIONAL CENTRE VISITORS (ICCVs)

1. Introduction

The Judicial Inspectorate for Correctional Services (JICS) wishes to promote greater community involvement in the process of appointing ICCVs. The aim of this is to involve our communities more, hoping to give effect to the strategic objective namely “*prison oversight for the community by the community*”. To date the involvement of the community with the appointment of ICCVs was limited to the so called public meetings however, we will now also involve the Chairperson of a Visitors Committee (VCC), in her/his capacity of elected representative of the Visitors Committee, during the initial stages of calling for nominations as well as during the interviews.

The JICS will continue to coordinate and oversee the appointment process.

2. Statutory Mandate

Section 92 of the Correctional Services Act 111 of 1989 (the Act) provides for the appointment of Independent Correctional Centre Visitors by the Inspecting Judge.

Section 92 (1) states that:

“The Inspecting Judge must as soon as practical, after publicly calling for nominations and consulting with community organisations, appoint an Independent Correctional Centre Visitor for any Correctional Centre (s).”

3. Procedures

When a post of an ICCV becomes vacant or three (3) months prior to the scheduled end of a serving ICCV’s contract, the Head: Training / ICCV contract Administration should inform the Area Coordinator (AC) of that particular Visitors Committee (VC) in writing of the vacancy or forthcoming vacancy.

- 3.1. The AC will have the responsibility to –
- Inform the VCC and ICCVs at the next VC meeting of such vacancies, and
 - Monitor the process made by the VC in respect of “Calling for Nominations” by means of completing and updating the JI 3/3/1 “Project Plan” form.

- 3.2. The Head: Training will have the responsibility to consults with National Organizations that have a direct / indirect working relationship within the “Correctional Environment”. The purpose of the consultations will be to request those organisations to nominate persons to serve as ICCVs. In the same spirit of the above, the Compliance Inspectors will consult with Regional Organizations when they are in their respective demarcated areas.

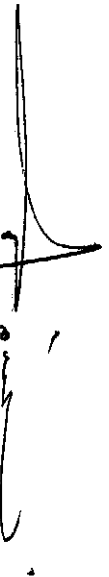
- 3.3. Public Meetings –
- The Chairperson of the VC and all ICCVs should engage with as many as possible Community Organizations (NGO's, Religious etc.) and invite them to a public meeting with the purpose of calling for nominations.
 - There should at least be one meeting in each community, should there be more than one community involve where there is an vacancy,
 - The Chairperson of the VC must request written authorization from the JICS to travel more than fifty (50) kilometres with the purpose to claim for transport on the same basis as attending VC meetings. This request relates to the Chairperson having to engage with Community Organisations or Chair a meeting in a Community where he/she is not residing. A special form will be designed and utilized for this purpose.
 - It is compulsory for the Chairperson of the VC to attend all public meetings. He/she shall chair all public meetings and invite the Community Organisations to nominate candidates to serve as ICCVs. The Ac will represent the JICS when they attend any such public meetings.
 - It is optional for the AC to attend the public meeting (if he/she is in the area and workload allow), should the AC be present he/she will co-chair the meeting.
 - The chairperson of the VC as well as the ICCVs will hand over to the AC (a) the JI 3/3/2 forms (Register: Community Organizations) as well as (b) JI 3/3/3 form (Attendance Register: Public Meeting).
 - ACs or alternatively the Chairperson of the VC will invite community organisations officially to the public meeting via an official and standardize letter send from the office / regional office of the JICS.
- 3.4. The VC Meeting:
- The VC meeting will determine the venue and date of all public meetings regarding the calling for nomination process.
 - The Chairperson should encourage all stake holders (such as: ICCVs; DCS Area Commissioners; Head of Correctional Centres; DCS Parole Board; etc.) to partake in the process of "Calling for Nominations."
 - The VCC and ICCVs should engage with as many as possible Community Organizations (NGO's, Religious etc.) and invite them to the public meeting which is called by the Chairperson of the VC.
 - The ICCVs must hand over the JI 3/3/2 forms (Register: Community Organizations) to the VCC for verification.
- 3.5. Once the AC has handed the JI 3/3/1; JI 3/3/2 & JI 3/3/3 forms to the Head: Training he/she will write a memorandum and may recommend that:
- The VCC may be remunerated for the additional work ,on an ad hoc basis, at the rate paid to ICCV but to an amount not exceeding five (5) hours
 - The ICCVs may be remunerated for the additional work, on an ad hoc basis, at the rate paid to ICCV but to an amount not exceeding two (2) hours for the period of June 2009 and July 2009. As from August 2009 ICCVs may meet with a minimum of 4 (four) community organizations per monthly, and be remunerated at the rate paid to ICCVs to an amount not exceeding one (1) hour. The purpose is to advance the data base, but at the same time get community organisations involved in correctional matters.
- 3.6. At the "Calling for Nomination" public meetings, the VCC (AC) will request the representatives of the community organisations to forward / post the duly completed ICCV nomination forms of the candidates directly to the office as indicated on the nomination form.



- 3.7. The ICCV contract Administration staff member –
- will capture the nomination forms within ten (10) working days once it is received, and
 - keep a data base of the information on the JI 3/3/2 form
- 3.8. The Manager: Support Services (MSS) / Head: Training (HT) –
- Will prepare a shortlist for each vacant post.
 - Liaise with the Compliance Inspector / Chairperson of the VC to conduct interviews with the selected candidates.
 - The panel will consist of:
 - (a) Support Services [The Manager: Support Services / Head: Training] who will serve as chairperson of the panel
 - (b) Regional Manager [or designee referring to the ARM or CI]
 - (c) Chairperson of the VC
 - (d) Secretary and or any other serving member of the VC (optional).
 - The panel for interviews will make recommendations to the MSS / HT of candidates to be appointed, based on a scale of (a) strong candidates (b) possible candidates (c) poor candidates
 - Will submit the recommendations of all candidates to the Director: JICS to be approved by the Inspecting Judge.
 - Will keep a data base of all candidates that have been interviewed. Such data base will be valid for a period of twenty four (24) months and may be utilized whenever a vacancy becomes available within the particular VC.

Any dispute about the recruitment of ICCVs may be referred to the Manager: Support Services (MSS). If the MSS is unable to resolve the dispute, it must be referred to the Director: JICS.

Kind regards



GIDEON MORRIS
Director: Judicial Inspectorate for Correctional services

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