

## **STANDING ORDER (STORES) 21**

### **SAFES, VAULTS AND PORTABLE GUN SAFES**

#### **1. Purpose**

The purpose of this order is to regulate the control over and utilization of safes, vaults and portable gun safes in the Service.

In this order, unless the context suggests otherwise, “safe” includes “vault or portable gun safe”.

#### **2. Application for a new, additional, transfer or moving of a safe**

- (1) An application for a new or additional safe must be forwarded to the relevant provincial or divisional SCM office for consideration and authorization as determined by the General Delegations of Powers and Authorization to Perform Duties document for SCM.
- (2) Written authorization must be obtained from the relevant SCM office as determined by the General Delegations of Powers and Authorization to Perform Duties document for SCM, prior to the transfer or moving of a safe.

#### **3. Serial numbers, registers and history files of safes**

- (1) The serial number allocated to a safe by SCM must be quoted in all correspondence regarding the safe.
- (2) The accounting functionary must keep a register with the details of every safe under his or her control, excluding any portable gun safe. The details must include —
  - (a) the serial number of the safe;
  - (b) street address of the office and office number where the safe is used; and
  - (c) details of the duplicate keys of the safe indicating the number of keys for exterior doors, interior doors, drawers and interior boxes.
- (3) The accounting functionary must maintain a history file for every safe under his or her control containing all the relevant documentation relating to the safe. The history file must be filed at the office of the accounting unit on whose State property account the safe is accounted for.

**4. Use of safes**

- (1) The general instructions on safes, VA 30 form issued and supplied by SCM, must be fixed to the inside of the safe door and be strictly complied with.
- (2) Private property may not be stored in an official safe.
- (3) Use of a safe should usually not be shared. If circumstances necessitate that a safe must be shared, arrangements must be made to ensure the determination of the responsibility for the safekeeping of money or property in the safe.

**5. Safekeeping of safe keys**

- (1) Strict precautions must be taken by commanders and the designated employee responsible for control over a safe for the safekeeping of the keys of that safe.
- (2) Safe keys must be carried on the person of the designated employee and may not be left with an unauthorized person.
- (3) The station commander of an accounting station must retain the duplicate safe keys of all safes on the State property account of the accounting station, as well as safes on the State property accounts of garages and Radio Technical Units (falling under the accounting station).
- (4) A provincial commissioner must retain the duplicate safe keys of the safes on the State property accounts of the accounting station and at provincial level.
- (5) The Section Head: SCM: Head Office must retain the duplicate safe keys of all the safes on the State property accounts of Head Office.
- (6) Upon receipt of the duplicate safe keys, the keys of each safe must be put in a separate envelope. The envelopes must be sealed with an official brass seal in the presence of an officer and two witnesses.
- (7) The serial number of the safe must be written on the sealed envelope.
- (8) The officer and two witnesses, in whose presence the envelopes were sealed, must sign next to the official seal and the officer must complete the following certificate:

I certify that I have sealed the duplicate keys, consisting of .....  
(specify number and type), in respect of safe or vault number .....  
(serial number of safe or vault) with official brass seal number .....  
(number of seal).

.....  
PLACE

.....  
SIGNATURE OF OFFICER

.....  
DATE

.....  
WITNESS

.....  
WITNESS

- (9) The sealed envelopes must be filed in numerical order in a suitable container and kept in a safe. Access to safes where duplicate safe keys are kept must be limited and at least two persons must be present when the safe is accessed.
- (10) If a duplicate safe key is needed, a written application clearly stating the reason for the need, must be submitted to the employee responsible for the duplicate safe key. If the application is approved the duplicate key must be handed over in writing and when the duplicate safe key is returned it must again be sealed in an envelope as provided for in subparagraphs (6) to (8).
- (11) A duplicate safe key may only be made with written authorization as determined by the General Delegations of Powers and Authorization to Perform Duties document for SCM.

## 6. Safes issued on personal inventory

- (1) If a member resides in a private residence and a safe is issued to the member for the safekeeping of his or her official firearm, the safe must be issued on the personal inventory of the member.
- (2) If a safe is issued to a member on his or her personal inventory, the standards prescribed by the Firearms Control Regulations, 2004 must be complied with.
- (3) A safe issued on the personal inventory of a member remains the property of the Service.

- (4) A member is responsible for the control over and safekeeping of both the safe key and duplicate safe key of a safe issued to him or her on his or her personal inventory.
- (5) If married members of the Service permanently reside in the same private residence, only one safe may be issued to them. The safe must be issued on the personal inventory of one of the members.
- (6) The Service is responsible for the cost of fitting and removing a safe at a private residence.
- (7) If a member resigns, is dismissed or passes away, the chief user or accounting functionary must, as soon as reasonably possible, take steps to remove a safe that was issued to the member on his or her personal inventory from the member's residence.
- (8) If a member resides in a private residence in terms of an official rental or lease agreement between the Service and the landlord of the residence, the Service may negotiate with the landlord to install a safe issued to the member on his or her personal inventory. If the landlord refuses installation of a safe on the property, the member may not be issued with a safe on his or her personal inventory.

## **7. Safes issued to a member residing in single or married member's quarters or training colleges**

- (1) If a member resides in single or married member's quarters, or a training institution and he or she is issued with a safe for the safekeeping of his or her official firearm, the safe must be issued on the inventory of the relevant single or married member's quarters or training college.
- (2) A safe issued on the inventory of a single or married member's quarters or training college may not be removed when the residing member evacuates the quarters or training college. The safe must be inspected upon occupancy and evacuation.