



Government Gazette

REPUBLIC OF SOUTH AFRICA

Regulation Gazette

No. 8161

Vol. 476

Pretoria

25

February

2005

No. 27302



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

GOVERNMENT NOTICE

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 156

25 February 2005

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, hereby publish under section 15 (2) of the Promotion of Access to information Act, 2000 (Act No. 2 of 2000), the description submitted to me in terms of section 15 (1) of the said Act by the -

The South African Police Service

As set out in schedule



B. S. MABANDLA, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



**AUTOMATICALLY AVAILABLE
RECORDS
OF THE
SOUTH AFRICAN POLICE
SERVICE
IN ACCORDANCE WITH
SECTION 15
OF THE
PROMOTION OF ACCESS TO
INFORMATION ACT,
2000
(ACT NU. 2 OF 2000)**

**ISSUED BY THE INFORMATION OFFICER OF THE
SOUTH AFRICAN POLICE SERVICE**

2004

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
ALL DIVISIONS	
National Instructions	<i>The records may be inspected at the relevant sub-section head on request in writing to the relevant Divisional Commissioner</i>
COMMUNICATION AND LIAISON SERVICES: HERITAGE SERVICES	
(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in docket and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	<i>The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator, PO Box 4866, Pretoria, 0001</i>
DIVISION: CAREER MANAGEMENT	
EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	<i>The records may be inspected at the relevant Divisional Commissioner's office and Employment Equity Managers on request in writing to the relevant Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</i>

PERFORMANCE MANAGEMENT	
<p>Records relating to —</p> <p>(1) Records relating to Incentive and Reward Schemes (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)</p>	<p>(1) The records may be inspected at the office of the <i>Sub-section</i> Head: Performance Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>
<p>(2) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):</p> <ul style="list-style-type: none"> • Projects • Project names • Project plans • Project budgets • Project status reports • Project and programme operating manuals • Project and programme <i>functions and activities</i> • Programme Management Board activities • Project and programme registered users • Number of registered project centres 	<p>(2) The records may be inspected at the office of the Sub-section Head: Performance Systems on request in writing to the Divisional Commissioner Career Management, Private Bag X 94, PRETORIA, 0001</p>
<p>(3) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • <i>Results of Job</i> evaluation • Panel results 	<p>(3) The records may be inspected at the office of the Sub-section Head: Compensation Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>

DIVISION: CRIME PREVENTION	
VISIBLE POLICING: CENTRAL FIREARM CONTROL REGISTER	
(1) Consideration Policy 1994 (2) Firearm related policies	The records may be inspected at the office of the Head: Central Firearm Control Register on request in writing to the Head: Central Firearm Control Register , Private Bag X 811, PRETORIA, 0001
VISIBLE POLICING: PARTNERSHIP POLICING SECTOR POLICING	
Records relating to — (I) Partnership Policing <ul style="list-style-type: none"> • Police Community Projects • Policy Framework and Guidelines on Community Policing (2) Sector Policing <ul style="list-style-type: none"> • Pilot Projects 	The records may be inspected at the office of Crime Prevention on request in writing to <i>the</i> Divisional Commissioner Crime Prevention, Private Bag X 241, PRETORIA, 0001
VISIBLE POLICING: UNIFORM POLICING	
Records consisting of General Correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: <ul style="list-style-type: none"> (1) Police Emergency Services <ul style="list-style-type: none"> • Flying Squad or Highway Patrol • 10111 Centres (2) Community Services (3) Accident Combating (4) Specialised Uniform Support <ul style="list-style-type: none"> • Hostage Negotiation • Divers • Water Wing • Disaster Management (5) Peace Keeping (6) Equestrian (7) Dogs 	The records may be inspected at the office of Crime Prevention and Operational Response Services : Registration Section between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Grime Prevention, Private Bag X 241, PRETORIA, 0001

DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
<p>(1) Master Copy of the Filing System (2) Registry Procedure Manual</p>	<p>The records may be inspected at the <i>office</i> of the Sub-section Head: Archives and Registry on request in writing to the Record Manager: SAPS: Archives and Registry, Private Bag X 94, PRETORIA, 0001</p>
FINANCIAL SERVICES: BUDGETS	
<p>Estimates of National Expenditure - Safety and Security</p>	<p>The records may be inspected at the <i>office</i> of the Manager: Budgets on request in writing to Financial and Administration Services: Manager: Budgets, Private Bag X 94, PRETORIA, 0001</p>
DIVISION: LOGISTICS	
<p>General Conditions and Procedures [ST.36]</p>	<p>The records may be inspected at Logistics on request in writing to the Divisional Commissioner: Logistics, Private Bag X 254, PRETORIA, 0001</p>

DIVISION: PERSONNEL SERVICES	
PSYCHOLOGICAL SERVICES	
<p>Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —</p> <ol style="list-style-type: none"> (1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs (2) Trauma debriefing (3) Number of employees psychometrically evaluated for specialized units (4) Number of applicants for entry level: constables evaluated (5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees (6) Internationalsporting events. Total of employees participating and results 	<p>The records may be inspected at the office of the Sub-section Head: Psychological Services on request <i>in writing</i> to the Divisional Commissioner: Personnel Services, Private Bag X 94, PRETORIA, 0001</p>
DIVISION: TRAINING	
<p>Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —</p> <ol style="list-style-type: none"> (1) Quarterly returns (2) Fail and pass rate (3) Numbers of employees trained (4) Training needs (5) Types of certificates issued (6) Training structure (E.g: National, Provincial, etc.) (7) Formal qualifications (8) <i>Academic</i> performance in the Service (9) Internal training programmes 	<p>The records may be inspected at <i>the office</i> of the Divisional <i>Commissioner: Training</i> on request <i>in writing</i> to the Divisional Commissioner: Training, Private Bag X 94, PRETORIA, 0001</p>

7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)

ALL DIVISIONS

Legislation (Bills, Acts, Regulations, Proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers at the cost determined by the Government Printers
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DIVISION: LOGISTICS

PROCUREMENT AND INVENTORY MANAGEMENT

State Tender Bulletins	Published weekly by the <i>State Tender Board</i> and can be purchased at the State Tender Board at the cost determined by the State Tender Board
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<p>7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii) (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)</p>	
<p>ALL DIVISIONS</p>	
<p>(1) Policy Documents and National Instructions</p>	<p>(1) The records may be obtained on request in writing addressed to the relevant sub-section head or the relevant divisional commissioner</p>
<p>(2) Collective Agreements</p>	<p>(2) The records may be obtained on request in writing addressed to Labour Relations, Private Bag X 94, PRETORIA, 0001</p>
<p>(3) ACCIDENT REPORT (NEW OR OLD): COPY OR PHOTOCOPY Note that —</p> <ul style="list-style-type: none"> • <i>with the term "copy" is meant where reproduction is done manually;</i> • <i>a copy or photocopy of a completed accident report will only be furnished to the authorised person.</i> 	<p>(3) The records may be obtained by the authorised person on request in writing addressed to the relevant offices of the Service</p> <p>Note that — <i>The following persons are deemed to be authorised persons:</i></p> <ul style="list-style-type: none"> • <i>an involved party (E.g: driver, passenger, pedestrian, cyclist, owner of the vehicle, etc.) if he or she can prove that he or she is an involved party; and</i> • <i>a person who is not an involved party only if he or she has written permission or authority of an involved party.</i>
<p>COMMUNICATION AND LIAISON SERVICES: HERITAGE SERVICES</p>	
<p>Archival records and photo's at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)</p>	<p>The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4000, Pretoria, 0001</p>

STRATEGIC MANAGEMENT

Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:

- (1) South African Police Annual Report
- (2) Strategic Plan for the South African Police Service

The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X94, Pretoria, 0001

DIVISION: CAREER MANAGEMENT**EQUITY**

National and Divisional Employment Equity Section 20 Plans and Section 21 Report

The records may be obtained on request in writing addressed to the Divisional Commissioner: Career Management at Private Bag X 94, PRETORIA, 0001

HUMAN RESOURCE PLANNING

Career Management Project Centre Project Reports

Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Career Management at Private Bag X 94, PRETORIA, 0001

PERFORMANCE MANAGEMENT

Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —

- (1) Performance management systems:
 - Projects
 - Project names
 - Project plans
 - Project budgets
 - Project status reports
 - Project and programme operating manuals
 - Project and programme functions and activities
 - Programme Management Board activities
 - Project and programme registered users
 - Number of registered project centres
- (2) Incentive and Reward Schemes

The records may be obtained from the office of the Sub-section Head: Performance Management on request in writing addressed to Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001

<p>(3) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) :</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • Results of Job evaluation • Panel results 	<p>The records may be obtained from the office of the Sub-section Head: Compensation Management on request in writing addressed to the Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001</p>
<p>DIVISION: CRIME PREVENTION</p>	
<p>SOCIAL CRIME PREVENTION</p>	
<p>(1) Making South Africa Safe Manual (2) Environmental Design Manual (3) Communication Materials on Making South Africa Safe Manual and the Environmental Design Manual (4) Communication Materials on Domestic Violence (5) Communication Materials on Victim Empowerment (6) Communication Materials on rape and sexual offences</p>	<p>The records may be obtained from <i>the</i> office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>VISIBLE POLICING: PARTNERSHIP POLICING SECTOR POLICING</p>	
<p>Records relating to —</p> <p>(1) Partnership Policing</p> <ul style="list-style-type: none"> • Police Community Projects • Policy Framework and Guidelines on Community Policing <p>(2) Sector Policing</p> <ul style="list-style-type: none"> • Pilot Projects 	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>

VISIBLE POLICING: UNIFORM POLICING	
<p>Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to:</p> <p>(1) Police Emergency Services</p> <ul style="list-style-type: none"> • Flying Squad or Highway Patrol • 10111 Centres <p>(2) Community Services</p> <p>(3) Accident Combating</p> <p>(4) Specialised Uniform Support</p> <ul style="list-style-type: none"> • Hostage Negotiation • Divers • Water Wing • Disaster Management <p>(5) Peace Keeping</p>	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
DIVISION: DETECTIVE SERVICE	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
<p>Photographs and Identikits released by the Service and published by the media</p>	<p>The records may be obtained from the Criminal Record Centre on request in writing addressed to the Divisional Commissioner: Detective Service, SAPS Head office, Private Bag X 94, PRETORIA, 0001</p>
DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
<p>(1) Master Copy of the Filing System</p> <p>(2) Registry Procedure Manual</p>	<p>The records may be obtained from the office of the Sub-section Head: Archives and Registry on request in writing addressed to the Record Manager SAPS: Archives and Registry, Private Bag X 94, PRETORIA, 0001</p>
FINANCIAL SERVICES: BUDGETS	
<p>Estimates of National Expenditure - Safety and Security</p>	<p>The records may be obtained on request in writing addressed to Financial and Administration Services: Manager: Budgets, Private Bag X 94, PRETORIA, 0007</p>

DIVISION: LEGAL SERVICES	
DETECTIVE SERVICE	
Concluded Police Co-operation Agreements	The records may be obtained on request in writing addressed to the Divisional Commissioner: Legal Services: Detective Service, Private Bag X 94, PRETORIA, 0001
DIVISION: LOGISTICS	
General Conditions and Procedures [ST.36]	The records may be obtained from Logistics on request in writing addressed to the Divisional Commissioner: Logistics, Private Bag X 254, PRETORIA, 0001
DIVISION: OPERATIONAL RESPONSE SERVICES	
AIR WING HEADQUARTERS	
Certain records relating to — (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew (3) Personnel strength	The records may be obtained on request in writing addressed to the Section Head: Air Wing , P O Box 19063, PRETORIA-WEST, 01 17
MANAGEMENT SUPPORT CENTRE	
Records (<i>excluding</i> personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to certain parts of — (1) Policy on: • Crowd Management • Intervention Unit • Border Police • Air Wing • Training • Special Task Force (2) Crowd Management Incidents (3) Successes of: • Crowd Management • Intervention Unit • Border Police • Air Wing • Training • Special Task Force (4) Personnel strength	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Service, Private Bag X 241, PRETORIA, 0001

DIVISION: PERSONNEL SERVICES

RECRUITMENT

Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirements for all **appointments and contracts**

The records may be obtained on request in writing addressed to the **Sub-section: Recruitment, Private Bag X 94, PRETORIA, 0001**

PSYCHOLOGICAL SERVICES

Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —

- (1) **Psychological** interventions
All the different types of training offered by the section:
Psychological Services, the **reason and** methods of for such training and the place where it occurs
- (2) Trauma debriefing
- (3) Number of employees psychometrically evaluated for specialized units
- (4) **Number of** applicants for entry level: constables evaluated
- (5) Different **sports** and recreation **events** accordingly the amounts of employees participating in different events including sports and recreation for **disabled employees**
- (6) International sporting **events**.
Total of employees participating and results

The records may be obtained from the office of the Sub-section Head: **Psychological Services** on request in writing addressed to the **Divisional Commissioner: Personnel Services, SAPS Head office, Private Bag X94, PRETORIA, 0001**

DIVISION: TRAINING

Records (excluding personal information or records of employees) relating to —

- (1) Quarterly Returns
- (2) Fail and Pass Rate
- (3) Numbers of Employees Trained
- (4) Training Needs
- (5) Types of Certificates Issued
- (6) Training Structure (E.g.: National, Provincial etc.)
- (7) Formal Qualifications
- (8) Academic Performance in the Service

The records may be obtained on request in writing addressed to the Divisional Commissioner: Training, Private Bag X 94, PRETORIA, 0001

7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
All DIVISIONS	
<p>(1) A copy of a suspect's own statement contained in an open docket</p>	<p>(1) The request for a copy of such statement must be in writing and addressed to the relevant investigating officer</p> <p><i>Take note: such a copy will only be automatically available to the relevant suspect or his or her representative and if a representative of a suspect requests access to such a statement on behalf of the said suspect, he or she must attach documentary proof of capacity</i></p>
<p>(2) Information regarding the following topics is available on the Web page of the Service (subject to change):</p> <p>*SAPS Profile: Organisational structure National and Provincial profiles Divisional profiles Core functions of the components Units and Sections (liable to change) Police ratio and International comparison Police station information and contact numbers History of SAPS Overview of SAPS Code of Ethics Code of Conduct Constitutional Framework Strategic plan Annual Report Budget vote Role of Honour</p>	<p>(2) Available on the Web page of the Service at www.saps.gov.za</p>

***Contact Directory:**

Head Office

Divisions

Police stations

Units and sections

Access to Information Officers

***Announcements:**

Will be done on homepage

***Map on homepage:**

Good news

Police station news

***Documents and publications:**

Legislation

Constitution

Reports

Publications

Pamphlet information

SAPS Journal

***News:**

Media releases

Speeches

Events calendar

Selected news

***Careers:**

Vacancies

Job profiles

Where to apply

Frequently asked questions**Community policing:**

Community Policing Forums

Partnership policing

Projects

Sector policing

***Crime Prevention:**

Social crime prevention

Security and safety tips

Drugs

Domestic violence

Farm attacks

***Crime stop:**

Report a crime

***Projects:**

Teddy bear patrol

Womans month

16 Days of Activism against
violence

Stop Child abuse

Missing kids**Missing persons*****Wanted persons*****Childrens comer:**

History

Drug information

Museum

Child abuse

Safety tips

Units

Photo album

***Youth desk:**

Drug *information* for teenagers

Occult related crimes

Hints for parents

***Links:**

To related institutions and
government departments

***Search facility to assist in
finding information*****Feedback facility on SAPS
and Website**