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

GOVERNMENT NOTICE

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 889

20 June 2003

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Penuell Mpapa Maduna, 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 descriptions submitted to me in terms of section 15(1) of the said Act by the -

South African Police Service

As set out in the Schedule



PENUELL MPAPA MADUNA

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Annexure A

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
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>INSPECTION</i> IN TERMS OF SECTION 15(1)(a)(i)	
ALL DIVISIONS	
National Instructions	The records may be inspected at the relevant sub-section head on request in writing to the relevant Divisional Commissioner
DIVISION: CAREER MANAGEMENT	
EMPLOYEE ASSISTANCE PROGRAMME	
Records containing statistics	The records may be inspected at the relevant sub-section head on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001
EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	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
PERFORMANCE MANAGEMENT	
Records relating to — (1) Records relating to Incentive and Reward Schemes	The records may be inspected at the office of the Sub-section Head: Performance Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001

<p>(2) Performance Management Systems for the Service:</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 functions and activities • Programme Management Board activities • Project and programme registered users • Number of registered project centres 	<p>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:</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • Results of Job evaluation • Panel results 	<p>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>
<p style="text-align: center;">PSYCHOLOGICAL SERVICES</p>	
<p>Records relating to —</p> <p>(1) Progress and content of the Service Suicide Prevention Project</p> <ul style="list-style-type: none"> • Role players • Vision, mission and aim • Workshops and content layout • Structure • Progress regarding the suicide rate in the Service 	<p>The records may be inspected at the office of the Sub-section Head: Psychological Services on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>

<p>(2) 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</p> <p>(3) Trauma debriefing</p> <p>(4) Statistics</p> <p>(5) Content and progress</p> <p>(6) Crisis Line The status of the Crisis Line</p> <p>(7) Police suicides in general (per 10 000)</p> <ul style="list-style-type: none"> ▶ Per province ▶ Per rank ▶ Per age ▶ Total suicide figure ▶ Increase / decrease of suicide in the Service <p>(8) Number of employees psychometrically evaluated for specialized units</p> <p>(9) Number of applicants for entry level: constables evaluated</p> <p>(10) Selection processes and procedures</p> <p>(11) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees</p> <p>(12) International sporting events. Total of employees participating and results</p>	<p>The records may be inspected at the office of the Sub-section Head: Psychological Services on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>
DIVISION: CRIME PREVENTION	
OPERATIONAL AND DEVELOPMENT SUPPORT: POLICE SAFETY	
<p>(1) Statistical records regarding murders of and attacks on police officials</p>	<p>The records may be inspected at the Directorate: Police Safety, Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>

<p>(2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention</p> <p>(3) Statistical records on absenteeism management within the Division: Crime Prevention</p>	<p>The records may be inspected at Management and Development Support, Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p align="center">OPERATIONAL AND DEVELOPMENT SUPPORT: RESERVISTS</p>	
<p>(1) Statistical records regarding the number of Reservists</p>	<p>The records may be inspected at Management and Development Support or Section Head: Reservists Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>(2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention</p> <p>(3) Statistical records on the absenteeism management within the Division: Crime Prevention</p>	<p>The records may be inspected at Management and Development Support, Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p align="center">REGISTRY</p>	
<p>Mastercopy of the Filing System</p>	<p>The records may be inspected at the office of Crime Prevention: Registry between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p align="center">VISIBLE POLICING: CRIME PREVENTION UNITS</p>	
<p>Certain records relating to Crime Prevention Level 1 Training Programme</p>	<p>The records may be inspected at the office of Crime Prevention on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p align="center">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>The records may be inspected at the office of Crime Prevention on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>

<p>(2) Sector Policing</p> <ul style="list-style-type: none"> • Draft Policy • Pilot Projects 	<p>The records may be inspected at the office of Crime Prevention on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p style="text-align: center;">VISIBLE POLICING: UNIFORM POLICING</p>	
<p>(1) Records relating to General Correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal in accordance to the Act) related to:</p> <ul style="list-style-type: none"> • Police Emergency Services <ul style="list-style-type: none"> *Flying Squad or Highway Patrol *10111 Centres • Community Services • Accident Combating • Specialised Uniform Support <ul style="list-style-type: none"> *Hostage Negotiation *Divers *Water Wing *Disaster Management • Peace Keeping 	<p>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: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>(2) General Statistical records relating to:</p> <ul style="list-style-type: none"> • Police Emergency Services <ul style="list-style-type: none"> *Flying Squad or Highway Patrol *10111 Centres • Community Services <ul style="list-style-type: none"> *Deaths in custody or as a result of police actions *Escapes from police custody • Accident Combating <ul style="list-style-type: none"> *Road accidents • Specialised Uniform Support <ul style="list-style-type: none"> *Hostage negotiation incidents *Diving incidents 	<p>The records may be inspected on request in writing to the Divisional Commissioner: Crime Prevention Private Bag X 241, PRETORIA, 0001 and only after approval by the Head: National Crime Information Centre (CIAC)</p>

<p>Certain records relating to —</p> <p>(3) Registered Training Programmes (including curriculum content, study material, presenters guides and visual aids):</p> <ul style="list-style-type: none"> • Hostage Negotiation • Divers • Suicide Prevention • Peace Keeping • Call Centre (under development) <p>(4) Policy Documents</p> <ul style="list-style-type: none"> • Police Emergency Services • Community Services • Accident Combating • Specialised Uniform Support <p>(5) Procedure Manuals</p> <ul style="list-style-type: none"> • Police Emergency Services • Specialised Uniform Support <p>(6) Annual Report: Visible Policing</p> <p>(7) Video Material and Photographs for Training and Research Purposes</p> <ul style="list-style-type: none"> • Diving Incidents • Hostage Negotiation Incidents <p>(8) Project Plans</p>	<p>The records may be inspected on request in writing to the Divisional Commissioner: Crime Prevention Private Bag X 241, 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 inspected at the office 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>
DIVISION: LOGISTICS	
<p>(1) General Conditions and Procedures [ST.36] (Information notes: tenders)</p> <p>(2) Policy Documents</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: OPERATIONAL RESPONSE SERVICES**PROVISIONING ADMINISTRATION SERVICES**

Certain records relating to —

- (1) Submissions for the approval of logistical resources
- (2) Approvals for the procurement of logistical resources

The records may be inspected at the office of the Section Head: Provisioning Administration Services on request in writing to the Section Head: Provisioning Administration Services: Private Bag X 241, PRETORIA, 0001

DIVISION: TRAINING

Certain records relating to —

- (1) Quarterly returns
- (2) Fail and pass rate (excluding personal information of employees)
- (3) Numbers of employees trained
- (4) Training needs
- (5) Types of certificates issued (excluding personal certificates issued to employees)
- (6) Training structure (eg: National, Provincial etc.)
- (7) Formal qualifications (excluding personal information of employees)
- (8) Academic performance in the Service (excluding personal information of employees)

The records may be inspected at the office of the Divisional Commissioner: Training on request in writing to the Divisional Commissioner: Training, Private Bag X 94, PRETORIA, 0001

2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
ALL DIVISIONS	
(1) Legislation (Bills, Acts, Regulations, Proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers
<p>(2) Statements Contained in Police Dockets</p> <p><i>Note that —</i></p> <ul style="list-style-type: none"> ▶ <i>with the term “copy” is meant where reproduction is done manually;</i> ▶ REQUEST FOR A RECORD IN A POLICE DOCKET <i>a request for a copy or photocopy of any record in the docket, will be referred to the public prosecutor (except a request by the suspect for his or her own statement - this will be dealt with by the Service);</i> ▶ CASE HAS BEEN FINALISED <i>A request for a copy or photocopy of a record in the docket after the case has been finalised (including any appeal or review in the case) or the docket has been closed for whatever reason, will be dealt with by the Service; and</i> ▶ COMMENCEMENT OF CIVIL PROCEEDINGS <i>The Act does not apply after the commencement of civil proceedings (i.e. after summons or other process has been issued) but before the case has been finalised - the normal discovery procedure must be followed to obtain access to the record in such a case.</i> 	<p>(2) Purchasing by the authorised person can be done at the relevant office of the Service</p> <p>The fees payable are the fees as prescribed by the Regulations [as published in the Gazette (No. 23119) of 15 February 2002 (Government Notice No. R.187 of 15 February 2002)].</p>

(3) Other records as set out below:

Note that —

- ▶ *with the term “copy” is meant where reproduction is done manually;*
- ▶ *a copy or photocopy of a completed accident report will only be furnished to —*
 - *an involved party - driver, passenger, pedestrian, cyclist, etc. - if he or she can prove that he or she is an involved party; and*
 - *to a person who is not an involved party only if he or she has written permission or authority of an involved party;*
- ▶ *prior approval for the provision of the said copy or photocopy must be obtained from the investigating officer and, where applicable, the relevant Director of Public Prosecutions; and*
- ▶ *The Act does not apply after the commencement of civil proceedings (i.e. after summons or other process has been issued) but before the case has been finalised - the normal discovery procedure must be followed to obtain access to the record in such a case.*

(a) **ACCIDENT REPORT (NEW): COPY**

Copy of the new accident report (OAR-form) or part thereof

(3) Purchasing by the **authorised** person can be done at the relevant office of the Service

The fees payable are the fees as prescribed by the Regulations [as published in the Gazette (No. 23119) of 15 February 2002 (Government Notice No. R.187 of 15 February 2002)].

<p>(b) ACCIDENT REPORT (NEW): PHOTOCOPY Photocopy of the new accident report (OAR-form) or part thereof</p> <p>(c) ACCIDENT REPORT (OLD) OR SKETCH PLAN: COPY Copy of the old accident report (SAP 352) or sketch plan</p> <p>(d) ACCIDENT REPORT (OLD) OR SKETCH PLAN: PHOTOCOPY Photocopy of the old accident report (SAP 352) or sketch plan</p> <p>(e) PHOTOGRAPHS AND VIDEO MATERIAL Reproduction of photographs and video material</p> <p>(f) INSURANCE PURPOSES Copy or photocopy of records containing information regarding witnesses and parties to collisions, theft cases, damage to property and loss of property for insurance purposes</p>	
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<p>(g) POST MORTEM REPORT Supplying of a copy or photocopy of a post mortem report</p> <p>(h) SKETCH PLANS Copy or photocopy of a sketch plan</p>	
DIVISION: DETECTIVE SERVICE	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
Photographs and identikits released by the Service and published by the media	These records are issued by the Criminal Record Centre
DIVISION: LOGISTICS	
PROCUREMENT AND INVENTORY MANAGEMENT	
State Tender Bulletins	Published weekly by the State Tender Board

3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>COPYING</i> IN TERMS OF SECTION 15(1)(a)(ii)	
ALL DIVISIONS	
Policy Documents and National Instructions	The records may be obtained on request in writing addressed to the relevant sub-section head or the relevant divisional commissioner and 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
Collective Agreements	The records may be obtained on request in writing addressed to Labour Relations, Private Bag X 94, PRETORIA, 0001 and 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
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 and 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
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 and 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. Projects funded by donor money - donor will determine how information will be made available to the public

PERFORMANCE MANAGEMENT	
<p>Certain records relating to —</p> <p>(1) Performance management systems:</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 functions and activities • Programme Management Board activities • Project and programme registered users • Number of registered project centres <p>(2) Incentive and Reward Schemes</p>	<p>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 and 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>(3) Job Evaluation:</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 and 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>
PSYCHOLOGICAL SERVICES	
<p>Certain records relating to —</p> <p>(1) Progress and content of the Service Suicide Prevention Project</p> <ul style="list-style-type: none"> • Role players • Vision, mission and aim • Workshops and content layout • Structure • Progress regarding the suicide rate in the Service 	<p>The records may be obtained from the office of the Sub-section Head: Psychological Services on request in writing addressed to the Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001 and 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>(2) 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</p> <p>(3) Trauma debriefing</p> <p>(4) Statistics</p> <p>(5) Content and progress</p> <p>(6) Crisis Line The status of the Crisis Line</p> <p>(7) Police suicides in general (per 10 000)</p> <ul style="list-style-type: none"> • Per province • Per rank • Per age • Total suicide figure • Increase / decrease of suicide in the Service <p>(8) Number of employees psychometrically evaluated for specialized units</p> <p>(9) Number of applicants for entry level constables evaluated</p> <p>(10) Selection processes and procedures</p> <p>(11) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees</p> <p>(12) International sport events. Total of employees participating and results</p>	<p>The records may be obtained from the office of the Sub-section Head: Psychological Services on request in writing addressed to the Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001 and 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>
DIVISION: CRIME PREVENTION	
OPERATIONAL AND DEVELOPMENT SUPPORT: POLICE SAFETY	
<p>(1) Statistical records regarding murders and attacks on police officials</p> <p>(2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention</p> <p>(3) Statistical records on absenteeism management within the Division: Crime Prevention</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 and 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>

OPERATIONAL AND DEVELOPMENT SUPPORT: RESERVISTS	
<p>(1) Statistical records regarding the number of Reservists</p> <p>(2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention</p> <p>(3) Statistical records on the absenteeism management within the Division: Crime Prevention</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 and 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>
SOCIAL CRIME PREVENTION	
<p>(1) Making South Africa Safe Manual</p> <p>(2) Environmental Design Manual</p> <p>(3) Communication Materials on Making South African Safe Manual and the Environmental Design Manual</p> <p>(4) Communication Materials on Domestic Violence</p> <p>(5) Communication Materials on Victim Empowerment</p> <p>(6) Communication Materials on rape and sexual offences</p> <p>(7) National Instruction 7 of 1999 on the Implementation of the Domestic Violence Act</p> <p>(8) Community Safety Audit in Bolobedu</p> <p>(9) Conference Report on Rural Safety</p> <p>(10) Certain records relating to Intervention Strategies for Kwa-Mashu, Ntuzuma, Inanda and Bolobedu</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 and 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>
REGISTRY	
<p>Master Copy of the Filing System</p>	<p>The records may be obtained from the office of Crime Prevention: Registry on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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>

VISIBLE POLICING: CRIME PREVENTION UNITS	
Certain records relating to Crime Prevention Level 1 Training Programme	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 and 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
VISIBLE POLICING: PARTNERSHIP POLICING SECTOR POLICING	
Records relating to — (1) 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"> • Draft Policy • Pilot Projects 	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 and 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
VISIBLE POLICING: UNIFORM POLICING	
Certain records relating to — (1) Policy Documents <ul style="list-style-type: none"> • Police Emergency Services • Community Services • Accident Combating • Specialised Uniform Support (2) Procedure Manuals <ul style="list-style-type: none"> • Police Emergency Services • Specialised Uniform Support (3) Registered Training Programmes (including curriculum content, study material, presenters guides and visual aids): <ul style="list-style-type: none"> • Hostage Negotiation • Divers • Suicide Prevention • Peace Keeping • Call Centre (under development) 	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 and 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>Certain records relating to —</p> <p>(4) General Correspondence with regard to:</p> <ul style="list-style-type: none"> • Police Emergency Services • *Flying Squad or Highway Patrol • *10111 Centres • Community Services • Accident Combating • Specialised Uniform Support • *Hostage Negotiation • *Divers • *Water Wing • *Disaster Management • Peace Keeping <p>(5) Annual Report: Visible Policing</p> <p>(6) Video Material and Photographs for Training and Research Purposes</p> <ul style="list-style-type: none"> • Diving Incidents • Hostage Negotiation Incidents <p>(7) Project Plans</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 and 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>(8) General Statistical records relating to —</p> <ul style="list-style-type: none"> • Police Emergency Services • *Flying Squad or Highway Patrol • *10111 Centres • Community Services • *Deaths in custody or as a result of police actions • *Escapes from police custody • Accident Combating • *Road accidents • Specialised Uniform Support • *Hostage negotiation incidents • *Diving incidents 	<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, only after approval by the Head: National Crime Information Centre (CIAC), and 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>

DIVISION: DETECTIVE SERVICE	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
Photographs and Identikits released by the Service and published by the media	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 and 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
DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
(1) Master Copy of the Filing System (2) Registry Procedure Manual	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 and 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
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 and 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
DIVISION: LOGISTICS	
(1) Application Forms to be Registered on the Suppliers Database (2) General Conditions and Procedures [ST.36] (Information notes regarding tenders)	The records may be obtained from Logistics on request in writing addressed to the Divisional Commissioner: Logistics, Private Bag X 254, PRETORIA, 0001 and where it have to be copied, 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

DIVISION: OPERATIONAL RESPONSE SERVICES	
AIR WING HEADQUARTERS	
Certain records relating to —	The records may be obtained on request in writing addressed to the Section Head: Air Wing, P O Box 19063, PRETORIA-WEST, 0117 and 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
(1) Monthly statistics of hours flown and successes achieved	
(2) Policy and minimum requirements for appointment as pilot and crew	
(3) Personnel strength	
INFORMATION CENTRE	
Post Border Crime Statistical records	The records may be obtained on request in writing addressed to the Sub-section Head: Information Centre: Operational Response Service, Private Bag X 241, PRETORIA, 0001 and 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
MANAGEMENT SUPPORT CENTRE	
*Statistical records on Gangsters - Western Cape	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Service, Private Bag X 241, PRETORIA, 0001 and 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
*Records relating to certain parts of the —	
(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) Successes of Operation Crackdown:	
• Western Cape	
• Kwa-Mashu	
• Richmond	
(5) Personnel Equity Structure of Operational Response Services	
(6) Force levels	

PERSONNEL SERVICES	
<ul style="list-style-type: none"> (1) Promotion Policy (2) Compensation Management (3) Employment Equity Plan (Section 20) (4) Sexual Harassment Policy (5) Senior Appointments Policy (6) Smoking in Workplace Policy (7) Leave Policy (8) Certain records relating to Medical Disability (9) Overtime Policy (10) Contingency Plan (11) Career Paths of Divisions (12) Human Resource Plan for Divisions (13) Section 21 Report (Equity) 	<p>The records may be obtained on request in writing addressed to the Sub-section Head: Personnel Services: Operational Response Service and Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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>
PROVISIONING ADMINISTRATION SERVICES	
<p>Certain records relating to —</p> <ul style="list-style-type: none"> (1) Requisitions and applications for logistical resources by accounting offices of the two (2) divisions (Operational Response and Crime Prevention) (2) Inspection reports with regard to logistical inspections at the different accounting offices and units of the two (2) divisions (Operational Response and Crime Prevention) (3) Returns and correspondence with regard to different aspects of the utilisation of logistical resources (4) Enquiries with regard to expenditure against the logistical budget 	<p>The records may be obtained on request in writing addressed to the Section Head: Provisioning Administration Services, Private Bag X 241, PRETORIA, 0001 and 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>
DIVISION: PERSONNEL SERVICES	
DISCIPLINE MANAGEMENT	
<p>Resolution 2 of 1999 of PSCBC (Disciplinary Code and Procedures for Public Service Personnel)</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Discipline Management, Private Bag X 94, PRETORIA, 0001 and 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>

MEDICAL BOARDS	
<p>(1) Statistical records regarding members treated for alcohol and drug abuse</p> <p>(2) Statistical records regarding all members that have been declared medical unfit</p> <p>(3) Statistical records regarding admitting of members in hospitals and clinics for psychiatric illnesses</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Medical Boards, Private Bag X 94, PRETORIA, 0001 and 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>
RECRUITMENT	
<p>Records relating to —</p> <p>(1) Posts allocations per Division or Province</p> <p>(2) Number of applications for posts on National - or Provincial level</p> <p>(3) Successful candidates who were appointed for National posts</p> <p>(4) Appointment requirements for all appointments</p> <p>(5) Number of reservist appointed</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Recruitment, Private Bag X 94, PRETORIA, 0001 and 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>
SERVICE TERMINATION	
<p>Statistical records of deaths in the Service (Unnatural and natural causes)</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Service Termination, Private Bag X 94, PRETORIA, 0001 and 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>
DIVISION: TRAINING	

Records (excluding personal information or records of employees) relating to —	The records may be obtained on request in writing addressed to the Divisional Commissioner: Training, Private Bag X 94, PRETORIA, 0001 and 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
(1) Quarterly Returns	
(2) Fail and Pass Rate	
(3) Numbers of Employees Trained	
(4) Training Needs	
(5) Types of Certificates Issued	
(6) Training Structure (eg: National, Provincial etc.)	
(7) Formal Qualifications	
(8) Academic Performance in the Service	

4. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE <i>FREE OF CHARGE</i> IN TERMS OF SECTION 15(1)(a)(iii)	
DIVISION: CAREER MANAGEMENT	
EQUITY	
Employment Equity Plan	As soon as the Employment Equity plan is approved, it will be made available on the Web page of the Service and may be downloaded free of charge
PERFORMANCE MANAGEMENT	
Code of Remuneration (CORE)	Available on the DPSA's Web site
DIVISION: DETECTIVE SERVICES	
CRIME INFORMATION ANALYSIS CENTRE	
Statistical records on Vehicle Crime	Available on the Web page of the Service and may be downloaded free of charge
DIVISION: LEGAL SERVICES	
DETECTIVE SERVICE	
Concluded Police Co-operation Agreements	Available on the Web page of the Service and may be downloaded free of charge
DIVISION: LOGISTICS	
(1) Application Forms to be Registered on the suppliers database	Available on the Web page of the Service and may be downloaded free of charge
(2) Delegation of Powers	
DIVISION: OPERATIONAL RESPONSE SERVICES	
AIR WING HEADQUARTERS	
(1) Historical overview of the Air Wing, primary functions and operational capabilities	Available on the Web page of the Service and may be downloaded free of charge
(2) Records relating to the highlights of successes achieved since the establishment of Air Wing	
(3) Contact details of all units throughout South Africa	

PERSONNEL SERVICES

Application for Employment Forms (Z83)

Verbal requests may be addressed to the Sub-section Head: Personnel Services: Operational Response Service and Crime Prevention at:

Telephone number (012) 421 8000 or
(012) 421 8175

The forms may be obtained from the Sub-section Head: Personnel Services: Operational Response Service and Crime Prevention at Midcity Building, 2nd Floor, 540 Pretorius Street, PRETORIA, 0001