
GOVERNMENT NOTICE GOEWERMENTSKENNISGEWING

DEPARTMENT OF SAFETY AND SECURITY DEPARTEMENT VAN VEILIGHEID EN SEKURITEIT

No. R. 474

20 May 2005

DIRECTION BY THE NATIONAL COMMISSIONER OF THE SOUTH AFRICAN POLICE SERVICE IN TERMS OF SECTION 12 (3) OF THE PROTECTION OF CONSTITUTIONAL DEMOCRACY AGAINST TERRORIST AND RELATED ACTIVITIES ACT, 2004

I, Jacob Sello Selebi, in my capacity as the National Commissioner of the South African Police Service hereby, in terms of section 12(4)(a) of the Protection of Constitutional Democracy against Terrorist and Related Activities Act, 2004 (Act No. 33 of 2004), publish the direction contemplated in section 12(3) in the Schedule.

SCHEDULE

The manner in which a police official takes down a report contemplated in section 12(1) of the Protection of Constitutional Democracy against Terrorist and Related Activities Act, 2005 (Act No. 33 of 2004), hereinafter referred to as "the Act", must be as follows:

1. Any police official who receives a report from a person as contemplated in section 12(1) of the Act must -
 - (a) take down the report in the format of the form contained in Annexure A;
 - (b) as soon as possible open an enquiry on the South African Police Service CAS System; and
 - (c) forthwith provide the person who made the report with an acknowledgement of receipt reflecting the relevant CAS number, in the format of the form contained in Annexure B which will serve as a unique reference number for future enquiries and official purposes.

2. After the report has been taken down as contemplated in paragraph 1(a), it must without delay be faxed to a Central Reporting Office situated at the Divisional

Commissioner: Detective Service, South African Police Service, Pretoria as well as a Central Reporting Office situated at the Divisional Commissioner: Crime Intelligence, South African Police Service, Pretoria.

3. The responsibilities of the Central Reporting Offices include the following:
 - (a) To ensure that access to the facsimile machines involved is limited to police officials designated by the respective Divisional Commissioners mentioned above and such designated police officials only, are responsible to deal with reports that have been taken down as contemplated in paragraph 1.
 - (b) To promote the confidentiality and integrity of the reporting system.

4. The Divisional Commissioner: Detective Service, must ensure that an investigator contacts the person who made the report and takes down a complete affidavit, which could serve as a basis for a police investigation into the report.



J.S. SELEBI
NATIONAL COMMISSIONER OF THE SOUTH AFRICAN POLICE SERVICE

Annexure A

TAKING DOWN OF REPORT CONTEMPLATED IN SECTION 12(1) OF THE PROTECTION OF CONSTITUTIONAL DEMOCRACY AGAINST TERRORIST AND RELATED ACTIVITIES ACT, 2004

- TO: A. THE DIVISIONAL COMMISSIONER: DETECTIVE SERVICE: CENTRAL REPORTING OFFICE
- B. THE DIVISIONAL COMMISSIONER: CRIME INTELLIGENCE: CENTRAL REPORTING OFFICE

I, (full names and surname)
.....

(rank)..... ,

(service number)..... ,

stationed at..... , a police official in the South African Police Service,

have received the following report

(report attached, if applicable)

from a person contemplated in section 12(1) of the Act,

.....
(Full names and surname of person making the report)
.....

with the following contact particulars:

Contact address:.....
.....

Telephone Number:.....

Cellular phone Number.....

E-mail Address:

Business/employment address.....

BusinessTelephone Number.....

BusinessTelephone Number:.....

Business E mail Address:

The report received entails the following:

Description of offence: (sections 2; 3; 4; 5;6 ;7; 8 ;9 ;10; 11; 12; 13 and 14)

(Circle the applicable offence/s)

1. Description of the nature of the knowledge or suspicion of offence referred to above:

.....
.....
.....
.....
.....

2. Name and contact details of persons allegedly involved:

.....
.....

3. When did the offence/s occur or is it ongoing?

.....

.....

4. **Name and contact details of possible witnesses to the alleged offence/s:**

.....

.....

.....

.....

5. **Manner in which acknowledgement of receipt is preferred (only applicable in respect of facsimile, telephonic or electronic reports):**

.....

Signed at..... on this.....day of 20

.....
SIGNATURE OF POLICE OFFICIAL TAKING DOWN THE REPORT

Unique reporting reference number (CAS number)
.....(To be inserted by the police official to whom the report is made and a corresponding number must appear on the acknowledgement of receipt **(Annexure B)**).

Annexure B

Unique reference Number (CAS number)

.....
(This receipt is not valid without this number)

**ACKNOWLEDGEMENT OF RECEIPT IN TERMS OF SECTION 12(3) OF
THE PROTECTION OF CONSTITUTIONAL DEMOCRACY AGAINST
TERRORIST AND RELATED ACTIVITIES ACT, 2004
(ACT NO. 33 OF 2004)**

I, (full names and surname)

.....

(rank)..... ,

(service number)..... ,

stationed at....., a police official in the
South African Police Service, hereby acknowledge receipt of a report

received from (Name)

The following documentation has been received with the report:

.....

.....

.....

Signed at..... (place), on this.....day of 20

.....
SIGNATURE OF POLICE OFFICIAL