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## GOVERNMENT NOTICE

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### DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 520

5 July 2012

### PROMOTION OF ACCESS TO INFORMATION ACT, 2000

### DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Jeffrey Thamsanqa Radebe, Minister of 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



**JEFFREY THAMSANQA RADEBE, MP**

**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

## 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
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### 7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR *INSPECTION* IN TERMS OF SECTION 15(1)(a)(i)

#### ALL DIVISIONS

National Instructions  
(The following records are excluded:  
— training material;  
— training guidelines;  
— training manuals; or  
— records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service.  
The normal request procedure in terms of the Act is applicable when access to such records are requested.)

The records may be inspected at the relevant sub-section head on request in writing to the relevant divisional commissioner.

#### CORPORATE COMMUNICATION: HERITAGE SERVICES

- (1) All displays at the SAPS Heritage Services
- (2) Archival records 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)

The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001.

#### DIVISION: FINANCIAL AND ADMINISTRATION SERVICES

##### ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY

Master Copy of the Filing System

The records may be inspected at the office of the National Records Manager, Administration Services on request in writing to the National Records Manager, Administration Services: SAPS: Private Bag X 94, PRETORIA, 0001.

<b>FINANCIAL SERVICES: BUDGETS</b>	
Estimates of National Expenditure — Safety and Security	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial and Administration Services: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
<b>DIVISION: HUMAN RESOURCE DEVELOPMENT</b>	
<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"> <li>(1) Quarterly returns</li> <li>(2) Competent or not yet competent</li> <li>(3) Numbers of employees trained</li> <li>(4) Training needs</li> <li>(5) Types of certificates issued</li> <li>(6) Training structure (Eg National, Provincial, etc)</li> <li>(7) Basic Police Development Learning Programme</li> <li>(8) Academic performance in the Service</li> <li>(9) Internal training programmes</li> </ol>	The records may be inspected at the office of the Divisional Commissioner: Human Resource Development on request in writing to the Divisional Commissioner: Human Resource Development, Private Bag X 177 PRETORIA, 0001.
<b>DIVISION: HUMAN RESOURCE UTILISATION</b>	
<b>EMPLOYMENT EQUITY</b>	
<p>National and Divisional Employment Equity Section 20 Plans and Section 21 Reports</p> <p>The Divisional, Provincial and Components Employment Equity Implementation Plans and Section 21 Quarterly Reports</p>	The records may be inspected at the office of the Section Head: Employment Equity on request in writing to the relevant Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
<b>PERFORMANCE MANAGEMENT</b>	
<ol style="list-style-type: none"> <li>(1) 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)</li> </ol>	<ol style="list-style-type: none"> <li>(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.</li> </ol>

<p>(2) 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"> <li>• Job evaluation reports</li> <li>• Panel results</li> </ul>	<p>(2) The records may be inspected at the office of the Section Head: Job Evaluation &amp; CORE on request in writing to the Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.</p>
<b>DIVISION : OPERATIONAL RESPONSE SERVICES</b>	
<p>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: Peace Keeping</p>	<p>The records may be inspected at the office of Operational Response Services, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.</p>
<b>DIVISION: PERSONNEL MANAGEMENT</b>	
<b>PROMOTION SERVICES AND REWARD SYSTEMS</b>	
<p>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>The records may be inspected at the office of the Section Head: Promotion Services and Reward Systems on request in writing to the Divisional Commissioner: Personnel Management, Private Bag X 94, PRETORIA, 0001.</p>
<b>PSYCHOLOGICAL SERVICES DEVELOPMENT</b>	
<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"> <li>(1) Psychological Interventions All the different types of training offered by Psychological Services, the reason for and methods of such training and the places where it occurs</li> <li>(2) Trauma debriefing</li> <li>(3) Number of employees psychometrically evaluated for specialized units</li> <li>(4) Number of applicants for entry level: constables evaluated</li> <li>(5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees</li> <li>(6) International sporting events. Total of employees participating and results</li> </ol>	<p>The records may be inspected at the office of the Sub-section Head: Psychological Services Development on request in writing to the Divisional Commissioner: Personnel Management, Private Bag X 94, PRETORIA, 0001.</p>

## DIVISION: SUPPLY CHAIN MANAGEMENT

General conditions and procedures

The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.

## DIVISION: VISIBLE POLICING

### FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL

(1) Consideration Policy 1994

The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.

### PARTNERSHIP POLICING SECTOR POLICING

Records relating to —

- (1) Partnership Policing
- Police Community Projects
  - Policy Framework and Guidelines on Community Policing
- (2) Sector Policing
- Pilot Projects

The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.

### VISIBLE 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:

- (1) Police Emergency Services
- Flying Squad or Highway Patrol
  - 10111 Centres
- (2) Community Services
- (3) Accident Combating
- (4) Specialised Uniform Support
- Hostage Negotiation
  - Divers
  - Water Wing
  - Disaster Management
- (5) Equestrian
- (6) Dogs

The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.

**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.

**DIVISION: SUPPLY CHAIN MANAGEMENT**

**PROCUREMENT AND INVENTORY MANAGEMENT**

State Tender Bulletins

Published weekly by the State Tender Board and can be purchased at the State Tender Board at the cost determined by the State Tender Board.

**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)

**ALL DIVISIONS**

(1) Policy Documents and National Instructions  
(The following records are excluded:  
— training material;  
— training guidelines;  
— training manuals; or  
— records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service.  
The normal request procedure in terms of the Act is applicable when access to such records are requested.)

(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.

(2) Collective Agreements

(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Career Management, Private Bag X 94, PRETORIA, 0001.

<p>(3) <b>ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY</b></p> <p><i>Note that —</i></p> <ul style="list-style-type: none"> <li>▶ with the term “<b>copy</b>” is meant where reproduction is done manually;</li> <li>▶ a copy of a completed <b>accident report</b> will only be furnished to the authorised person;</li> <li>▶ that when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of an accident report free of charge.</li> </ul>	<p>(3) If the record is still in the possession or under control of the Service, the records may be obtained by the <b>authorised</b> person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service.</p> <p><i>Note that —</i> The following persons are deemed to be authorised persons:</p> <ul style="list-style-type: none"> <li>(a) an involved party in the accident (eg driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc) if he or she can prove that he or she is an involved party;</li> <li>(b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or</li> <li>(c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (eg an attorney who provides the relevant power of attorney to act on behalf of the person).</li> </ul>
<p><b>CORPORATE COMMUNICATION: HERITAGE SERVICES</b></p>	
<p>Archival records and photo's at 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 4866, Pretoria, 0001.</p>

<b>STRATEGIC MANAGEMENT</b>	
Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:	The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, Pretoria, 0001.
(1) South African Police Service Annual Report	
(2) Strategic Plan for the South African Police Service	
(3) Annual Performance Plan for the South African Police Service	
<b>DIVISION: FINANCIAL AND ADMINISTRATION SERVICES</b>	
<b>ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY</b>	
Master Copy of the Filing System	The records may be obtained from the office of the National Records Manager, Administration Services in writing addressed to the National Records Manager: Administration Services, SAPS, Private Bag X 94, PRETORIA, 0001.
<b>FINANCIAL SERVICES: BUDGETS</b>	
Estimates of National Expenditure — Safety and Security	The records may be obtained on request in writing addressed to Financial and Administration Services, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
<b>DIVISION: FORENSIC SERVICES</b>	
<b>MANAGEMENT AND ADMINISTRATIVE SUPPORT</b>	
Only Photographs and Identikits released by the Service and published by the media	The records may be obtained from the Forensic Services on request in writing addressed to the Head: Forensic Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.
<b>DIVISION: HUMAN RESOURCE DEVELOPMENT</b>	
Records (excluding personal information or records of employees) relating to —	The records may be obtained on request in writing addressed to the Divisional Commissioner: Human Resource Development, Private Bag X 177, PRETORIA, 0001.
(1) Quarterly Returns	
(2) Competent or not yet competent	
(3) Numbers of Employees Trained	
(4) Training Needs	
(5) Types of Certificates Issued	
(6) Training Structure (Eg National, Provincial etc)	
(7) Basic Police Development Learning Programme	
(8) Academic Performance in the Service	



## DIVISION: HUMAN RESOURCE UTILISATION

### EMPLOYMENT 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: Human Resource Utilisation, Employment Equity at Private Bag X 94, PRETORIA, 0001.

### COMPENSATION MANAGEMENT

Human Resource Utilisation Project Centre  
Project Reports

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

### PERFORMANCE MANAGEMENT

(1) 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 —  
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

(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.

(2) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) :

- Pre-interview questionnaire
- Results of Job evaluation
- Panel results

(2) The records may be obtained from the office of the Section Head: Job Evaluation & CORE on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.

<b>LEGAL SERVICES</b>	
<ul style="list-style-type: none"> <li>• International Police Co-operation Agreements with other governments and International Organisations</li> <li>• Other Police co-operation Agreements</li> </ul>	The records may be obtained on request in writing addressed to the Deputy Information Officer: Legal Services: Private Bag X 94, PRETORIA, 0001.
<b>DIVISION: OPERATIONAL RESPONSE SERVICES</b>	
<b>AIR WING HEADQUARTERS</b>	
<p>Certain records relating to —</p> <ol style="list-style-type: none"> <li>(1) Monthly successes achieved</li> <li>(2) Policy and minimum requirements for appointment as pilot and crew</li> </ol>	The records may be obtained on request in writing addressed to the Section Head: Operational Response Services, Private Bag X30, SUNNYSIDE, 0132
<b>OPERATIONAL INFORMATION MANAGEMENT CENTRE</b>	
<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 certain parts of —</p> <ol style="list-style-type: none"> <li>(1) Policy on: <ul style="list-style-type: none"> <li>• Crowd Management</li> <li>• National Intervention Unit</li> <li>• Borderline Police</li> <li>• Air Wing</li> <li>• Specialized Skills Development</li> <li>• Special Task Force</li> </ul> </li> <li>(2) Crowd Management Incidents</li> <li>(3) Successes of: <ul style="list-style-type: none"> <li>• Crowd Management</li> <li>• National Intervention Unit</li> <li>• Borderline Police</li> <li>• Air Wing</li> <li>• Specialized Skills Development</li> <li>• Special Task Force</li> </ul> </li> <li>(4) Peace Keeping</li> </ol>	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services , Private Bag X 30, SUNNYSIDE, 0132.

**DIVISION: PERSONNEL MANAGEMENT****PSYCHOLOGICAL SERVICES DEVELOPMENT**

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 Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.

**RECRUITMENT AND STAFFING**

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 requirement of appointments of personnel on salary level 1-12 and/or salary bands A -MMS

The records may be obtained on request in writing addressed to the Section Head: Recruitment And Staffing, Private Bag X 94, PRETORIA, 0001.

**SENIOR MANAGEMENT APPOINTMENTS**

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 requirement of appointments of personnel on salary level 13 and up and/or salary bands on SMS

The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.

<b>DIVISION: SUPPLY CHAIN MANAGEMENT</b>	
General conditions and procedures	The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
<b>DIVISION: VISIBLE POLICING</b>	
<b>PARTNERSHIP POLICING SECTOR POLICING</b>	
Records relating to — (1) Partnership Policing <ul style="list-style-type: none"> <li>• Police Community Projects</li> <li>• Policy Framework and Guidelines on Community Policing</li> </ul> (2) Sector Policing <ul style="list-style-type: none"> <li>• Pilot Projects</li> </ul>	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
<b>SOCIAL CRIME PREVENTION</b>	
(1) Making South Africa Safe Manual (2) Environmental Design Manual (3) Communication Materials on Domestic Violence (4) Communication Materials on Victim Empowerment (5) Communication Materials on rape and Sexual offences (6) Promising Crime Prevention Practices in South Africa (7) National Rural Victims of Crime Survey (8) Crime Prevention Strategies: <ul style="list-style-type: none"> <li>- Thohoyandou</li> <li>- Kwadukuza</li> <li>- uMhatuzi</li> <li>- Mdantsane</li> <li>- Motherwell</li> <li>- Central Karoo</li> <li>- KwaMashu/ Ntuzuma/ Inanda</li> <li>- Bolobedu</li> </ul> (9) Guidelines: Drug and Substance Abuse	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.

VISIBLE 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"> <li>• Flying Squad or Highway Patrol</li> <li>• 10111 Centres</li> </ul> <p>(2) Community Services</p> <p>(3) Accident Combating</p> <p>(4) Specialised Uniform Support</p> <ul style="list-style-type: none"> <li>• Hostage Negotiation</li> <li>• Divers</li> <li>• Water Wing</li> <li>• Disaster Management</li> </ul>	<p>The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.</p>

7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE <i>FREE OF CHARGE</i> IN TERMS OF SECTION 15(1)(a)(iii)	
All DIVISIONS	
<p>(1) A copy of a —</p> <p>(a) <b>suspect's</b> own statement contained in an open docket; or</p> <p>(b) <b>victim's or complainant's</b> own statement contained in an open docket.</p>	<p>The request by the suspect / victim / complainant for a copy of his or her own statement, must be in writing and addressed to the relevant investigating officer.</p> <p><i>Take note: such a copy will only be <b>automatically available to the relevant suspect / victim / complainant or his or her representative</b> (such representative must attach documentary proof of capacity to act on behalf of such person).</i></p>

<p>(2) The following topics or information regarding the following topics is available on the Web page of the Service (<i>subject to change</i>):</p> <ul style="list-style-type: none"><li>*SAPS Profile</li><li>*SAPS Journal</li><li>*News</li><li>*Legislation</li><li>*Documents</li><li>*Careers</li><li>*Crime Prevention</li><li>*Children's corner</li><li>*Crime Stop</li><li>*Community Policing</li><li>*Woman and Children</li><li>*Projects</li><li>*Missing Persons</li><li>*Wanted Persons</li><li>*Youth</li><li>*Firearms</li><li>*Links</li><li>*Submit a Tip</li><li>*Site Map</li><li>*Contacts</li><li>* FAQ's</li><li>*Feedback</li><li>*Report Child Abuse/images</li><li>*National Firearms Call Centre</li><li>*Police Emergency number</li><li>*SAPS Journal online</li></ul>	<p>(2) Available on the Web page of the Service at <a href="http://www.saps.gov.za">www.saps.gov.za</a></p>
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