

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 371 OF 2018

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, 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



TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

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 AND COMPONENTS	
<p>National Instructions (The following records are excluded:</p> <ul style="list-style-type: none"> • 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. <p>The normal request procedure in terms of the Act is applicable when access to such records are requested.)</p>	The records may be inspected at the relevant sub-section head on request in writing to the relevant divisional commissioner.
COMPONENT: CORPORATE COMMUNICATION HERITAGE SERVICES	
<p>(1) All displays at the SAPS Heritage Services</p> <p>(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)</p>	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.
ALL DIVISIONS AND COMPONENTS	
Master Copy of the Filing System	The records may be inspected at the relevant division.
FINANCIAL MANAGEMENT: BUDGETS	
Estimates of National Expenditure — Department of Police	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial Management: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
<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.

PERFORMANCE MANAGEMENT	
(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)	(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
DIVISION: OPERATIONAL RESPONSE SERVICES	
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	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.
DEPUTY NATIONAL COMMISSIONER: MANAGEMENT ADVISORY SERVICES	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act): <ul style="list-style-type: none"> • Job evaluation reports • Panel results 	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Management Advisory Services on request in writing to the Head: Management Advisory Services, Private Bag X 94, PRETORIA, 0001.
DIVISION: PERSONNEL MANAGEMENT	
PROMOTION SERVICES AND REWARD SYSTEMS	
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)	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.
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	
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 <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 Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
FLYING SQUAD	
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 <ul style="list-style-type: none"> • Flying Squad or Highway Patrol • 10111 Centres 	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.
(2) Community Services (3) Accident Combating (4) Specialised Uniform Support <ul style="list-style-type: none"> • Hostage Negotiation • Divers • Water Wing • Disaster Management (5) Equestrian (6) Dogs	
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 AND COMPONENTS

<p>(1) Policy Documents and National Instructions (The following records are excluded:</p> <ul style="list-style-type: none"> • 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. <p>The normal request procedure in terms of the Act is applicable when access to such records is requested.)</p>	<p>(1) The records may be obtained on request in writing addressed to the relevant 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 the Section Head: Labour Relations, Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.</p>

<p>(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY</p> <p><i>Note that —</i> with the term “copy” is meant where reproduction is done manually; a copy of a completed accident report will only be furnished to the authorised person;</p> <p>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.</p>	<p>(3) if the record is still in the possession or under control of the Service, the records may be obtained by the authorised 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> <p>(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;</p> <p>(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</p> <p>(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).</p>
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**CORPORATE COMMUNICATION:
HERITAGE SERVICES**

Archival records and photo's at 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)

The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.

The records may be obtained from the relevant division.

FINANCIAL MANAGEMENT: BUDGETS

Estimates of National Expenditure —
Department of Police

The records may be obtained on request in writing addressed to Financial Management and Administration, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.

DIVISION: FORENSIC SERVICES	
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.
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: <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 	(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.
<ul style="list-style-type: none"> • Project and programme registered users • Number of registered project centres 	

DIVISION: OPERATIONAL RESPONSE SERVICES	
SECTION HEAD: AIR WING	
Certain records relating to — (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew	The records may be obtained on request in writing addressed to the Section Head: Air Wing Response Services, Private Bag X30, SUNNYSIDE, 0132
OPERATIONAL INFORMATION MANAGEMENT CENTRE	
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 — (1) Policy on: <ul style="list-style-type: none"> • Crowd Management • National Intervention Unit • Borderline Police • Air Wing • Specialized Skills Development • Special Task Force (2) Crowd Management Incidents (3) Successes of: <ul style="list-style-type: none"> • Crowd Management • National Intervention Unit • Borderline Police • Air Wing • Specialized Skills Development • Special Task Force (4) Peace Keeping	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
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.
DIVISION: SUPPLY CHAIN MANAGEMENT	
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.

COMPONENT: STRATEGIC MANAGEMENT	
<p>Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:</p> <p>(1) Annual Report for the South African Police Service</p> <p>(2) Strategic Plan for the South African Police Service</p> <p>Annual Performance Plan for the South African Police Service</p>	<p>The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, Pretoria, 0001.</p>
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION	
DOCUMENT CENTRE MANAGEMENT : ARCHIVES AND REGISTRY	
<p>Master Copy of the Filing System</p>	<p>The records may be obtained from the relevant division.</p>
COMPONENT: STRATEGIC MANAGEMENT	
<p>Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:</p> <p>(1) Annual Report for the South African Police Service</p> <p>(2) Strategic Plan for the South African Police Service</p> <p>Annual Performance Plan for the South African Police Service</p>	<p>The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, Pretoria, 0001.</p>
COMPONENT: ORGANIZATIONAL DEVELOPMENT	
<p>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 Section Head: Organizational Corporate and Design, Organizational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.</p>
DIVISION: VISIBLE POLICING	
PARTNERSHIP POLICING	
SECTOR POLICING	
<p>Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) -</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 Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.</p>

SOCIAL CRIME PREVENTION	
(1) Making South Africa Safe Manual (2) Environmental Design Manual (3) Communication Materials on Domestic Violence (4) Communication Materials on Victim Empowerment	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.
(5) Communication Materials on rape and Sexual offences (6) Promising Crime Prevention Practices in South Africa (7) National Rural Victims of Crime Survey (8) Guidelines: Drug and Substance Abuse	
VISIBLE POLICING	
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: <ol 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 	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.
7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
All DIVISIONS	
(1) A copy of a — <ol style="list-style-type: none"> (a) suspect's own statement contained in an open docket; or (b) victim's or complainant's own statement contained in an open docket. 	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. <i>Take note: such a copy will only be automatically available to the relevant suspect / victim / complainant or his or her representative (such representative must attach documentary proof of capacity to act on behalf of such person).</i>
(2) The information or topics as available on the Web site of the Service	(2) Available on the Web page of the Service at www.saps.gov.za

KATEGORIEË VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS

BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 OUTOMATIES BESKIKBAAR IS	WYSE WAAROP TOEGANG TOT REKORDS VERKRY KAN WORD
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7.1 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(i) OUTOMATIES VIR INSPEKSIE BESKIKBAAR IS

ALLE AFDELINGS EN KOMPONENTE

<p>Nasionale Instruksies (Die volgende rekords is uitgesluit:</p> <ul style="list-style-type: none"> • opleidingsmateriaal; • opleidingsriglyne; • opleidingshandleidings; of • rekords ten opsigte waarvan daar redelikerwys verwag kan word dat die openbaarmaking van die rekord die doeltreffendheid van 'n toets-, ondersoek- of ouditeringsprosedure of -metode wat deur die Diens gebruik word, in gevaar sal stel. <p>Die normale versoek prosedure ingevolge die Wet is van toepassing wanneer toegang tot sodanige rekords versoek word.)</p>	<p>Die rekords by die betrokke subseksiehoof geïnspekteer word deur skriftelik by die betrokke afdelingskommissaris daarvoor aansoek te doen.</p>
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KOMPONENT: KORPORATIEWE KOMMUNIKASIE: ERFENISDIENSTE

<p>(1) Alle uitstallings by Erfenisdienste: SAPD</p> <p>(2) Argiefrekords by Erfenisdienste: SAPD (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone of inligting wat nie verstrekkend mag word nie, op grond van die feit dat toegang tot sekere inligting ingevolge die gronde van weiering ingevolge die Wet geweier mag word)</p>	<p>Die rekords kan op versoek by die kantoor van die Kurator, Erfenisdienste: SAPD, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Kurator: Erfenisdienste, Posbus 4866, PRETORIA, 0001.</p>
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ALLE AFDELINGS EN KOMPONENTE

DOKUMENT SENTRUM BESTUUR:

<p>Meesterkopie van die Lêerstelsel</p>	<p>Die rekords kan by die relevante afdeling, geïnspekteer word.</p>
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FINANSIËLE DIENSTE: BEGROTINGS	
Begrotings van Nasionale Uitgawes — Departement van Polisie	Die rekords kan by die kantoor van die Bestuurder: Begrotings geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Sektiehoof: Begrotings, Finansiële en Administrasiedienste, Privaatsak X 94, PRETORIA, 0001.
AFDELING: MENSLIKE HULPBRON BENUTTING	
GELYKHEIDSBESTUUR	
Diensbillikheid: Nasionale en Afdelingsvlak (Planne ingevolge artikel 20 en verslae ingevolge artikel 21) Die Afdelings-, Provinsiale en Komponentsvlak Implementeringsplanne en Artikel 21 Kwartaalverslae	Die rekords kan by die betrokke Afdelingskommissaris se kantoor en Bestuurders: Gelykheidsbestuur geïnspekteer word deur skriftelik daarvoor by die Afdelingskommissaris: Menslike Hulpbron Benutting: Privaatsak X 94, PRETORIA, 0001, aansoek te doen.
PRESTASIEBESTUUR	
Prestasiebestuurstelsels vir die Diens (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word)	Die rekords kan by die kantoor van die Komponentshoof: Prestasiebestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Menslike Hulpbron Benutting, Privaatsak X 94, PRETORIA, 0001.
AFDELING: OPERASIONELE REAKSIEDIENSTE	
Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van: Vredeshandhawing	Die rekords kan van 07:30 tot 16:00 by die kantoor van Operasionele Reaksiedienste geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Operasionele Reaksiedienste, Privaatsak X 30, SUNNYSIDE, 0132.
ADJUNK NASIONALE KOMMISSARIS: ORGANISATORIESE ONTWIKKELING	
Posevaluering (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word): • Posevalueringsverslae • Paneelbeslissings	Die rekords kan by die kantoor van die Sektiehoof: Organisasie Korporatief en Ontwerp, Organisasie Ontwikkeling geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Die Hoof: Organisasie Ontwikkeling, Privaatsak X94, PRETORIA, 0001.
AFDELING: PERSONEELBESTUUR	
BEVORDERINGSDIENSTE EN VERGOEDINGSSISTEME	
Rekords ten opsigte van die Aansporings- en Beloningskema (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word)	Die rekords kan by die kantoor van die Sektiehoof: Bevorderingsdienste en Vergoedingssisteme, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Personeelbestuur, Privaatsak X 94, PRETORIA, 0001.

AFDELING: VOORSIENINGSLYNBESTUUR	
Algemene voorwaardes en prosedures	Die rekords kan by Voorsieningslynbestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X 254, PRETORIA, 0001.
AFDELING: SIGBARE POLISIËRING	
VUURWAPENS, DRANK EN TWEDEHANDSE GOEDERE KONTROLE	
Beleid oor die oorweging van aansoeke om vuurwapenlisensies, 1994	Die rekords kan by die kantoor van die Hoof: Vuurwapens, Drank en Tweedehandse Goedere Kontrole, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Hoof: Sentrale Vuurwapenbeheerregister, Privaatsak X 811, PRETORIA, 0001.
VENNOOTSKAPSPOLISIËRING SEKTORPOLISIËRING	
Rekords ten opsigte van — (1) Vennootskapspolisiëring <ul style="list-style-type: none"> • Die Polisie se Gemeenskapsprojekte • Beleidsraamwerk en riglyne vir gemeenskaps-polisiëring (2) Sektorpolisiëring <ul style="list-style-type: none"> • Loodsprojekte 	Die rekords kan by die kantoor van die Hoof: Sigbare Polisiëring, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.
BLITSPATROLLIE	
Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van: (1) Die Polisie se Nooddienste <ul style="list-style-type: none"> • Blitspatrolie of Hoofwegpatrolie • 1 0111-sentrums (2) Gemeenskapsdienste (3) Ongelukvoorkoming (4) Gespesialiseerde Uniform-ondersteuning <ul style="list-style-type: none"> • Gyselaaronderhandelars • Duikers • Die Watervleuel • Rampbestuur (5) Berede eenheid (6) Honde-eenheid	Die rekords kan van 07:30 tot 16:00 by die kantoor van Sigbare Polisiëring geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.

7.2 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES INGEVOLGE ARTIKEL 15(i)(a)(ii) TE KOOP BESKIKBAAR IS	
ALLE AFDELINGS	
Wetgewing (wetsontwerpe, wette, regulasies, proklamasies en Goewermentskennisgewings)	Afskrifte van wetgewing is by die Staatsdrukker verkrygbaar teen die prys wat deur die Staatsdrukker bepaal word.
AFDELING: VOORSIENINGSLYNBESTUUR	
VERKRYGINGSBESTUUR	
Staatstenderbulletins	Word weekliks deur die Staatstenderraad gepubliseer en is by die Staatstenderraad verkrygbaar teen die prys wat deur die Staatstenderraad bepaal word.
7.3 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(ii) OUTOMATIES VIR FOTOKOPIËRING BESKIKBAAR IS (teen betaling van die voorgeskrewe gelde wat in Deel II van Bylaag A van die Regulasies betreffende die Wet op die Bevordering van die Toegang tot Inligting, 15 Februarie 2002, vervat is)	
ALLE AFDELINGS	
(1) Dokumente rakende beleid en Nasionale Instruksies (Die volgende rekords is uitgesluit: • opleidingsmateriaal; • opleidingsriglyne; • opleidingshandleidings; of • rekords ten opsigte waarvan daar redelikerwys verwag kan word dat die openbaarmaking van die rekord die doeltreffendheid van 'n toets-, ondersoek- of ouditeringsprosedure of -metode wat deur die Diens gebruik word, in gevaar sal stel. Die normale versoek prosedure ingevolge die Wet is van toepassing wanneer toegang tot sodanige rekords versoek word.)	(1) Die rekords kan verkry word deur skriftelik aansoek te rig aan die betrokke seksiehoof of afdelingskommissaris.
(2) Kollektiewe ooreenkomste	(2) Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Arbeidsverhoudinge, Menslike Hulpbronbenutting, Privaatsak X 94, PRETORIA, 0001, gerig word.

<p>(3) VERSLAE OOR ONGELUKKE (NUWE OF OU VERSLAE): KOPIEË OF FOTOKOPIEË</p> <p><i>Let wel — met die term “afskrif” word bedoel dat die reproduksie met die hand gedoen word; ’n kopie van ’n voltooide verslag oor ’n ongeluk sal slegs aan die gemagtigde persoon verskaf word; dat wanneer ’n skriftelike versoek ontvang word van die Padongelukkefonds, provinsiale hospitale of ambulansdienste van provinsiale hospitale, hul geag word openbare liggame of instellings te wees wat geregtig is om onmiddellik gratis afskrifte van ’n botsingsverslag te kry.</i></p>	<p>(3) Indien die rekord nog in besit van of onder beheer van die Diens is, die rekords kan deur die gemagtigde persoon verkry word deur skriftelik aansoek te rig op die voorgeskrewe aansoekvorm of SAPD 512(n) aan die betrokke kantoor van die polisiestasie.</p> <p>Let wel — Die volgende persone word geag gemagtigde persone te wees:</p> <p>(a) ’n betrokke party in die botsing (bv bestuurder, passasier, voetganger, fietsryer, eienaar van die voertuig, eienaar van die dier wat in die botsing betrokke was, ens) indien hy of sy kan bewys dat hy of sy ’n betrokke party is;</p> <p>(b) enige private ambulansdiens, mediese diensverskaffer, nooddien of wegsleepdiens wat ’n ambulansdiens, mediese diens, nooddien of wegsleepdiens aan ’n party betrokke by ’n botsing gelewer het, indien sodanige private diens skriftelike bewys kan lewer dat so ’n diens gelewer is; of</p> <p>(c) ’n persoon wat nie ’n betrokke party of ’n private ambulansdiens, mediese diensverskaffer, nooddien of wegsleepdiens waarna hierbo verwys is, is nie, slegs indien hy of sy die skriftelike toestemming of goedkeuring van ’n betrokke party het (bv ’n prokureur wat die betrokke volmagsbrief om namens die persoon op te tree, voorsien).</p>
<p>KORPORATIEWE KOMMUNIKASIE: ERFENISDIENSTE</p>	
<p>Argiefrekords en fotos by Erfenisdienste (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word).</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Kurator: Erfenisdienste, SAPD, Posbus 4866, Pretoria, 0001.</p>
<p>KOMPONENT: STRATEGIESE BESTUUR</p>	
<p>Alhoewel die volgende rekords gratis op die Diens se webtuiste verkrygbaar is, kan daar op versoek fotostate van sodanige rekords gemaak word:</p> <p>(1) Jaarverslag vir die Suid-Afrikaanse Polisie diens</p> <p>(2) Strategiese Plan vir die Suid-Afrikaanse Polisie diens</p> <p>(3) Jaarlikse Prestasie Plan vir die Suid-Afrikaanse Polisie diens</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Hoof: Strategiese Bestuur, Privaatsak X 94, PRETORIA, 0001.</p>

AFDELING: FINANSIËLE BESTUUR EN ADMINISTRASIE	
DOKUMENT SENTRUM BESTUUR : ARGIEWE REGISTRASIE EN REKORDS	
Voorsieningslynbestuur	Die rekords kan verkry word by die relevante afdeling.
FINANSIËLE BESTUUR: BEGROTINGS	
Begroting van Nasionale Uitgawes — Departement van Polisie	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Begrotings, Finansiële Bestuur, Privaatsak X 94, PRETORIA, 0001.
AFDELING: FORENSIESE DIENSTE	
Slegs foto's en Identikits wat deur die Polisediens vrygestel en deur die media gepubliseer word	Die rekords kan verkry word by Forensiese dienste deur skriftelik aansoek te rig aan die Hoof: Forensiesedienste, Hoofkantoor, SAPD, Privaatsak X 322, PRETORIA, 0001.
AFDELING: MENSLIKE HULPBRONBENUTTING	
DIENSBILLIKHEID	
Diensbillikheid: Nasionaal en Afdelings: Planne ingevolge artikel 20 en verslag ingevolge artikel 21	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbronbenutting, Diensbillikheid, Privaatsak X 94, PRETORIA, 0001.
VERGOEDINGSBESTUUR	
Projeksentrum: Menslike Hulpbron Benutting Projekverslae	Inligting oor projekte wat deur die regering gefinansier word, kan deur die publiek verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Vergoedingsbestuur, Privaatsak X 94, PRETORIA, 0001.
PRESTASIEBESTUUR	
Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) oor Prestasiebestuurstelsels: • Projekte • Die name van projekte	Die rekords kan verkry word by die kantoor van die Komponentshoof: Prestasiebestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Hoofkantoor, SAPD, Privaatsak X 94, PRETORIA

<ul style="list-style-type: none"> • Projekplanne • Die begrotings van projekte • Verslae oor die stand van projekte • Operasionele handleidings oor projekte en programme • Projek- en programfunksies en -aktiwiteite • Aktiwiteite van die Programbestuursraad • Geregistreeerde gebruikers van projekte en programme • Die getal geregistreeerde projeksentrums 	
AFDELING: OPERASIONELE REAKSIDIENSTE	
SEKSIEHOOF: OPERASIONELE INLIGTINGSBESTUUR	
<p>Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word) ten opsigte van sekere dele van die —</p> <p>(1) Beleid oor:</p> <ul style="list-style-type: none"> • Skarebestuur • Nasionale Intervensie-eenheid • Grenslyn • Lugvleuel • Gespesialiseerde Vaardigheidsontwikkeling • Spesiale Taakmag <p>(2) Skarebestuursinsidente</p> <p>(3) Suksesse behaal:</p> <ul style="list-style-type: none"> • Skarebestuur • Nasionale Intervensie-eenheid • Grenslyn • Lugvleuel • Gespesialiseerde Vaardigheidsontwikkeling • Spesiale Taakmag <p>(4) Vredeshandhawing</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Adjunk-inligtingsbeampte: Operasionele Inligtingsbestuur, Privaatsak X 30, SUNNYSIDE 0132</p>
KOMPONENT: ORGANISATORIESE ONTWIKKELING	
<p>Posevaluering (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word):</p> <ul style="list-style-type: none"> • Voorafonderhoudvraelys • Resultate van die posevaluering • Die paneel se beslissing 	<p>Die rekords kan verkry word by die kantoor van die Seksiehoof: Organisasoriese Korporatief en Ontwerp, Organisasoriese Ontwikkeling deur skriftelik aansoek te rig aan die Hoof: Organisasoriese Ontwikkeling, Privaatsak X 94, PRETORIA, 0001</p>

WERWING EN PERSONEELVOORSIENING	
Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende aanstellingsvereistes vir personeel op salaris vlak 1-12 en/of salaris bande A - "MMS"	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof, Werwing en Personeelvoorsiening, Privaatsak X 94, PRETORIA, 0001.
SENIOR BESTUURSAANSTELLINGS	
Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende aanstellingsvereistes vir personeel op salaris vlak 13 en op en/of salaris bande op "SMS"	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sub-seksiehoof, Senior Bestuur Aanstellings, Privaatsak X 986, PRETORIA, 0001.
AFDELING: VOORSIENINGSLYNBESTUUR	
Algemene voorwaardes en prosedures	Die rekords kan verkry word by Voorsieningslynbestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X 254, PRETORIA, 0001.
AFDELING: SIGBARE POLISIËRING	
VENNOOTSKAPSPOLISIËRING SEKTORPOLISIËRING	
Rekords rakende (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) - (1) Vennootskapspolisiëring • Die Polisie se Gemeenskapsprojekte • Beleidsraamwerk en riglyne vir Gemeenskaps-polisiëring (2) Sektorpolisiëring • Loodsprojekte	Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring verkrygbaar deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.
SOSIALE MISDAADVOORKOMING	
(1) "Maak Suid-Afrika Veilig"-handleiding (2) Handleiding oor Omgewingsontwerp (3) Kommunikasiemateriaal oor Gesinsgeweld (4) Kommunikasiemateriaal oor Slagofferbemaagtiging (5) Kommunikasiemateriaal oor verkragting en seksuele oortredings. (6) Belowende Misdaadvoorkoming Praktyke in Suid-Afrika (7) Nasionale landelike slagoffers van Misdaad opnames (8) Riglyne: Misbruik van dwelms	Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.

SIGBARE POLISIËRING	
<p>Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende algemene korrespondensie oor:</p> <p>(1) Die Polisie se Nooddienste</p> <ul style="list-style-type: none"> • Blitspatrolie of Hoofwegpatrolie • 1 0111-sentrums <p>(2) Gemeenskapsdienste</p> <p>(3) Ongelukvoorkoming</p> <p>(4) Gespesialiseerdeuniformtakke</p> <ul style="list-style-type: none"> • Gyselaaronderhandelaars • Duikers • Die Watervleuel • Rampbestuur 	<p>Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.</p>
7.4 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES GRATIS INGEVOLGE ARTIKEL 15(1)(a)(iii) BESKIKBAAR IS	
ALLE AFDELINGS	
<p>(1) 'n Afskrif van die —</p> <p>(a) verdagte se eie verklaring wat in 'n oop dossier vervat is; of</p> <p>(b) slagoffer of klaer se eie verklaring wat in 'n oop dossier vervat is.</p>	<p>(1) Die versoek deur die verdagte / slagoffer / klaer om 'n afskrif van sy of haar eie verklaring, moet skriftelik geskied en aan die betrokke ondersoekbeampte gerig word.</p> <p><i>Let wel: sodanige afskrif sal slegs outomaties beskikbaar wees aan die betrokke verdagte / slagoffer / klaer of sy of haar verteenwoordiger (sodanige verteenwoordiger moet dokumentêre bewys van hoedanigheid om namens sodanige persoon aansoek te doen, voorté).</i></p>
<p>(2) Die onderwerpe of inligting soos beskikbaar op die Diens se webtuiste</p>	<p>(2) Op die Diens se webtuiste by www.saps.gov.za beskikbaar.</p>