

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 536

20 MAY 2016

**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 SERVICES**

As set out in the Schedule

**TSHILOLO 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
<b>7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
<b>ALL DIVISIONS</b>	
<p>National Instructions (The following records are excluded:</p> <ul style="list-style-type: none"> <li>• training material;</li> <li>• training guidelines;</li> <li>• training manuals; or</li> <li>• 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.</li> </ul> <p>The normal request procedure in terms of the Act is applicable when access to such records are requested.)</p>	<p>The records may be inspected at the relevant sub-section head on request in writing to the relevant divisional commissioner.</p>
<b>CORPORATE COMMUNICATION HERITAGE SERVICES</b>	
<p>(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)</p>	<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.</p>
<b>DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION</b>	
<b>DOCUMENT CENTRE MANAGEMENT: ARCHIVES REGISTRY AND RECORDS</b>	
<p>Master Copy of the Filing System</p>	<p>The records may be inspected at the office of the National Records Manager, Document Centre Management on request in writing to the National Records Manager, Document Centre Management: SAPS: Private Bag X 94, PRETORIA, 0001.</p>
<b>FINANCIAL MANAGEMENT: BUDGETS</b>	
<p>Estimates of National Expenditure — Department of Police</p>	<p>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.</p>

<b>DIVISION: HUMAN RESOURCE UTILISATION</b>	
<b>EMPLOYMENT EQUITY</b>	
National and Divisional Employment Equity Section 20 Plans and Section 21 Reports  The Divisional, Provincial and Components Employment Equity Implementation Plans and Section 21 Quarterly Reports	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>	
(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.
<b>DIVISION: OPERATIONAL RESPONSE SERVICES</b>	
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.
<b>DIVISION: ORGANIZATIONAL DEVELOPMENT EFFICIENCY</b>	
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"> <li>• Job evaluation reports</li> <li>• Panel results</li> </ul>	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Organizational Development Efficiency on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.
<b>DIVISION: HUMAN RESOURCE MANAGEMENT</b>	
<b>PROMOTION SERVICES AND REWARD SYSTEMS</b>	
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: Human Resource Management, Private Bag X 94, PRETORIA, 0001.
<b>PSYCHOLOGICAL SERVICES DEVELOPMENT</b>	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — <ul style="list-style-type: none"> <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> </ul>	The records may be inspected at the office of the Sub-section Head: Psychological Services Development on request in writing to the Divisional Commissioner: Human Resource Management, Private Bag X 94, PRETORIA, 0001.

<p>(2) Trauma debriefing</p> <p>(3) Number of employees psychometrically evaluated for specialized units</p> <p>(4) Number of applicants for entry level: constables evaluated</p> <p>(5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees</p> <p>(6) International sporting events. Total of employees participating and results</p>	
<b>DIVISION: SUPPLY CHAIN MANAGEMENT</b>	
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.
<b>DIVISION: VISIBLE POLICING</b>	
<b>FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL</b>	
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.
<b>PARTNERSHIP POLICING SECTOR POLICING</b>	
<p>Records relating to —</p> <p>(1) Partnership Policing</p> <ul style="list-style-type: none"> <li>• Police Community Projects</li> <li>• Policy Framework and Guidelines on Community Policing</li> </ul> <p>(2) Sector Policing</p> <ul style="list-style-type: none"> <li>• Pilot Projects</li> </ul>	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.
<b>VISIBLE POLICING</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:</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>	The records may be inspected at the office of Division: 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"> <li>• Hostage Negotiation</li> <li>• Divers</li> <li>• Water Wing</li> <li>• Disaster Management</li> </ul> (5) Equestrian (6) Dogs	
<b>7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<b>ALL DIVISIONS</b>	
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.
<b>DIVISION: SUPPLY CHAIN MANAGEMENT</b>	
<b>ACQUISITION MANAGEMENT</b>	
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.
<b>7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b> (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)	
<b>ALL DIVISIONS</b>	
(1) Policy Documents and National Instructions (The following records are excluded: <ul style="list-style-type: none"> <li>• training material;</li> <li>• training guidelines;</li> <li>• training manuals; or</li> <li>• 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.</li> </ul> The normal request procedure in terms of the Act is applicable when access to such records is 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, Human Resource Utilisation, 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 “copy” 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>• 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 person</b> on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant police station.</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>
<b>CORPORATE COMMUNICATION HERITAGE SERVICES</b>	
<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>STRATEGY, RESEARCH MONITORING AND EVALUATION</b>	
<p>Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:</p> <ul style="list-style-type: none"> <li>(1) South African Police Service Annual Report</li> <li>(2) Strategic Plan for the South African Police Service</li> <li>(3) Annual Performance Plan for the South African Police Service</li> <li>(4) An analysis of the national crime statistics (Addendum to the annual report for the relevant year)</li> </ul>	<p>The records may be obtained on request in writing addressed to the Head: Strategy, Research Monitoring and Evaluation, Private Bag X 94, Pretoria, 0001.</p>



<b>DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION</b>	
<b>DOCUMENT CENTRE MANAGEMENT: ARCHIVES REGISTRY AND RECORDS</b>	
Master Copy of the Filing System	The records may be obtained from the office of the National Records Manager, Document Centre Management on request in writing to the National Records Manager, Document Centre Management: SAPS: Private Bag X 94, PRETORIA, 0001.
<b>FINANCIAL MANAGEMENT: BUDGETS</b>	
Estimates of National Expenditure — Department of Police	The records may be obtained on request in writing addressed to the Section Head: Budgets, Financial and Administration Services, 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 UTILISATION</b>	
<b>EMPLOYMENT EQUITY</b>	
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.
<b>COMPENSATION MANAGEMENT</b>	
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.
<b>PERFORMANCE MANAGEMENT</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> <ul style="list-style-type: none"> <li>• Performance management systems:</li> <li>• Projects</li> <li>• Project names</li> <li>• Project plans</li> <li>• Project budgets</li> <li>• Project status reports</li> <li>• Project and programme operating manuals</li> <li>• Project and programme functions and activities</li> <li>• Programme Management Board activities</li> </ul>	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"> <li>• Project and programme registered users</li> <li>• Total of registered project centres</li> </ul>	
<b>DIVISION: OPERATIONAL RESPONSE SERVICES</b>	
<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> <p>(1) Policy on:</p> <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> <p>(2) Crowd Management Incidents</p> <p>(3) Successes of:</p> <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> <p>(4) Peace Keeping</p>	<p>The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.</p>
<b>DIVISION: ORGANIZATIONAL DEVELOPMENT</b>	
<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"> <li>• Pre-interview questionnaire</li> <li>• Results of Job evaluation</li> <li>• Panel results</li> </ul>	<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>
<b>DIVISION: HUMAN RESOURCE MANAGEMENT</b>	
<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> <p>(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</p> <p>(2) Trauma debriefing</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: Human Resource Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.</p>



<p>(3) Number of employees psychometrically evaluated for specialized units</p> <p>(4) Number of applicants for entry level: constables evaluated</p> <p>(5) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees</p> <p>(6) International sporting events. Total of employees participating and results</p>	
<b>RECRUITMENT AND STAFFING</b>	
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.
<b>SENIOR MANAGEMENT APPOINTMENTS</b>	
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>	
<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"> <li>• Police Community Projects</li> <li>• Policy Framework and Guidelines on Community Policing</li> </ul> <p>(2) Sector Policing</p> <ul style="list-style-type: none"> <li>• Pilot Projects</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>
<b>SOCIAL CRIME PREVENTION</b>	
<p>(1) Making South Africa Safe Manual</p> <p>(2) Environmental Design Manual</p> <p>(3) Communication Materials on Domestic Violence</p> <p>(4) Communication Materials on Victim Empowerment</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>(5) Communication Materials on rape and Sexual offences</p> <p>(6) Promising Crime Prevention Practices in South Africa</p> <p>(7) National Rural Victims of Crime Survey</p> <p>(8) Crime Prevention Strategies:</p> <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> <p>(9) Guidelines: Drug and Substance Abuse</p>	
<b>VISIBLE POLICING</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 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>
<p><b>7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b></p>	
<b>All DIVISIONS</b>	
<p>(1) A copy of a —</p> <p>(a) <i>suspect's own statement contained in an open docket;</i></p> <p>or</p> <p>(b) <i>victim's or complainant's own statement contained in an open docket.</i></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 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></p>
<p>(2) The information or topics as available on the Web site of the Service</p>	<p>(2) Available on the Web site of the Service at <a href="http://www.saps.gov.za">www.saps.gov.za</a></p>