

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 <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.
COMMUNICATION AND LIAISON SERVICES: 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: CAREER MANAGEMENT	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Reports	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	
<p>(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):</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>(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.</p>
<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">• Job evaluation reports• Panel results	<p>(2) 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>
DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
<p>Master Copy of the Filing System</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>

FINANCIAL SERVICES: BUDGETS	
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.
DIVISION: PERSONNEL SERVICES	
PROMOTIONS AND AWARDS	
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: promotions and Awards on request in writing to the Divisional Commissioner: Personnel Services, Private Bag X 94, PRETORIA, 0001.
PSYCHOLOGICAL SERVICES	
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 number 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 inspected at the office of the Sub-section Head: Psychological Services on request in writing to the Divisional Commissioner: Personnel Services, 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: TRAINING	
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 — (1) Quarterly returns (2) Fail and pass rate (3) Numbers of employees trained (4) Training needs (5) Types of certificates issued (6) Training structure (E.g: National, Provincial, etc.) (7) Formal qualifications (8) Academic performance in the Service (9) Internal training programmes	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 177 PRETORIA, 0001.
DIVISION: VISIBLE POLICING	
CENTRAL FIREARM CONTROL REGISTER	
(1) Consideration Policy 1994 (2) Firearm related policies	The records may be inspected at the office of the Head: Central Firearm Control Register 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 Crime Prevention on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.

UNIFORM POLICING	
<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> <ul 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(5) Peace Keeping(6) Equestrian(7) Dogs	<p>The records may be inspected at the office of Crime Prevention: 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>

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	(1) The records may be obtained on request in writing addressed to the relevant sub-section head or the relevant divisional commissioner.
(2) Collective Agreements	(2) The records may be obtained on request in writing addressed to the Divisional Commissioner: Career Management for attention Section Head: Labour Relations, Private Bag X 94, PRETORIA, 0001.
(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY <i>Note that —</i> <ul style="list-style-type: none">▶ 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 the authorised person;▶ 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.	(3) 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. <i>Note that —</i> The following persons are deemed to be authorised persons: <ul style="list-style-type: none">▶ an involved party (e.g: driver, passenger, pedestrian, cyclist, owner of the vehicle, etc.) if he or she can prove that he or she is an involved party;▶ any private ambulance service that provided an ambulance service to a party involved in an accident if such an ambulance service can proof that such service was rendered; and▶ a person who is not an involved party or the ambulance service referred to above, only if he or she has written permission or authority of an involved party.

COMMUNICATION AND LIAISON SERVICES: HERITAGE SERVICES	
Archival records and photo's 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 obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.
STRATEGIC MANAGEMENT	
Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request: (1) South African Police Service Annual Report (2) Strategic Plan for the South African Police Service (3) Planning Information for the South African Police Service	The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X94, Pretoria, 0001.
DIVISION: CAREER MANAGEMENT	
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: Career Management, Employment Equity at Private Bag X 94, PRETORIA, 0001.
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, Human Resource Planning at Private Bag X 94, PRETORIA, 0001.

PERFORMANCE MANAGEMENT	
<p>(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:</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>(1) 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, Performance Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.</p>
<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">• Pre-interview questionnaire• Results of Job evaluation• Panel results	<p>(2) 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.</p>
DIVISION: CRIMINAL RECORD & FORENSIC SCIENCE SERVICES	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
<p>Only Photographs and Identikits released by the Service and published by the media</p>	<p>The records may be obtained from the Criminal Record Centre and Forensic Science Laboratory on request in writing addressed to the Head: Criminal Record and Forensic Science Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.</p>

DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
Master Copy of the Filing System	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.
FINANCIAL SERVICES: BUDGETS	
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.
DIVISION: LEGAL SERVICES	
(1) International Police Co-operation Agreements with other governments and International Organisations (2) Other Police co-operation Agreements	The records may be obtained on request in writing addressed to the Divisional Commissioner: Legal Services: Private Bag X 94, PRETORIA, 0001.
DIVISION: PERSONNEL SERVICES	
PSYCHOLOGICAL SERVICES	
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	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 Services, SAPS Head Office, Private Bag X94, PRETORIA, 0001.

<p>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>	
<p>RECRUITMENT</p>	
<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 appointment requirement of appointments of personnel on salary level 8- 15 and/or salary bands A -SMS</p>	<p>The records may be obtained on request in writing addressed to the Sub-section Head: Senior Appointments, Private Bag X 986, PRETORIA, 0001.</p>
<p>DIVISION: SUPPLY CHAIN MANAGEMENT</p>	
<p>General Conditions and Procedures</p>	<p>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.</p>
<p>DIVISION: TRAINING</p>	
<p>Records (excluding personal information or records of employees) relating to —</p> <ol style="list-style-type: none"> (1) Quarterly Returns (2) Fail and Pass Rate (3) Numbers of Employees Trained (4) Training Needs (5) Types of Certificates Issued (6) Training Structure (E.g: National, Provincial etc.) (7) Formal Qualifications (8) Academic Performance in the Service 	<p>The records may be obtained on request in writing addressed to the Divisional Commissioner: Training, Private Bag X 177, PRETORIA, 0001.</p>
<p>DIVISION: VISIBLE POLICING</p>	
<p>AIR WING HEADQUARTERS</p>	
<p>Certain records relating to —</p> <ol style="list-style-type: none"> (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew 	<p>The records may be obtained on request in writing addressed to the Section Head: Air Wing, P O Box 19063, PRETORIA-WEST, 0117.</p>

OPERATIONAL INFORMATION MANAGEMENT CENTRE	
<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">• Crowd Management• National Intervention Unit• Borderline Police• Air Wing• Specialized Skills Development• Special Task Force <p>(2) Crowd Management Incidents</p> <p>(3) Successes of:</p> <ul style="list-style-type: none">• Crowd Management• National Intervention Unit• Borderline Police• Air Wing• Specialized Skills Development• Special Task Force	<p>The records may be obtained on request in writing addressed to the Deputy Information Officer: Visible Policing , Private Bag X 241, PRETORIA, 0001.</p>
PARTNERSHIP POLICING SECTOR POLICING	
<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>(2) Sector Policing</p> <ul style="list-style-type: none">• Pilot Projects	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.</p>
SOCIAL CRIME PREVENTION	
<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> <p>(5) Communication Materials on rape and Sexual offences</p>	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.</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">- Thohoyandou- Kwadukuza- uMhlati- Mdantsane- Motherwell- Central Karoo- KwaMashu/ Ntuzuma/ Inanda- Bolobedu <p>(9) Guidelines: Drug and Substance Abuse</p>	
UNIFORM 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">• Flying Squad or Highway Patrol• 10111 Centres <p>(2) Community Services</p> <p>(3) Accident Combating</p> <p>(4) Specialised Uniform Support</p> <ul style="list-style-type: none">• Hostage Negotiation• Divers• Water Wing• Disaster Management <p>(5) Peace Keeping</p>	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.</p>

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 suspect's own statement contained in an open docket

(1) The request for a copy of such statement must be in writing and addressed to the relevant investigating officer

Take note: such a copy will only be automatically available to the relevant suspect or his or her representative and if a representative of a suspect requests access to such a statement on behalf of the said suspect, he or she must attach documentary proof of capacity

(2) Information regarding the following topics is available on the Web page of the Service (*subject to change*):

*SAPS Profile:
Organisational structure
National and Provincial profiles
Divisional profiles
Core functions of the components
Units and Sections (liable to change)
Police ratio and International comparison
Police station information and contact numbers
History of SAPS
Overview of SAPS
Code of Ethics
Code of Conduct
Constitutional Framework
Strategic plan
Laws administered by SAPS
Annual Report
Budget vote
Role of Honour

(2) Available on the Web page of the Service at www.saps.gov.za

*Contact Directory:
Head Office
Divisions
Police stations
Units and sections
Access to Information Officers

*Announcements:
Will be done on homepage.
Changes daily/weekly

*Map on homepage:
Good news
Police station news
Provincial profiles

*Documents and publications:
Legislation (Acts and Bills)
Constitution
Reports
Crime Statistics
Publications
Pamphlet information
SAPS Journal
Photo album

*News:
Media releases
Speeches
Events calender
Selected news

*Careers:
Vacancies
Job profiles
Where to apply
Basic training
Sport

*Community policing:
Emergency response services
10111
Hostage situations
Sector policing

*Crime Prevention:
Social crime prevention
Drugs
Domestic violence
Farm attacks
Safety hints
Safety tips - tourists
419 and commercial crimes

*Childrens corner:
History
Drug Information
Museum
Child Abuse
Safety tips
Units/ careers
Photo Album
Tips for parents

*Crime stop:
Report a crime

*Child pornography:
Report on Child pornography

*Firearms:
Announcements
Update on legislation
Forms
Media statements

*Frequently asked questions

*Projects:
Teddy bear patrol
Child Protection
Conversation with women

*Missing persons:
Golden rules
Missing kids - report and search
Missing Adults

<p>*Women and Children: Women in Uniform conversations SAPS womens network Links with gov departments Child Abuse, Sexual Offences, Domestic Violence</p> <p>*Wanted persons: Search, contacts and successes</p> <p>*Youth desk: Drug information for teenagers Hints for parents</p> <p>*Links: To related institutions and government departments</p> <p>*Search facility to assist in finding information</p> <p>*Feedback facility on SAPS and Website</p> <p>*Submit a Tip</p> <p>*Report on Child Pornography / Abuse</p>	
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