



Privaatsak
Private Bag

X94 PRETORIA

My reference: 25/7/12
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THE COMPONENT HEAD
AUXILIARY SERVICES
HEAD OFFICE
PRETORIA
0001

- A. The National Head
DIRECTORATE FOR PRIORITY CRIME INVESTIGATION
- B. **ALL DIVISIONAL COMMISSIONERS**
- C. **ALL PROVINCIAL COMMISSIONERS**
- D. All Heads
HEAD OFFICE
- E. **AII DEPUTY NATIONAL COMMISSIONERS**
- F. The Chief of Staff
MINISTRY OF POLICE

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000),
(PAIA): SECTION 15: AUTOMATIC AVAILABLE RECORDS: FEBRUARY 2026**

- A-D 1. The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), (hereinafter referred to as the "PAIA") regulates the powers and functions to be performed by, *inter alia*, public bodies such as the Service in relation to a request for access to a record held by or under the control of the Service. National Instruction 14 of 2019 on Access to Information sets out how a request for access to a record should be dealt with in order to comply with the obligations imposed upon the Service in terms of the PAIA, or, where applicable, in terms of other legislation.
2. **Section 15 of PAIA**
- 2.1 In accordance with Section 15 of the PAIA, the Service must make available in the prescribed manner a description of —

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000),
(PAIA): SECTION 15: AUTOMATIC AVAILABLE RECORDS: FEBRUARY 2026**

- (1) the categories of records of the public body that are automatically available without a person having to request access in terms of the PAIA, including such categories available-
 - (i) for inspection in terms of legislation other than this Act;
 - (ii) for purchase or copying from the body; and
 - (iii) from the body free of charge; and
 - (2) how to obtain access to such records.
- 2.2 The purpose of the availability of Section 15 Automatic Available Records, is to inform the public of the records of the Service that are available without someone having to make a formal request in terms of the PAIA. This is done to make access thereto easier, swifter and more cost effective and to minimise unnecessary requests in terms of the PAIA.
- 2.3 The information contained in the list of Section 15 Automatic Available Records was updated by all Divisional Deputy Information Officers during 2025. Should the list consist of any information which must be changed (i.e. structures, names of divisions or offices, functions, records, addresses, etc.) for the 2025/2026 financial year, such changes must be submitted to the National Deputy Information Officer: PAIA or the relevant Divisional Deputy Information Officer before 30 April 2026.
- The new list of Section 15 Automatic Available Records for the Service is attached as **Annexure A** and it replaces all previous lists of Section 15 Automatic Available Records for the Service.
- 2.4 The list of Section 15 Automatic Available Records distinguishes between records that are automatically available :-
- (1) for inspection (e.g. read through, view or hear);
 - (2) for purchasing from the Service;
 - (3) for copying from the Service;
 - (4) from the Service free of charge; and
 - (5) how to obtain access to such records.
- 2.5 All employees and members must take note of the records in their respective spheres of responsibility that are regarded as automatically available, the form of access to it that may be obtained (e.g. for inspection by any person, for purchasing, for copying or free of charge) and how a person may obtain access to such records. These requests may be dealt with by the relevant functionaries without referring it to a deputy information officer.

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3. Fees

- 3.1 The Regulations to the PAIA, as published on pages 18 to 85 in Regulation Gazette No. 11329 dated 27 August 2021, Vol. 674, No. 45057, prescribe the fees.

The prescribed PAIA fees are as follows:

REQUEST FEE		
<ul style="list-style-type: none"> • <u>Normal request or request for access a record that is NOT listed as a Section 15 Automatic Available Record:</u> The deputy information officer who handles the request must complete Part A of the SAPS 512(b) Notice of Fee Payable-form and provide it to the requester, informing him or her of the Request Fee payable before the request will be processed any further. • <u>Request to access a record that is listed as a Section 15 Automatic Available Record:</u> The Request Fee is not payable and may not be required from the requester. 		
Item	Description	Amount
1.	The Request Fee payable by a requester	R 100,00
ACCESS FEE / REPRODUCTION FEE		
<ul style="list-style-type: none"> • <u>Access Fee: Normal request or request for access a record that is NOT listed as a Section 15 Automatic Available Record:</u> The PAIA refers to the payable fee as the "access fee". When access is granted, the deputy information officer who handles the request must complete Part A of the SAPS 512(e) Decision on Request for Access to a Record-form and notify the requester, amongst other, of the access fee which is payable. • <u>Reproduction Fee: Request to access a record that is listed as a Section 15 Automatic Available Record:</u> The PAIA refers to the payable fee as the "Reproduction Fee". Access is automatically granted to a record listed as a Section 15 Automatic Available Record and the functionary who handles the request for such record must complete Part A of the SAPS 512(e) Decision on Request for Access to a Record-form and notify the requester, amongst other, of the reproduction fee which is payable. 		

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000),
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Item	Description	Amount
2.	Photocopy of A4-size page or part thereof	R 1,50
3.	Printed copy of A4-size page or part thereof	R 1,50
4.	For a copy in a computer-readable form on:	
	(1) Flash drive (to be provided by the requester)	(1) R 40,00
	(2) Compact disc:	
	(a) If provided BY the requester	(2)(a) R 40, 00
	(b) If provided TO the requester	(2)(b) R 60, 00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Transcription of an audio record, per A4-size page	R 24,00
7.	Copy of an audio record on:	
	(1) Flash drive (to be provided by the requester)	(1) R 40,00
	(2) Compact disc:	
	(a) If provided BY the requester	(2)(a) R 40, 00
	(b) If provided TO the requester	(2)(b) R 60, 00
8.	To search for and prepare the record for the disclosure for each hour or part of an hour, excluding the first hour (i.e. the first hour is free of charge), reasonably required for such search and preparation. To NOT EXCEED a total cost of:	R 100,00 R 300,00
9.	Postage, email or any other electronic transfer	Actual expense, if any.

3.2 Reproduction fee

This is the fee that is payable (where applicable) for access to a record listed in the Section 15 Automatic Available Records.

3.3 Request fee

The R 100,00 request fee is not payable when a person is exempt from paying such fee. A person is exempt from paying the request fee if such person:-

- (a) is unemployed and submits a statement or other proof thereof to the satisfaction of the deputy information officer (e.g. a person who is imprisoned/incarcerated);

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000),
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- (b) requests access to a record that is listed as a Section 15 Automatic Available Record of the Service; or
- (c) is exempt by the Minister of Justice and Correctional Services by proclamation in the Gazette from paying:-
 - (i) a request fee; or
 - (ii) any fee; or
- (d) the requester is a single person whose annual income, after permissible deductions (referred to in the Schedule to Notice No 991, Regulation Gazette No 8325, Date 2005-10-14), are made, does not exceed R 14 712, 00 per annum; they are married persons or a person and his or her life partner whose annual income, after permissible deductions (referred the Schedule to Notice No 991, Regulation Gazette No 8325, Date 2005-10-14), are made, does not exceed R27 192, 00 per annum.

4. Place of payment of fee

When a fee is payable in terms of the PAIA, the requester may pay such a fee at the nearest police station of the requester or financial office of the Service or he or she may make an electronic payment into the bank account of the Service of which the bank details are: **ABSA Bank, Pretoria, Branch Code 632005, Account Number: 4054522787, Cheque Account.**

5. Records that are NOT listed as Section 15 Automatic Available Record

- 5.1 Requests for access to records that are not listed as a Section 15 Automatic Available Record, must be referred to the relevant deputy information officer to be handled in terms of PAIA.
- 5.2 The following records are examples of records that are not listed as Section 15 Automatic Available Records and requests for access thereto must be handled by the relevant deputy information officer as normal requests in terms of the PAIA:
 - (1) post mortem reports;
 - (2) sketch plans;
 - (3) photographs and video material (this excludes photographs and identikits released by the Service and published by the media, since such records are still automatically available and a requester may obtain it from the Criminal Record Centre and Forensic Science Laboratory on request in writing);
 - (4) records for insurance purposes;
 - (5) statements or other records contained in dockets;
 - (6) emolument attachment order (EAO) or garnishee order. A request for access to an EAO or garnishee order or related document must immediately be forwarded to: The Sub-Section Commander:

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000),
(PAIA): SECTION 15: AUTOMATIC AVAILABLE RECORDS: FEBRUARY 2026**

Financial Management Services, Colonel W Volschenk at e-mail address volschenk@w@saps.gov.za; and or Lieutenant Colonel J Mufamadi at email address mufumadij@saps.gov.za and;

- (7) any other record in the possession or under control of the Service which is not listed as a Section 15 Automatic Available Record.

6. PAIA documents on the Intranet

The applicable documents for the implementation of the PAIA, (i.e. the SAPS 512 forms, SAPS 512 Register, Section 14 Manual for the public, Contact Details of Deputy Information Officers, Section 15 Automatic Available Records and circulars relating to the PAIA) are available on the Intranet under "Legal Database", "Acts", "Promotion of Access to Information Act" and under "Forms and Templates" and National Instruction 14 of 2019 is available under "Legal Database", "Official Directives".

- E-F 1. Copy for your information.



**BRIGADIER
ACTING COMPONENT HEAD: AUXILIARY SERVICES
C JUGGADESAN**

Date: *2026/02/05*

South African Police Service



Suid-Afrikaanse Polisie

Privaatsak
Private Bag

X94 PRETORIA

Faks No.
Fax No.

012 393 2409

Your reference/U verwysing:
My reference/My verwysing:
Enquiries/Navrae:
Tel:

25/7/12
Brig SP Maseko / Brig SF Babu
012 393 2879/1367

THE NATIONAL COMMISSIONER
SOUTH AFRICAN POLICE SERVICE
PRETORIA
0001

The Information Regulator
JD House
27 Stiemens Street
Braamfontein
JOHANNESBURG
2001

**SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO 2 OF 2000): VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABLE
RECORDS: 2025 SOUTH AFRICAN POLICE SERVICE**

The annual updating of the Section 15 Notice of the updated list of available records as provided for in the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), has reference.

Herewith please find the Section 15 Notice of updated list of available records of the South African Police Service (SAPS) which are available on the website of the SAPS.


**GENERAL
NATIONAL COMMISSIONER: SOUTH AFRICAN POLICE SERVICE
SF MASEKELA (SOEG)**

Date: 2025-12-20

CATEGORIES AUTOMATIC AVAILABLE OF RECORDS

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	
National Instructions (The following records are excluded: <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. 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.
COMPONENT: 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.
COMPONENT: AUXILIARY SERVICES	
RECORDS MANAGEMENT	
Master Copy of the Filing System	The records may be inspected at the Section Head: Records Management on request in writing to the Component Head: Auxiliary Services, Private Bag X94, PRETORIA, 0001.
DIVISION: FINANCIAL MANAGEMENT SERVICES	
BUDGET MANAGEMENT	
Estimates of National Expenditure — Department of Police	The records may be inspected at the office of the Section Head: Budget Management on request in writing to the Section Head: Budget Management, Financial Management Services, Private Bag X 94, PRETORIA, 0001.

DIVISION: HUMAN RESOURCE MANAGEMENT	
EMPLOYMENT EQUITY	
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 Management, Private Bag X 94, PRETORIA, 0001.
PERFORMANCE MANAGEMENT	
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)	The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Human Resource Management, Private Bag X 94, PRETORIA, 0001
DIVISION: VISIBLE POLICING AND OPERATIONS	
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 Visible Policing and Operations, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing and Operations, Private Bag X 30, SUNNYSIDE, 0132.
DEPUTY NATIONAL COMMISSIONER: SUPPORT 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"> • Pre-interview questionnaires • Job evaluation reports • Panel results 	The records may be inspected at the office of the Section Head: Establishment Management and Job Evaluation on request in writing to the Component Head: Organisational Development, Private Bag X 94, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE MANAGEMENT	
PROMOTION SERVICES AND REWARD SYSTEMS	
Records relating to 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.
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures relating to BID files	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 SERVICES	
Consideration Policy	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Services 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 (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	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.
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 CONTRACT 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 by the Regulations in Regulation Gazette No. 11329 dated 27 August 2021, Vol. 674, No. 45057)

ALL DIVISIONS AND COMPONENTS

<p>(1) Policy Documents and/or 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 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: (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>
CORPORATE COMMUNICATION: HERITAGE SERVICES	
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>The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.</p> <p>The records may be obtained from the relevant division.</p>
DIVISION: FINANCIAL MANAGEMENT SERVICES: BUDGET MANAGEMENT	
Estimates of National Expenditure — Department of Police	The records may be obtained on request in writing addressed to the Section Head: Budget Management, Financial Management Services, 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 Divisional Commissioner: Forensic Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE 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: Human Resource Management, 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 Management, Compensation Management at Private Bag X 94, PRETORIA, 0001.

PERFORMANCE MANAGEMENT	
<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> <p>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>The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Management, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.</p>
DIVISION: VISIBLE POLICING AND OPERATIONS	
SECTION HEAD: AIR WING	
<p>Certain records relating to —</p> <p>(1) Monthly successes achieved</p> <p>(2) Policy and minimum requirements for appointment as pilot and crew</p>	<p>The records may be obtained on request in writing addressed to the Section Head: Air Wing, Division Visible Policing and Operations, Private Bag X30, SUNNYSIDE, 0132</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>(4) Peace Keeping</p>	<p>The records may be obtained on request in writing addressed to the Deputy Information Officer: Division Visible Policing and Operations, Private Bag X 30, SUNNYSIDE, 0132.</p>
DIVISION: HUMAN RESOURCE MANAGEMENT	
RECRUITMENT AND STAFFING	
<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 1-12 and/or salary bands A –MMS</p>	<p>The records may be obtained on request in writing addressed to the Section Head: Recruitment And Staffing, Private Bag X 94, PRETORIA, 0001.</p>

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 relating to BID files	The records may be obtained on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
COMPONENT: 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) Annual Report for the South African Police Service (2) Strategic Plan for the South African Police Service (3) Annual Performance Plan for the South African Police Service (4) End Term Report of the SAPS	The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, Pretoria, 0001.
COMPONENT: AUXILIARY SERVICES	
RECORDS MANAGEMENT	
Master Copy of the Filing System	The records may be obtained from the Section Head: Records Management on request in writing to the Component Head: Auxiliary Services, Private Bag X94, PRETORIA, 0001. Private Bag X94, PRETORIA, 0001
COMPONENT: ORGANISATIONAL DEVELOPMENT	
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 Questionnaires • Job Evaluation Reports • Job Evaluation Results • Panel Results	The records may be obtained from the office of the Section Head: Establishment Management and Job Evaluation on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.
DIVISION: VISIBLE POLICING	
PARTNERSHIP POLICING	
SECTOR POLICING	
Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) - (1) Partnership Policing • Police Community Projects • Policy Framework and Guidelines on Community Policing (2) Sector Policing • Pilot Projects	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.

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 (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	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	
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: (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 — (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	
<p style="text-align: center;">ALLE AFDELINGS EN KOMPONENTE</p>	
<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>
<p style="text-align: center;">KOMPONENT: KORPORATIEWE KOMMUNIKASIE: ERFENISDIENSTE</p>	
<p>(1) Alle uitstallings by Erfenisdienste: SAPD (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>
<p style="text-align: center;">KOMPONENT: HULPDIENTE</p>	
<p style="text-align: center;">REKORDSBESTUUR</p>	
<p>Meesterkopie van die Lêerstelsel</p>	<p>Die rekords kan geïnspekteer word by die Seksiehoof: Rekordsbestuur deur skriftelik aansoek te rig aan die Komponentshoof: Hulpdienste, Privaatsak X 94, PRETORIA, 0001.</p>
<p style="text-align: center;">AFDELING: FINANSIËLE BESTUURS DIENSTE</p>	
<p style="text-align: center;">BEGROTINGSBESTUUR</p>	
<p>Begrotings van Nasionale Uitgawes — Departement van Polisie</p>	<p>Die rekords kan by die kantoor van die Seksiehoof: Begrotingsbestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Seksiehoof: Begrotingsbestuur, Finansiële Bestuurs Dienste, Privaatsak X 94, PRETORIA, 0001.</p>

AFDELING: MENSLIKE HULPBRON BESTUUR	
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 Bestuur: 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 Bestuur, Privaatsak X 94, PRETORIA, 0001.
AFDELING: SIGBARE POLISIËRING EN BEDRYWIGHEDE	
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 Sigbare Polisiëring en Bedrywigheede besigtig word op skriftelik versoek aan die Afdelingskommissaris: Sigbae Polisiëring en Bedrywigheede, Privaatsak X 30, SUNNYSIDE, 0132.
ADJUNK NASIONALE KOMMISSARIS: ONDERSTEUNINGSDIENSTE	
Posevaluering (uitgesluit persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering soos bepaal in die Wet) <ul style="list-style-type: none"> • Voor-onderhoud vraelyste • Verslae oor posevaluering • Verslae vir posevaluering • Paneelresultate 	Die rekords kan by die kantoor van die Seksiehoof: Ontwikkelingsbestuur en Werksevaluasie besigtig word op skriftelike versoek aan die Komponentshoof: Organisasie-ontwikkeling, Privaatsak X94, PRETORIA, 0001.
AFDELING: MENSLIKE HULPBRON BESTUUR	
BEVORDERINGSDIENSTE EN BELONINGSSTELSELS	
Rekords wat verband hou met en beloningskemas (uitgesluit persoonlike inligting van persone en inligting wat geweier kan word op grond van weiering waarvoor in die Wet voorsiening gemaak word)	Die rekords kan by die kantoor van die Seksiehoof: Bevorderingsdienste en Beloningstelsels besigtig word op skriftelike versoek aan die Afdelingskommissaris: Menslike Hulpbron Bestuur, Privaatsak X 94, PRETORIA, 0001.
AFDELING: VOORSIENINGSLYNBESTUUR	
Algemene voorwaardes en prosedures met betrekking tot BID lêers	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 DIENSTE	
Beleid oor die Oorweging van Aansoeke om Vuurwapenlisensies	Die rekords kan by die kantoor van die Hoof: Vuurwapens, Drank en Tweedehandse Goedere Dienste, 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: <ul style="list-style-type: none"> (1) Die Polisie se Nooddienste <ul style="list-style-type: none"> • Blitspatrollie of Hoofwegpatrollie • 1 0111-sentrums (2) Gemeenskapsdienste (3) Ongelukvoorkoming (4) Gespesialiseerde Uniform-ondersteuning <ul style="list-style-type: none"> • Gyselaaronderhandelaars • Duikers • Die Watervleuel • Rampbestuur 	Die rekords kan 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	
VERKRYGING EN KONTRAKBESTUUR	
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) AUTOMATIES VIR FOTOKOPIËRING BESIKBAAR IS
(teen betaling van die gelde soos voorgeskryf die Regulasies in Regulasie Gazette No. 11329 gedatteeer 27 August 2021, Vol. 674, No. 45057)

ALLE AFDELINGS EN KOMPONENTE

<p>(1) Dokumente rakende beleid en/of 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.)</p>	<p>(1) Die rekords kan verkry word deur skriftelik aansoek te rig aan die betrokke Seksiehoof of Afdelingskommissaris.</p>
<p>(2) Kollektiewe Ooreenkomste</p>	<p>(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>
<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><i>Let wel — Die volgende persone word geag gemagtigde persone te wees:</i></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, nooddiens of wegsleepdiens wat 'n ambulansdiens, mediese diens, nooddiens 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, nooddiens 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>

KORPORATIEWE KOMMUNIKASIE: ERFENISDIENSTE	
Argiefrekords en foto's 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).	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Kurator: Erfenisdienste, SAPD, Posbus 4866, Pretoria, 0001.
AFDELING: FINANSIËLE BESTUURS DIENSTE: BEGROTINGSBESTUUR	
Begroting van Nasionale Uitgawes — Departement van Polisie	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Begrotingsbestuur, Finansiële Bestuurs Dienste, Privaatsak X 94, PRETORIA, 0001.
AFDELING: FORENSIESE DIENSTE	
Slegs foto's en Identikits wat deur die Polisie diens vrygestel en deur die media gepubliseer word	Die rekords kan verkry word by Forensiese dienste deur skriftelik aansoek te rig aan die Afdelingskommissaris: Forensiesediens, SAPD Hoofkantoor, Privaatsak X 322, PRETORIA, 0001.
AFDELING: MENSLIKE HULPBESTUUR	
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 Hulpbronbestuur, 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 Hulpbronbestuur 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: <ul style="list-style-type: none"> • Projekte • Die name van projekte • 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 • Geregistreerde gebruikers van projekte en programme • Die getal geregistreerde projeksentrums 	Die rekords kan verkry word by die kantoor van die Komponentshoof: Prestasiebestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbronbestuur, SAPD Hoofkantoor, Privaatsak X 94, PRETORIA

AFDELING: SIGBARE POLISIËRING EN OPERASIONELEDIENSTE	
SEKSIEHOOF: LUGVLEUEL	
<p>Sekere rekords rakende —</p> <p>(1) Maandelikse suksesse behaal</p> <p>(2) Beleid en minimum vereistes vir die aanstel van vlieëniers en bemanning</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sektiehoof: Lugvleuel, Operasionele Dienste, Privaatsak X 30, SUNNYSIDE 0132</p>
SEKSIEHOOF: OPERASIONELE INLIGTINGSBESTUURSENTRUM	
<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: Afdeling Visible Polisiëring en Operasioneledienste, Privaatsak X 30, SUNNYSIDE 0132</p>
AFDELING: MENSLIKE HULPBRONBESTUUR	
WERWING EN PERSONEELVOORSIENING	
<p>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"</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sektiehoof, Werwing en Personeelvoorsiening, Privaatsak X 94, PRETORIA, 0001.</p>
SENIOR BESTUURSAANSTELLINGS	
<p>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"</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sub-sektiehoof, Senior Bestuur Aanstellings, Privaatsak X 986, PRETORIA, 0001.</p>
AFDELING: VOORSIENINGSLYNBESTUUR	
<p>Algemene voorwaardes en prosedures met betrekking tot "BID" lêers</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X 254, PRETORIA, 0001.</p>

KOMPONENT: STRATEGIESE BESTUUR	
Alhoewel die volgende rekords gratis beskikbaar is op die webblad van die Diens, kan dit op aanvraag gefotostateer word: (1) Jaarverslag vir die Suid-Afrikaanse Polisie (2) Strategiese plan vir die Suid-Afrikaanse Polisie (3) Jaarlikse prestasieplan vir die Suid-Afrikaanse Polisie (4) Eindtermynverslag van die SAPD	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Komponentshoof: Strategiese Bestuur, Privaatsak X 94, PRETORIA, 0001
KOMPONENT: HULPDIENTSTE	
REKORDBESTUUR	
Meesterkopie van die Lêerstelsel	Die rekords kan verkry word by die Seksiehoof: Rekordsbestuur deur skriftelik aansoek te rig aan die Komponentshoof: Hulpdienste, Privaatsak X94, PRETORIA, 0001.
KOMPONENT: ORGANISATORIESE ONTWIKKELING	
Posevaluering (uitgesonderd persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor in die Wet voorsiening gemaak word): <ul style="list-style-type: none"> • Voor onderhoude vraelyste • Verslae oor posevaluering • Paneeluitslae 	Die rekords kan op kantoor van die Seksiehoof: Ontwikkelingsbestuur en Werksevaluasie besigtig word op skriftelik versoek aan die Hoof: Organisasoriese Ontwikkeling, Privaatsak X 94, 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 <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 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) Kommunikasie materiaal oor Gesinsgeweld (4) Kommunikasie materiaal oor Slagofferbemaagtiging (5) Kommunikasie materiaal 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

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:

- (1) Die Polisie se Nooddienste
 - Blitspatrolie of Hoofwegpatrolie
 - 1 0111-sentrums
- (2) Gemeenskapsdienste
- (3) Ongelukvoorkoming
- (4) Gespesialiseerdeuniformtakke
 - Gyselaaronderhandelaars
 - Duikers
 - Die Watervleuel
 - Rampbestuur

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.

7.4 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES GRATIS INGEVOLGE ARTIKEL 15(1)(a)(iii) BESKIKBAAR IS

ALLE AFDELINGS

- (1) 'n Afskrif van die —
 - (a) **verdagte** se eie verklaring wat in 'n oop dossier vervat is; of
 - (b) **slagoffer of klaer** se eie verklaring wat in 'n oop dossier vervat is.

- (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.

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, voorlê).

- (2) Die onderwerpe of inligting soos beskikbaar op die Diens se webtuiste

- (2) Op die Diens se webtuiste by www.saps.gov.za beskikbaar.