

## **THE SECOND-HAND GOODS STANDARD OPERATING PROCEDURE**

### Investigate dealer or goods

#### **1. INTRODUCTION**

1.1 In terms of Section 29 of the Act a police official, on the authority of a warrant issued in terms of section 30 of the Act, may enter any premises specified in that warrant and direct the person in control of the premises or any person employed at the premises to disclose any register, record, book, other document or information that pertains to the investigation and is in the possession or under the control of that person and to render such assistance as the police official requires in order to enable such police official to perform his or her functions under this Act.

1.2 The warrant issued in terms of Section 30 of the Act will also authorize a police official to:

- inspect any register, record, book or other document and make copies thereof or excerpts therefrom;
- examine any goods or other articles found on the premises;
- against the issue of a written receipt, seize records, books, documents or electronic data-storing devices that may be used as evidence of a contravention of any provision of this Act; and
- to seal or seal off the premises at, on or in which second-hand goods are found, in order to prevent a person from conducting business in contravention of this Act.

1.3 A police official may:

- not enter upon or search any premises without audibly demanding admission to the premises and giving notice of the purpose of the entry, unless such police official is, on reasonable grounds, of the opinion that such demand and notification will defeat the purpose of the search; and
- use such force as may reasonably be necessary to overcome resistance to the entry or search.

1.4 Any entry and search may only be executed by day unless the execution thereof by night is reasonable and justifiable. A police official may without a warrant enter upon any premises if the person who is competent to do so consents to such entry, search, seizure and removal or there are reasonable grounds to believe that a warrant would be issued to the police official if he or she applied for such warrant and the delay in obtaining such warrant would defeat the purpose of the search.

1.5 Any goods seized must be dealt with in the manner contemplated in Chapter 2 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).

1.6 A warrant to enter, search, seize and seal off premises must be issued by a magistrate or a judge of the High Court who has jurisdiction in the area in which the premises in question is situated, if it appears from information on oath or affirmation that there are reasonable grounds to believe that a provision of this Act has been or is being contravened.

1.6 The Minister may by notice in the *Gazette* extend the powers contemplated in Section 29 to any person employed by a public entity contemplated in the Public Finance Management Act, 1999 (Act No. 1 of 1999), or any other statutory body if that person is a peace officer contemplated in section 1 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).

2. **PROCESS FLOW: INVESTIGATE DEALER OR GOODS**

### 3. INVESTIGATIVE PROCEDURE

The procedure as depicted in Diagram 15(Process Flow: Investigate dealer or goods), will be explained in the following manner:

- Every process step (block) is alphabetically lettered and individually explained

#### 3.1 “A” –CREATE OPERATIONAL PLAN

PROCESS EXECUTION
<p>The DSO will receive information pertaining to either an individual dealer/recycler or a general crime trend in the specific police precinct.</p> <p>The information received by the DSO must be analyzed in order to determine the following:</p> <ul style="list-style-type: none"><li>• Identify any “hot spot” areas;</li><li>• Determined any modus operandi;</li><li>• Identify the need for an Operational Plan;</li><li>• Determine a date and time of the operation as well as Resources, Budget and relevant Role Players.</li></ul>



RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"><li>• Crime Intelligence Officer</li><li>• Designated Second-Hand Goods Officer (DSO)</li></ul>



GOVERNANCE
<p>Paragraph 5.10.3.1 of National Instruction 1/2013: Second-Hand Goods</p> <p><i>“An Operation is defined as “A planned activity involving many people responsible for various actions”.</i></p> <p>Paragraph 5.10.3.2 of National Instruction 1/2013: Second-Hand Goods</p> <p><i>“Operations may be conducted by any police official appointed under the Police Act, 1995 (Act No 68 of 1995). These may include the DSO, Visible Policing and Detective Services as well as Parastatals and other external experts under the command and control of the Police Official.”</i></p>



**APPLICABLE DOCUMENTATION**

Approved Operational Plan



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.2 “B” – OBTAIN THE WARRANTS FOR THE OPERATION

#### PROCESS EXECUTION

DSO must in writing apply to the Magistrate/Judge within the area of jurisdiction for a warrant to be issued in order to execute an operation.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE

Section 30 of the Act

***“(1) A warrant to enter, search, seize and seal off premises must be issued by a magistrate or a judge of the High Court who has jurisdiction in the area in which the premises in question are situated, if it appears from information on oath or affirmation that there are reasonable grounds to believe that a provision of this Act has been or is being contravened.”***

***“(2) A warrant issued under this section must specify—***

- (a) the premises which may be entered and which of the acts mentioned in section 29(1) may be performed by the police official;***
- (b) the period for which the premises may be sealed off for purposes of section 29(1)(f), which may not exceed seven days; and***
- (c) whether the warrant authorises execution by night.”***

***“(3) A warrant contemplated in this section remains in force until—***

- (a) it has been executed;***
- (b) it is cancelled by the person who issued it, or if such person is not available, by any other person with similar authority;***
- (c) one month from the date of its issue; or***
- (d) the purpose for which the warrant was issued no longer exists, whichever occurs first.”***



**APPLICABLE DOCUMENTATION**

Warrant to enter, search, seize and seal off premises



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.3 **C** – SCHEDULE DATE FOR OPERATION

**PROCESS EXECUTION**

Determine place, date and time for operation according to Crime Pattern Analysis and Crime Threat Analysis.  
Determine the focus of the operation and inform role players accordingly.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



**GOVERNANCE**

None



**APPLICABLE DOCUMENTATION**

Approved Operational Plan



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.4 **“D”** – CONTACT APPLICABLE UNITS / ROLE PLAYERS TO ASSIST

PROCESS EXECUTION
Identify relevant role players which will take part in the operation. Contact all role players in time about the execution of the operation.



RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"><li>• Designated Second-Hand Goods Officer (DSO)</li><li>• Visible Policing</li><li>• Detective Services</li></ul>



GOVERNANCE
None



APPLICABLE DOCUMENTATION
Written Letter



SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.5 “E” – RECORD REPORT IN THE SAPS 10

#### PROCESS EXECUTION

During the operation an OB entry must be made by the Operational Commander or police official who conducts the inspection and the member must sign the entry. Record an incident occurring during an operation.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE



#### APPLICABLE DOCUMENTATION

SAPS 10



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.6 **F** – PROVIDE THE SAPS 10 REFERENCE NUMBER TO DEALER / RECYCLER

**PROCESS EXECUTION**

The SAPS 10 reference number must be provided to the dealer/recycler.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



**GOVERNANCE**



**APPLICABLE DOCUMENTATION**

SAPS 10



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.7 “G” – CONTACT SECOND-HAND GOODS OFFICE AND REPORT INCIDENT

#### PROCESS EXECUTION

Any incident which occurs during an operation must be recorded in the SAPS 10 Register and the Second-Hand Goods Office must be informed thereof. Any success must be reported to the Second-Hand Good Office.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE

Paragraph 6.7 of National Instruction 1/2013: Second-Hand Goods

***“The Divisional Commissioner: Visible Policing may from time to time, as the need arises, request ad-hoc or monthly reports from Provincial Commissioners, Provincial Heads: Visible Policing, Provincial Commanders: Firearms, Liquor and Second-Hand Goods Control, Station Commanders, Designated Second-Hand Goods Officers and/or any other internal SAPS Functionaries with regard to any operational or other relevant second-hand goods related issues.”***



#### APPLICABLE DOCUMENTATION

Incident Report



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.8 “H” – RETRIEVE DEALER / RECYCLER FILE FOR THE REPORTED INCIDENT

#### PROCESS EXECUTION

Any incident occurring at a dealer/recycler must be reported and a copy of the report be filed in the dealer/recycler file.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

Paragraph **5.9.5.3** of National Instruction 1/2013: Second-Hand Goods

***“After the Compliance Inspection was completed a comprehensive report must be drafted by the DSO and filed in the relevant Z20 Dealers/Recyclers File. A copy of the report must be forwarded to the Station Commander.”***



#### APPLICABLE DOCUMENTATION

Z 20 Dealer’s/Recycler’s File  
Written Report



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.9 “1” – OPEN SUB-FILE REPORT ENQUIRY Z20A

#### PROCESS EXECUTION

A sub-file must be opened for report purpose of any incident or discovery during investigations. Incident such as warnings due to non-compliance, J534's issued and arrest must be recorded in the Z20A file.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE

Paragraph **5.9.5.3** of National Instruction 1/2013: Second-Hand Goods

***“After the Compliance Inspection was completed a comprehensive report must be drafted by the DSO and filed in the relevant Z20 Dealers/Recyclers File. A copy of the report must be forwarded to the Station Commander.”***



#### APPLICABLE DOCUMENTATION

Z20A



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.10 “J” – CAPTURE REPORTED INFORMATION

#### PROCESS EXECUTION

Any information regarding success achieved during the operation must be captured on the OPAM System including force level during operation. Any case reported at station must be recorded such as Theft of Copper Cable which must be clearly indicated in the Cas Registration System.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE



#### APPLICABLE DOCUMENTATION



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.11 "K" – UPDATE Z20A FILE INFORMATION

#### PROCESS EXECUTION

The Z20A file must be updated with the information obtained during the inspection/investigation.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)



#### GOVERNANCE



#### APPLICABLE DOCUMENTATION

Z20A Dealer/Recycler file



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.12 “L” – VERIFY REPORTED INFORMATION OF SUSPECTED STOLEN TAMPERED GOODS

#### PROCESS EXECUTION

The information obtained during the investigation/inspection must be verified which will include suspected stolen or tampered goods.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE

Section 21 of the Act -Records by dealers

***“21. (1) Unless otherwise provided in this Act, a dealer must keep a register in the prescribed form and record in the register the prescribed particulars regarding every acquisition or disposal of second-hand goods.***

***(2) The particulars must at least include—***

- (b) a description of the second-hand goods and serial number or distinguishing mark or feature of the second-hand goods;***
- (c) the purchase price paid by the dealer;***
- (d) the number assigned to the second-hand goods by the dealer;***
- (e) the name and signature of the person who conducted the transaction on behalf of the dealer; and***
- (f) the date and time of the transaction, the date on which the second-hand goods were sold or an account of how and when the second-hand goods were otherwise disposed of.”***

Section 22(1) of the Act

***“22.(1) If a dealer suspects, or on reasonable grounds should suspect, that—***

- (a) any name, address or document furnished to the dealer is false;***
- (b) goods or goods for pawn, as the case may be, offered to such a dealer are stolen goods; or***



*(c) the appearance or aspects of an item offered to such dealer has been tampered with or there was an attempt to alter the appearance or aspects thereof in order to conceal the identity of the item, such dealer must immediately report the matter to a police official on duty at the police station in whose area the dealer carries on business.”*

**APPLICABLE DOCUMENTATION**



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.13 “M” – ESTABLISH OWNERSHIP

#### PROCESS EXECUTION

The investigating officer/DSO must establish ownership of the goods in dispute. Ownership can be determined by means of proof of identification, contact details as well as address of the person who sold the item to the dealer as well as verifying the serial number of the item, if available.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE

Section 21 of the Act - Records by dealers

***“21. (1) Unless otherwise provided in this Act, a dealer must keep a register in the prescribed form and record in the register the prescribed particulars regarding every acquisition or disposal of second-hand goods.***

***(2) The particulars must at least include—***

- (a) particulars in respect of the identity of the person from whom the second-hand goods are acquired, including—***
- (i) the person’s full names, contact address and contact telephone number;***
  - (ii) the manner in which the person’s identity was verified; and***
  - (iii) the person’s identity number.”***



#### APPLICABLE DOCUMENTATION

Dealer’s Stock Register



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.14 “N” – ESTABLISH IF SELLER IS STILL PRESENT

**PROCESS EXECUTION**

The investigating officer/DSO must establish if the seller of the goods in dispute is still present on the premises in order to verify ownership thereof.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



**GOVERNANCE**



**APPLICABLE DOCUMENTATION**



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.15 “O” – IDENTIFY OWNER(ship) OF SUSPECTED STOLEN / TAMPERED GOODS

#### PROCESS EXECUTION

The investigating officer/DSO must identify the **seller** of the goods in question by means of the information provided by the dealer/recycler.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE

Section **21** of the Act - Records by dealers

***“21. (1) Unless otherwise provided in this Act, a dealer must keep a register in the prescribed form and record in the register the prescribed particulars regarding every acquisition or disposal of second-hand goods.***

***(2) The particulars must at least include—***

- (a) particulars in respect of the identity of the person from whom the second-hand goods are acquired, including—***
- (i) the person’s full names, contact address and contact telephone number;***
  - (ii) the manner in which the person’s identity was verified; and***
  - (iii) the person’s identity number.”***



#### APPLICABLE DOCUMENTATION

Dealer’s Stock Register



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.16 “P” – OPEN DOCKET

#### PROCESS EXECUTION

When suspected stolen goods are recovered and ownership could not successfully be established, a case docket must be opened for further investigation.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE



#### APPLICABLE DOCUMENTATION

Case Docket SAPS 3M



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.17 “Q” – CONFISCATE SUSPECTED STOLEN / TAMPERED GOODS

#### PROCESS EXECUTION

When suspected stolen/tampered goods are confiscated, the SAPS 13 must be completed and the items in dispute kept for safe keeping until it is produced to court as evidence. The item must be kept until a disposal thereof has been made.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective Services



#### GOVERNANCE

Section 29 of the Act - Entry, Search, Seizure and Seal-off

***“(6) Any goods seized in terms of this section must be dealt with in the manner contemplated in Chapter 2 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), which applies with the changes required by the context.***

***(7) A person from whom any book, record or document has been taken may, at his or her own expense and under supervision of a police official, make copies thereof or excerpts therefrom.”***



#### APPLICABLE DOCUMENTATION

SAPS 13



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.18 “R” – OWNER CONFIRMS OWNERSHIP (if owner is not available?)

**PROCESS EXECUTION**

The owner of the seized goods must confirm ownership thereof by positively identifying the goods by means of unique markings or serial numbers or other documentation of proof of ownership.



**RESPONSIBLE PERSON(S)**

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective
- Owner



**GOVERNANCE**

*“(6) Any goods seized in terms of this section must be dealt with in the manner contemplated in Chapter 2 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), which applies with the changes required by the context.”*



**APPLICABLE DOCUMENTATION**

NA



**SYSTEM FUNCTIONS**

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.19 “S” – ISSUE SAPS 13 (D) TO DEALER / RECYCLER

#### PROCESS EXECUTION

When confiscating any goods an SAPS 13(D) must be issued to the dealer/recycler as proof of lawful confiscation thereof. The goods may only be handed back to the lawful owner after finalization of the investigation.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective



#### GOVERNANCE

***“(6) Any goods seized in terms of this section must be dealt with in the manner contemplated in Chapter 2 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), which applies with the changes required by the context.”***



#### APPLICABLE DOCUMENTATION

SAPD 13 (D)



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.20 “T” – BOOK CONFISCATED GOODS IN SAPS 13 STORE

#### PROCESS EXECUTION

Where goods have been seized the normal process as prescribed by Exhibit Management must be followed. The items must be booked in the SAPS 13 for safe keeping. The normal process must be followed with regard to the disposal thereof.



#### RESPONSIBLE PERSON(S)

- Designated Second-Hand Goods Officer (DSO)
- Visible Policing
- Detective



#### GOVERNANCE

***“(6) Any goods seized in terms of this section must be dealt with in the manner contemplated in Chapter 2 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), which applies with the changes required by the context.”***



#### APPLICABLE DOCUMENTATION

SAPS 13



#### SYSTEM FUNCTIONS

TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.21 “U” – COMPLETE SAPS 299

PROCESS EXECUTION	
A SAPS 299 may be issued where the owner identifies the items and claim ownership of the items. The owner must be informed to keep the item as an exhibit until the court hearing has been finalized.	
RESPONSIBLE PERSON(S)	
<ul style="list-style-type: none"> <li>• Designated Second-Hand Goods Officer (DSO)</li> <li>• Visible Policing</li> <li>• Detective</li> </ul>	
GOVERNANCE	
<i>“(6) Any goods seized in terms of this section must be dealt with in the manner contemplated in Chapter 2 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), which applies with the changes required by the context.”</i>	
APPLICABLE DOCUMENTATION	
SAPS 299	
SYSTEM FUNCTIONS	
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).	



3.22 **V** – RETURN GOODS TO **OWNER (?)** FOR SAFEKEEPING

PROCESS EXECUTION
When an SAPS 299 is issued the goods must be returned to the owner who must be informed to keep the item(s) as an exhibit until the court hearing has been finalized.
RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• Designated Second-Hand Goods Officer (DSO)</li> <li>• Visible Policing</li> <li>• Detective</li> <li>• Owner</li> </ul>
GOVERNANCE
<b><i>“(6) Any goods seized in terms of this section must be dealt with in the manner contemplated in Chapter 2 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), which applies with the changes required by the context.”</i></b>
APPLICABLE DOCUMENTATION
SAPS 299
SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.23 “W” – UPDATE SAPS 5 IN DOCKET

PROCESS EXECUTION
<p>The Police Official (investigating officer) who is responsible for opening and registering the case docket must ensure that the SAPS 5 is updated.</p>
RESPONSIBLE PERSON(S)
GOVERNANCE
<p>5.12.6.10 The DSO at National level must attach an SAPS 5 Investigation Diary to the inside of the Z20 Association File to record all activities and incidents required from a DSO at National level in these instructions.</p>
APPLICABLE DOCUMENTATION
<ul style="list-style-type: none"> <li>• Designated Second-Hand Goods Officer (DSO)</li> <li>• Visible Policing</li> <li>• Detective</li> </ul>
SYSTEM FUNCTIONS
<p>TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).</p>



3.24 "X" – UPDATE SECOND-HAND GOODS SYSTEM

<b>PROCESS EXECUTION</b>
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).
<b>RESPONSIBLE PERSON(S)</b>
<b>GOVERNANCE</b>
<b>APPLICABLE DOCUMENTATION</b>
<b>SYSTEM FUNCTIONS</b>
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.25 “Y” – FINALIZE ENQUIRY

<b>PROCESS EXECUTION</b>
<b>RESPONSIBLE PERSON(S)</b>
<ul style="list-style-type: none"> <li>• Designated Second-Hand Goods Officer (DSO)</li> <li>• Visible Policing</li> <li>• Detective</li> </ul>
<b>GOVERNANCE</b>
<b>APPLICABLE DOCUMENTATION</b>
Case Docket
<b>SYSTEM FUNCTIONS</b>
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



### 3.26 “Z” – FILE ENQUIRY FILE IN DEALER / RECYCLER FILE

PROCESS EXECUTION
Once the enquiry has finalized all the relevant information must be file in the dealer/recycler file for record purposes.
RESPONSIBLE PERSON(S)
Designated Second-Hand Goods officer (DSO)
GOVERNANCE
Paragraph <b>5.12.6.10</b> of National Instruction 1/2013: Second-Hand goods  <i>“The DSO at National level must attach an SAPS 5 Investigation Diary to the inside of the Z20 Association File to record all activities and incidents required from a DSO at National level in these instructions.”</i>
APPLICABLE DOCUMENTATION
Enquiry File Z20 Dealers/Recycler File
SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.27 "AA" – UPDATE SHG SYSTEM

PROCESS EXECUTION
NA
RESPONSIBLE PERSON(S)
GOVERNANCE
APPLICABLE DOCUMENTATION
SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).



3.28 “**AB**” – FORWARD OPENED DOCKET FOR INVESTIGATION TO THE DETECTIVES

PROCESS EXECUTION
Once a case docket has been opened the docket must be send to the detectives for further investigation. An electronic transfer must be done on the CAS System.
RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• Designated Second-Hand Goods Officer (DSO)</li> <li>• Detective</li> </ul>
GOVERNANCE
APPLICABLE DOCUMENTATION
Registered Case Docket
SYSTEM FUNCTIONS
TO BE ADDED (SYSTEM NOT YET IMPLEMENTED).

