



Private Bag
Privaatsak X94

Fax (012) 339-1748

KOMPOL

Your reference/U verwysing:

THE NATIONAL COMMISSIONER
DIE NASIONALE COMMISSARIS

My reference/My verwysing: 1/1/4/1 (162)

PRETORIA

Enquiries/Navrae: Adv A Brink / Adv M van Rooyen

0001

Tel: (012) 339-1761 / 339-1167

2001-05-03

- A. All Divisional Commissioners
HEAD OFFICE
- B. ALL PROVINCIAL COMMISSIONERS
- C. All Heads
Head Office
- D. All Commanders
COLLEGES AND TRAINING CENTRES
- E. All Section Heads
HEAD OFFICE
- G. All Station Commissioners and Unit Commanders
- H. ALL DEPUTY NATIONAL COMMISSIONERS

**IMPLEMENTATION OF THE PROMOTION OF ACCESS TO INFORMATION ACT,
2000 (ACT NO. 2 OF 2000)**

A-G1. The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (hereinafter referred to as "the Act") came into operation on **9 March 2001**. The Act imposes certain obligations on the Service when a request for access to a record, which is under the control of the Service, is received. (A "record" means any recorded information, regardless of form or medium. A record is not limited to a record which came into existence after the date on which the Act came into operation, but also applies to records which existed before 9 March 2001.)

2. In terms of the Act, any person (hereinafter referred to as "a requester") may request access to any record in the possession or under the control of the Service. A requester may approach any police station or office of the Service to make such a request. The Act provides that access to certain records (such as e.g. records disclosing the identity of informers) may be refused.
3. In terms of the Act, the National Commissioner is the *information officer* of the Service and is as such responsible to deal with requests for access to records that are received by the Service. For the purposes of the implementation of the Act, all the powers of the National Commissioner in terms of the Act (as *information officer*) are hereby delegated to the Head: Auxiliary Services at head office, each provincial head: Administration Services, each area head: Administration Services and every station commissioner. These functionaries are hereby designated as *deputy information officers*.
4. Requests for access to records received anywhere, including at police stations, must be recorded and be dealt with in accordance with the instructions of the relevant Legal Services. A register (B18) must be utilised for this purpose and the date upon which the request is received, the name, address and contact number of the requester, as well as the outcome of the request (whether granted or not) must be recorded in respect of each request. A request for access to a record may only be refused after consultation with the relevant Legal Services
5. Legal Services: Management Services is in the process of drafting a National Instruction on the implementation of the Act. This Instruction will set out in detail how a request for access to a record should be dealt with. It is also envisaged that all relevant functionaries in all provinces will be trained on the implementation of the Act during 2001.
6. A letter will soon be sent out which will set out the basic steps to be taken when a request for access to a record is received. That letter will serve as an interim measure until such time as the National Instruction is finalized and the training presented. In the meantime, a copy of the Act will be forwarded to each head of Legal Services to enable them to take the necessary steps to deal with requests before that letter is sent out. Legal Services must therefore be consulted in respect of all requests for access to records received before the aforementioned letter is available.
7. Should any court application be brought against the Service before the above-mentioned letter is sent out, such application must be brought to the attention of the head: Legal Services: Management Services at fax number (012) 339 - 1748.

8. If any problems concerning the Act is experienced, the following persons may be contacted:

- 8.1 Dr T Geldenhuys: (012) 339 -1370 or 083 626 9108; and
- 8.2 Adv M van Rooyen: (012) 339 -1167.

H1. Copy for your information.

L J ELOFF Deputy National Commissioner
Adjunk Nasionale Kommissaris

 NATIONAL COMMISSIONER: SOUTH AFRICAN POLICE SERVICE



Private Bag
Privaatsak X94

{012} 339 1650

KOMPOL

Your reference/U verwysing:

My reference/My verwysing:

Enquiries/Navrae:

Tel

1/1/4/1 (162)

Sr Supt A Crooks

{012} 339 2606

THE NATIONAL COMMISSIONER
DIE NASIONALE KOMMISSARIS

PRETORIA

0001

2001-07-31

- A. All Divisional Commissioners
HEAD OFFICE
- B. ALL PROVINCIAL COMMISSIONERS
- C. ALL DEPUTY NATIONAL COMMISSIONERS

IMPLEMENTATION OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)

- A. - B. 1. Circular 1/1/4/1 (162) dated 2001-05-03, refers. (This circular is attached for your convenience).
2. With the commencement of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [hereinafter referred to as "the Act"] on 2001-03-09, certain obligations were imposed on the Service. One of those obligations is to designate employees as deputy information officers. For purposes of the Act the National Commissioner designated Sr Supt A Crooks as "National Information Officer" from 2001-06-01.
3. Some of the functions to be performed by the National Information Officer are to --
- 3.1 administer and coordinate the Act according to the delegation of authority;
 - 3.2 compile and publish, in at least three official languages, a manual on the functions of, and index of records held by the Service in accordance with section 14 of the Act;
 - 3.3 prepare, for submission to the Minister of Justice in accordance with section 15 of the Act, a description of the categories of records of the Service that are automatically available; and
 - 3.4 prepare a report for submission to the Human Rights Commission in accordance with section 32 of the Act.

4. The postal and street addresses, phone and fax numbers and if available, electronic mail addresses of deputy information officers must be published. To comply with this obligation and to enable the National Information Officer to effectively and efficiently administer and coordinate the implementation of this Act, each provincial and divisional commissioner must forward the contact details of every employee designated as deputy information officer by the provincial or divisional commissioner - for the province or division concerned; the area commissioner - for the area concerned; and the station commissioner in respect of the station concerned to Sr Supt Crooks before or on **2001-08-31**. The form attached as Annexure "A" must be used for this purpose.
5. If any problems concerning the Act are experienced, the following offices or members may be contacted :
 - 5.1 your relevant legal services;
 - 5.2 Asst Comm T Geldenhuys
The Head: Legal Services
Management Services
Tel: (012) 339 2279 or 083 626 9108;
 - 5.3 Adv A Brink
Legal Services
Management Services
Tel: (012) 339 1761 or 082 808 3737
 - 5.4 Adv M van Rooyen
Legal Services
Management Services
Tel: (012) 339 1167; and
 - 5.5 Sr Supt A Crooks
The National Information Officer
Tel: (012) 339 2606.

C.1 Copy for your information.


NATIONAL COMMISSIONER: SOUTH AFRICAN POLICE SERVICE

PROVINCE / DIVISION
PROVINSIE / AFDELING

**CONTACT DETAILS OF DEPUTY INFORMATION OFFICER
KONTAKBESONDERHEDE VAN ADJUNK-INLIGTINGSOFFISIER**

NAME
NAAM

RANK
RANG

PERSAL NR

PERSAL NO

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WHERE APPLICABLE MARK WITH AN "X" / MERK MET "X" WAAR VAN TOEPASSING

PROVINCIAL COMMANDER AUXILIARY

AREA HEAD ADMINISTRATION SERVICES

STATION COMMISSIONER

PROVINSIALE BEVELVOERDER HULPDIENTE

AREA HOOF ADMINISTRATIEWE DIENSTE

STATION COMMISSIONER

WAS DESIGNATED AS DEPUTY INFORMATION OFFICER FOR / IS AS ADJUNK-INLIGTINGSOFFISIER AANGEWYS VIR

STREET ADDRESS

STRAATADRES

CODE / KODE

POSTAL ADDRESS

POSADRES

CODE / KODE

TELEPHONE (CODE & NUMBER)

TELEFOON (KODE & NOMMER)

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FAX (CODE & NUMBER)

FAKS (KODE & NOMMER)

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CELL NUMBER

SELFOON NOMMER

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E-MAIL ADDRESS

E-POS ADRES

Private Bag
Privaatsak X94

(012) 393 2156

Sr Supt (F) A Crooks

MPOL

Your reference/U verwysing:

THE NATIONAL COMMISSIONER
DIE NATIONALE COMMISSARIS

My reference/My verwysing: 25/7/12

PRETORIA

Enquiries/Navrae: Sr Supt A Crooks
Capt C J Barkhuizen

0001

Tel: (012) 393 2606
(012) 393 1464

2003-03-25

- A. All Divisional Commissioners
HEAD OFFICE**
- B. ALL PROVINCIAL COMMISSIONERS**
- C. All Heads
HEAD OFFICE**
- D. All Commanders
SAPS COLLEGES AND TRAINING CENTRES**
- E. All Section Heads
HEAD OFFICE**
- F. ALL DEPUTY NATIONAL COMMISSIONERS**
- G. The Chief of Staff
MINISTRY FOR SAFETY AND SECURITY**
- H. The Secretary
NATIONAL SECRETARIAT FOR SAFETY AND SECURITY**
- 27/3.*

**THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000):
IMPLEMENTATION AND SECTION 15 AUTOMATIC AVAILABLE INFORMATION**

- A.-E. 1. The purpose of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (hereinafter referred to as "the Act"), is to give effect to the constitutional right of access to any existing information in recorded form held by the State or another person and that is required for the exercise or protection of any rights. The object is to foster a culture of transparency and accountability in public and private bodies and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

2. **Furnishing of information which does not amount to the provision of a copy of an existing record**

The provisions of the Act does not apply to the furnishing of information by word of mouth or by a letter, fax or e-mail, which does not amount to the provision of a copy of an existing record (especially in the case of enquiries by the media). Requests for information of this nature must continue to be dealt with as in the past and remain subject to existing laws, regulations and instructions limiting the disclosure of information.

3. **Deputy information officers**

Deputy information officers have been designated for each division at Head Office, for every province, area and police station to deal with requests for information which is held under control of or in possession of the Service in "recorded" form. The contact details of divisional -, Head Office - and provincial deputy information officers are attached as **Annexure A**. For purposes of the Act, the National Commissioner appointed Sr Supt A Crooks from 2001-06-01 as National Deputy Information Officer to administer and coordinate the implementation of the Act in accordance with the delegation of powers.

4. **Which deputy information officer must handle a request?**

A request in terms of the Act, must from 8 March 2003, be dealt with within a period of 30 days after the request is received by the Service. Therefore the deputy information officer of the office to which a person forwards his or her request, must deal with that request. Deputy information officers have been trained with regard to the process to follow in order to deal with requests which includes the transfer of a request to the relevant information officer of another public body.

Please note that where a request can be finalised at station -, area - or provincial level it must not be forwarded to Head Office (eg: a member requests a copy of his or her service certificate which may be in possession of the relevant provincial office - such a request must be forwarded by the deputy information officer who received the request to the relevant line manager at provincial level and not to the sub-section, Registration and Archives, at Head Office).

All deputy information officers must take note that if one station, area or province submits a request for access to another station, area, province or a Head Office division for the completion of the Report on Request, SAPS 512(a) by a line manager, Registry at the receiving office must open a NEW case file using the same reference number as that of the office from which it was sent, except for the case number (which may be different). All correspondence on this file must however still utilize the reference number of the originating office. This reference number of the originating office must be entered in the block entitled "SUBJECT" on the outside cover of the file,

to enable Registry to link the correspondence to the said file.

Only the office which originally received the request and which accordingly deals with the request, must record the request in that office's SAPS 512 Register - the office (either the line manager or another deputy information officer) to which the request is submitted by means of the SAPS 512(a), must not record such request in that office's register as it will be a duplication of the case and the particulars of the SAPS 512(m) Returns will be incorrect. Where cases have already been duplicated in this manner, it must immediately be corrected in the registers and on the returns and the correct returns must be forwarded (see paragraph 21 with regard to the SAPS 512(m) Returns).

5. **Change of deputy information officers**

The office of the National Deputy Information Officer must immediately be informed when a new or other deputy information officer is designated or when a deputy information officer's contact details change by making use of the form as set out in **Annexure B**.

6. **Receiving a request for access by a person other than a deputy information officer**

If any employee of the Service is approached by a person, or receives any written, telephonic or electronically transmitted request for access to a record held by the Service, he or she must refer such person or such request, without delay, to the deputy information officer designated for the relevant station, area, province or division, whichever may be applicable.

7. **Information that may be requested**

Any existing recorded information may be requested, —

- (1) regardless of form or medium;
- (2) in the possession or under the control of the Service or another public body; and
- (3) irrespective whether it was created by the Service or that public body or not.

8. **Labour unions**

Since a labour union is entitled to access to certain records in terms of section 16 of the Labour Relations Act, 1995 (Act No. 66 of 1995), the Act does not apply to a request by a labour union for access to such records.

9. **Records contained in police dockets: after the case has been finalised**

A request for a copy or photocopy of any record in the docket after the case has been finalised (including any appeal or review in the case) or the docket has been closed for whatever reason, and SO(G) 281 does not apply to the request, must be referred to the relevant deputy information officer to be dealt with in terms of the provisions of the Act.

10. **Records contained in police dockets: before the case has been finalised**

Requests for access to records in a police docket before the case has been finalised are not dealt with by the deputy information officer or in accordance with the Act. A request by any person for a copy or photocopy of any record (this includes an accident report in such a docket) in the docket before the case has been finalised must be referred to the investigating officer who will refer the request to the public prosecutor, together with his or her recommendation (with regard to the question whether access should be granted or be refused) and, if applicable, the reasons why access should be refused.

Please note that a request for a copy of a record contained in a police docket by a person who is a **suspect** in that investigation, must, if it is a request for access to —

- (a) a statement made by the said suspect himself or herself in that investigation, be granted and be dealt with in accordance with SO (G) 281.12; or
- (b) any other record in the docket, be referred to the public prosecutor together with the police docket and the recommendation of the investigating officer concerned (with regard to the question whether access should be granted or be refused) and, if applicable, the reasons why access should be refused.

11. **After the commencement of civil proceedings**

The Act **does not apply** after the commencement of civil proceedings (i.e. after summons or other process has been issued, including after a notice of the intended institution of legal proceedings against the Service (in terms of section 3(1) of the Institution of Legal Proceedings against Certain Organs of State Act, 2002 (Act No. 40 of 2002) has been received) but before the case has been finalised. The normal discovery procedure must be followed to obtain access to the record in such a case - such requests must therefore not be forwarded to the deputy information officer and it will not be dealt with in accordance with the provisions of the Act.

12. **Civil proceedings has not yet commenced**

Before a summons or other process has been issued, the provisions of the Act will apply to any request for access to a record, even if the request is made with a view to institute civil proceedings. These requests must be referred to the relevant deputy information officer.

13. **Registered grievance**

The provisions of the Act **does not apply** to a request for access to a record if the request is made by an employee of the Service **after** such employee has registered a grievance and the access is required for the purpose of proceeding with that grievance - these requests must be dealt with as usual and not be forwarded to the deputy information officer.

14. **Grievance is not yet registered**

It must be noted, however, that before an employee has registered a grievance, the provisions of the Act **will apply** to the request for access to a record, even if the request is made with a view to register a grievance - these requests must be forwarded to the relevant deputy information officer.

15. **Request made by another public body**

The provisions of the Act **does not apply** to a request for access to a record if the request is made by another public body. Requests of this nature must continue to be dealt with as in the past and remain subject to existing laws, regulations and instructions limiting the disclosure of information. If a legal practitioner applies for access to a record in the possession or under the control of the Service on behalf of another public body (such as the Road Accident Fund), the request must be regarded as a request by such public body.

16. **Availability of a manual**

(1) **Government printers**

The National Deputy Information Officer has compiled a manual in accordance with section 14 of the Act. This manual has been published, as prescribed, in the Government Gazette, (Gazette (No. 24061) of 22 November 2002) and can be purchased at the Government Printers by any person. The manual has been published in English and Afrikaans and a Zulu version will be published in the near future.

(2) **Website of the Service**

The manual is automatically available free of charge for any person in English on the website of the Service (www.saps.org.za). The office of the National Deputy Information Officer is in the process of making the manual also available in Afrikaans and Zulu on the website of the Service.

(3) **Deputy information officers**

Copies of the manual will soon be distributed to deputy information officers as the regulations to the Act prescribe that every deputy information officer —

- (a) must during office hours and upon request, make available for public inspection copies of the manual in the three official languages available;
- (b) may not charge a fee for a public inspection; and
- (c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph (a), charge R 0-60 for every photocopy of an A4-size page or part thereof.

(4) **Human Rights Commission**

A copy of the manual in each of the three official languages in

which the manual is compiled will be available at the South African Human Rights Commission.

(5) **Every place of legal deposit**

A copy of the manual in each of the three official languages in which the manual is compiled will also be available at every place of legal deposit as defined in section 6 of the Legal Deposit Act, 1997 which are as follows —

- (a) the City Library Services, Bloemfontein;
- (b) the Library of Parliament, Cape Town;
- (c) the Natal Society Library, Pietermaritzburg;
- (d) the South African Library, Cape Town;
- (e) the State Library, Pretoria; and
- (f) the National Film, Video and Sound Archives, Pretoria.

17. **Information contained in the manual**

The following information, in accordance with the provisions of section 14 of the Act, is contained in the manual —

- (1) a description of the Services' structure and functions;
- (2) the postal and street address, phone and fax number and, where available, electronic mail address of every deputy information officer of the Service;
- (3) a description of the guide which must be compiled by the Human Rights Commission and how to obtain access to it;
- (4) sufficient detail to facilitate a request for access to a record of the Service, a description of the subjects on which the Service holds records and the categories of records held on each subject;
- (5) the categories of records of the Service which are available without a person having to request access in terms of the Act;
- (6) a description of the services available to members of the public from the Service and how to gain access to those services;
- (7) a description of any arrangement or provision for a person (other than a public body) by consultation, making representations or otherwise, to participate in or influence —
 - (a) the formulation of policy; or
 - (b) the exercise of powers or performance of duties, by the Service;
- (8) a description of all remedies available in respect of an act or a failure to act by the Service; and
- (9) such other information as may be prescribed.

18. **Publication of automatically available records**

The National Deputy Information Officer must in accordance with the provisions of section 15 of the Act, annually submit to the Minister of Justice and Constitutional Development a description of the categories of records of the Service that are automatically available without a person having to request access in terms of the Act. All divisions were requested by letter

1/1/4/1(162), dated 20 February 2002, to compile the category of records which are automatically available for such a division. These categories of records were consolidated and published as part of the above mentioned manual and consist of records available —

- (1) for inspection;
- (2) for purchase;
- (3) for copying; and
- (4) free of charge.

A description of the categories of records automatically available, is attached as **Annexure C**.

19. Request for access to automatically available records

A person who requests access to automatically available records does not have to request access in terms of the Act as these records are "automatically available" (there is an exception to this rule - see paragraph 20). A requester does not have to complete a request form and **no request fees** are payable (ie: R 35-00 request fee is not payable) - the only fees payable for automatically available records are those as prescribed by the Regulations to the Act which are as follows —

- | | |
|---|-------------------|
| (1) For every photocopy of an A4-size page or part thereof | R 0,60 |
| (2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R 0,40 |
| (3) For a copy in a computer-readable form on: <ul style="list-style-type: none">• stifty disc• compact disc | R 5,00
R 40,00 |
| (4) For a transcription of visual images, per A4-size page or part thereof | R 22,00 |
| (5) For a copy of visual images
(Eg: a photo, a video cassette) | R 60,00 |
| (6) For a transcription of an audio record, per A4-size page or part thereof | R 12,00 |
| (7) For a copy of an audio record | R 17,00 |

20. Extra-departmental services and automatically available records

Certain requests for access to records were in the past deemed as extra-departmental services. These requests are however requests for access to records in terms of the Act. Services which were previously extra-departmental services which must now be dealt with as "automatically available for purchasing in terms of section 15(1)(a)(ii) of the Act", are requests for access to —

- (1) **Records Contained in Police Dockets**
See paragraphs 9 and 10 above;
- (2) **Accident Reports (New): Copy or Photocopy**
Copy or photocopy of the new accident report (OAR-form) or part thereof (provided the requester is the involved party in the accident or an authorised person by him or her) ;

- (3) **Accident Reports (Old) or Sketch Plan: Copy or Photocopy**
Copy or photocopy of the old accident report (SAP 352) or sketch plan (provided the requester is the involved party in the accident or an authorised person by him or her);
- (4) **Photographs and Video Material**
Reproduction of photographs and video material;
- (5) **Documentation for Insurance Purposes**
Copy or photocopy of records containing information regarding witnesses and parties to collisions, theft cases, damage to property and loss of property for insurance purposes;
- (6) **Post Mortem Reports**
Supplying of a copy or photocopy of a post mortem report; and
- (7) **Sketch Plans**
Copy or photocopy of a sketch plan.

It is important to note that a request for access to these records must be forwarded to the deputy information officer and be on a request form, SAPS 512(n) (or on the request form as prescribed by the Regulations to the Act) to ensure that no unauthorised person will have access to these records - deputy information officers must, however, **not complete the SAPS 512 Register** and must not include these requests as part of their monthly returns on the SAPS 512(m) forms. (Eg: if two persons are involved in a collision, any one of them or both these persons, or a person authorised by them, may automatically have access in the form of a copy or photocopy of the relevant accident report provided that a SAPS 512(n) request form is completed by the requester, the deputy information officer are sure that the requester is the involved party or has the written permission of the involved party and the relevant fees payable are paid - documentary proof of capacity is required when a person is "an authorised" person by the involved party.)

If an accident report is still in the possession or under control of a police station, the police station deputy information officer must handle the request for access to that record.

If an accident report has already been forwarded to the Department of Transport (ie: not in possession of the Service any more), the deputy information officer must transfer the request to the relevant department and where the requester is present in person, he or she may be informed that he or she may request the accident report directly from the relevant department in order to speed up the process.

The procedure in paragraphs 9 and 10 above, is applicable if the accident report is part of documentation contained in a docket.

Any other person who is not an involved party or an authorised person by him or her, will have to pay R 35-00 request fees and the deputy information officer will follow the provisions of the Act in order to handle such a request.

A summary of the processes on how to deal with requests for copies or

photocopies of accident reports (OAR's) and records contained in dockets has been compiled in the form of a diagram. See **Annexure D**.

21. **Monthly submittance of SAPS 512(m) Returns by deputy information officers**

The deputy information officer at every **police station** must, at the end of each month, submit a Return: Promotion of Access to Information Act, 2000, SAPS 512(m), to the relevant area deputy information officer.

The **area** deputy information officer must consolidate the returns received from all the stations within his or her area, as well as the particulars of requests received by the area office, on the Return: Promotion of Access to Information Act, 2000, SAPS 512(m), and must submit the consolidated return, before the seventh day of each month, to the relevant provincial deputy information officer (i.e: the area's requests must be added to the police stations requests and one return must be submitted).

A **Divisional - and provincial** deputy information officer must, before the fifteenth day of each month, submit a Return: Promotion of Access to Information Act, 2000, SAPS 512(m), to the National Deputy Information Officer concerning requests received, at all offices resorting directly under the command of the respective divisional or provincial commissioners (the particulars of the returns which were received from the areas, must not be included in the province's return - only the office of the provincial deputy information officer's direct requests must be contained in this return). The provincial deputy information officer must, together with the return submit copies of the returns received from area deputy information officers in his or her province, to the National Deputy Information Officer (the National Deputy Information Officer will consolidate these returns).


The National Deputy Information Officer must, on an annual basis, consolidate the returns and prepare a report for submission to the Human Rights Commission as contemplated in section 32 of the Act.

22. **National Instruction**

Legal Services: Legislation is in the process of finalising the National Instruction and departmental forms to the Act.

23. Please feel free to contact the office of the National Deputy Information Officer for any further inquiries.

F.-H. For your information.

 L.J. ELOFF Deputy National Commissioner
Adjunk Nasionale Kommissaris
THE NATIONAL COMMISSIONER
SOUTH AFRICAN POLICE SERVICE

DEPUTY INFORMATION OFFICERS: CONTACT DETAILS

THE OFFICE OF THE NATIONAL DEPUTY INFORMATION OFFICER	CONTACT PERSON	TEL NO	FAX NO	
THE NATIONAL DEPUTY INFORMATION OFFICER	SR SUPT A CROOKS	(012) 393 2606	(012) 393 2156	
MEMBERS TO THE OFFICE OF THE NATIONAL DEPUTY INFORMATION OFFICER	SUPT M A RATEMA CAPT C J BARKHUIZEN	(012) 393 1717 (012) 393 1464	(012) 393 2617 (012) 393 2617	
DIVISION/SECTION	CONTACT PERSON	TEL NO	FAX NO	FILE NO
CAREER MANAGEMENT	SUPT A KOEN	(012) 393 1402	(012) 393 1618	147
CRIME INTELLIGENCE	CAPT A F MAGANEDISA	(012) 3093900	(012) 3093535	154
CRIME PREVENTION	SUPT M J DE WITT	(012) 4218131	(012) 4218143	313
COMMUNICATION & LIAISON SERVICES	INSP S M CHETTY (SUPT W NORTJE)	(012) 393 1590	(012) 393 1589	100
DETECTIVE SERVICES	DIR T J V KHUNOU	(012) 393 3700	(012) 393 3632	155
EFFICIENCY SERVICES	SR SUPT PA KOTZEE	(012) 393 3038 0828087117	(012)393 3029	107
FINANCIAL & ADMIN. SERVICES	SUPT HEIN SCHOLTZ	(012) 393 1742	(012) 393 2450	315
INFORMATION & SYSTEMS MANAGEMENT	DIR J F MALAN	(012) 393 3285	(012) 393 3260	318
LEGAL SERVICES	CAPT J VAN DER MERWE	(012) 393 1595/63	(012) 393 2883	189
LOGISTICS	SUPT VAN NIEKERK	(012) 8417030	(012) 8417099	121

NATIONAL EVALUATION SERVICE	SUPT S PIETERS (INSP R M MILES)	(012) 393 3114 (012-393 3100)	(012) 393 3313 (012-393 3313)	29
OPERATIONAL COORDINATION	SUPT E DU PREEZ	(012) 393 1533	(012) 393 2568	338
OPERATIONAL RESPONSE	SUPT WF STRYDOM	(012) 4218049	(012) 4218037	314
PERSONNEL SERVICES	CAPT L KLEYNHANS	(012) 393 2148	(012) 393 1033	181
PROTECTION SERVICES	SUPT Z COETZER	(012) 4013515	(012) 3200716	16
STRATEGIC MANAGEMENT	SUPT PATHER	(012) 393 3181	(012) 393 3210	243
TRAINING	SUPT C G GLASSPOOL	(012) 3343777	(012) 3343766	312
MUSEUM	CAPT H KOEKEMOER	(012) 3536027	(012) 3536223	165
FIREARM REGISTER	SUPT B G PETERS	(012) 3536239	(012) 3536269	200
PROVINCE	CONTACT PERSON	TEL NO	FAX NO	
EASTERN CAPE	SUPT ME QWELA CAPT BC VUBA	(040) 6088409 (041) 394 6507	(040) 6088410 (041) 394 6507	
FREE STATE	SUPT HC VAN DEN HEEVER	(051) 507 6434	(051) 507 6557	
GAUTENG	SUPT D MOSS	(011) 407 0280	(011) 407 0226	
KWAZULU NATAL	CAPT PILLAY (acting information officer)	(031) 360 4855	(031) 360 4892	
MPUMALANGA	SUPT CRAFFORD	(013) 249 1111	(013) 249 1183	
NORTHERN CAPE	SUPT AM ENGELS	(053) 838 4459	(053) 833 2972	
NORTHERN PROVINCE	SUPT RG MAPHOSA	(015) 290 5109	(015) 290 6134	
NORTH WEST	SUPT MF GELDENHUYS	(018) 299 7048	(018) 299 7040	
WESTERN CAPE	CAPT C MEIRING	(021) 417 7329	(021) 417 7336	

REQUEST FOR COPY OR PHOTOCOPY OF AUTOMATICALLY AVAILABLE RECORDS WHICH WERE PREVIOUSLY EXTRA DEPARTMENTAL SERVICES: ACCIDENT REPORT (OAR) AND RECORDS IN DOCKETS

RECEIVE REQUEST FOR COPY OR PHOTOCOPY OF THE RECORD

(If the accident report (OAR) has already been forwarded to the Transport Department (eg: Metro) when the request is received, the deputy information officer must transfer the request to the relevant department and where the requester is present in person, he or she may be informed that he or she may request the OAR directly from the relevant department in order to speed up the process)

NO DOCKET WAS OPENED

Where the OAR is still in possession or under control of the Service, the following is applicable —
Forward request or requester to the deputy information officer

REQUEST BY PARTY INVOLVED IN THE ACCIDENT:

- * SAPS 512(n)
- * Do not complete SAPS 512 Register
- * Not part of monthly SAPS 512(m) returns
- * R 0-60 per A-4 page: copy or photocopy

REQUEST BY PERSON AUTHORISED BY INVOLVED PARTY(eg: lawyer, insurance company etc):

- * SAPS 512(n)
- * Do not complete SAPS 512 Register
- * Not part of monthly SAPS 512(m) returns
- * R 0-60 per A-4 page: copy or photocopy

REQUEST BY ANY OTHER PERSON:

- * SAPS 512(n)
- * Complete the SAPS 512 Register
- * Handle in accordance with the provisions of the Act (use the SAPS 512 forms, R 35-00 request fees, etc.)

OPEN DOCKET:
Do not forward request for access to a record in an open docket to the deputy information officer.

The following processes are applicable:



CLOSED DOCKET:

Forward request to deputy information officer.

- * SAPS 512(n)
- * Complete the SAPS 512 Register
- * Handle in accordance with the provisions of the Act (use the SAPS 512 forms, R 35-00 request fees, etc.)

REQUEST BY ANOTHER PERSON:

for copy or photocopy of any record contained in the docket —

- ▶ inform the person that the provisions of the Promotion of Access to Information Act do not apply as criminal or civil proceedings have already commenced;
- ▶ inform the person that his or her request must be in writing (a letter) setting out the full particulars (eg: which records are requested, reasons for request, form of records - copies, photocopies, transcriptions etc.)
- ▶ refer to the public prosecutor together with the police docket and the recommendation of the investigating officer concerned (whether access should be granted or be refused) and, if applicable, the reasons why access should be refused
- ▶ inform the requester of the referral to the prosecutor and of the outcome

REQUEST BY SUSPECT FOR COPY OR PHOTOCOPY OF:

- ▶ his or her own statement, must be granted and be dealt with in accordance with SO (G) 281.12; or
- ▶ any other record in the docket, must be referred to the public prosecutor together with the police docket and the recommendation of the investigating officer concerned (whether access should be granted or be refused) and, if applicable, the reasons why access should be refused.