



**SUID AFRIKAANSE POLISIEDIENS  
SOUTH AFRICAN POLICE SERVICE**

**INFORMATION PERTAINING TO GROUPS**

**A: FROM: ACCU :** \_\_\_\_\_  
\_\_\_\_\_ (Unit)

**B: TO**

NAME : \_\_\_\_\_  
NO : \_\_\_\_\_ RANK : \_\_\_\_\_  
TEL NO : ( \_\_\_\_\_ ) \_\_\_\_\_  
FAX NO : ( \_\_\_\_\_ ) \_\_\_\_\_

TO : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
FOR ATTENTION : \_\_\_\_\_

DATE AND TIME OF REPORT :  
20 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_

SIGNATURE : \_\_\_\_\_

**C: PARTICULARS OF GROUP**

**D: HISTORY**

COMPLETE NAME: \_\_\_\_\_  
ABBREVIATION: \_\_\_\_\_  
TYPE OF ORGANISATION:  
MILITANT [ ] POLITICAL [ ]  
GOVERNMENT [ ] TAXI ASSOCIATION [ ]  
TRADE UNION [ ] SPORTS BODY [ ]  
NGO's [ ] TRIBAL [ ]  
ASSISTING SAPS [ ] CRIMINAL ORG [ ]  
OTHER [ ]

PEACEFUL	[ ]
VIOLENT	[ ]
MILITANT	[ ]
ORGANISED	[ ]
DISORGANISED	[ ]
MARSHALS	[ ]
WILLINGNESS TO NEGOTIATE	[ ]
GOOD CO-OPERATION WITH SAPS	[ ]
ASSISTING SAPS	[ ]

**E: PARTICULARS OF GROUP: NATIONAL LEVEL**

**F: PARTICULARS OF GROUP: PROVINCIAL LEVEL**

LEADER OF ORGANISATION: \_\_\_\_\_  
PHYSICAL ADDRESS OF ORGANISATION'S NATIONAL OFFICES:  
STREET: \_\_\_\_\_  
SUBURB: \_\_\_\_\_  
CITY: \_\_\_\_\_  
CODE \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_  
FAX NO: \_\_\_\_\_  
PHYSICAL ADDRESS OF NATIONAL LEADER:  
STREET: \_\_\_\_\_  
SUBURB: \_\_\_\_\_

LEADER ON PROVINCIAL LEVEL: \_\_\_\_\_  
PHYSICAL ADDRESS OF ORGANISATION'S PROVINCIAL OFFICES:  
STREET: \_\_\_\_\_  
SUBURB: \_\_\_\_\_  
CITY: \_\_\_\_\_  
CODE \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_  
FAX NO: \_\_\_\_\_  
PHYSICAL ADDRESS OF PROVINCIAL LEADER:  
STREET: \_\_\_\_\_  
SUBURB: \_\_\_\_\_

CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_  
 TELEPHONE NO: (H) \_\_\_\_\_  
 CELL NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_

CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_  
 TELEPHONE NO: (H) \_\_\_\_\_  
 CELL NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_

**G: PARTICULARS OF GROUP: REGIONAL LEVEL**

**H: PARTICULARS OF GROUP: LOCAL LEVEL**

LEADER ON REGIONAL LEVEL: \_\_\_\_\_  
 PHYSICAL ADDRESS OF ORGANISATION'S REGIONAL OFFICES:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_  
 PHYSICAL ADDRESS OF REGIONAL LEADER:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_  
 TELEPHONE NO: (H) \_\_\_\_\_  
 CELL NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_

LEADER ON LOCAL LEVEL: \_\_\_\_\_  
 PHYSICAL ADDRESS OF ORGANISATION'S LOCAL OFFICES:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_  
 PHYSICAL ADDRESS OF LOCAL LEADER:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_  
 TELEPHONE NO: (H) \_\_\_\_\_  
 CELL NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_

**I: OTHER CO-ORDINATORS**

NAME: \_\_\_\_\_  
 PHYSICAL ADDRESS:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_  
 TELEPHONE NO: (H) \_\_\_\_\_  
 CELL NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_

NAME: \_\_\_\_\_  
 PHYSICAL ADDRESS:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_  
 TELEPHONE NO: (H) \_\_\_\_\_  
 CELL NO: \_\_\_\_\_  
 FAX NO: \_\_\_\_\_

NAME: \_\_\_\_\_  
 PHYSICAL ADDRESS:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_

NAME: \_\_\_\_\_  
 PHYSICAL ADDRESS:  
 STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 \_\_\_\_\_  
 CODE \_\_\_\_\_  
 TELEPHONE NO: (W) \_\_\_\_\_

TELEPHONE NO: (H) _____ CELL NO: _____ FAX NO: _____	TELEPHONE NO: (H) _____ CELL NO: _____ FAX NO: _____
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**J: OTHER FUNCTIONARIES**

NAME: _____ PHYSICAL ADDRESS: STREET: _____ SUBURB: _____ CITY: _____ CODE _____ TELEPHONE NO: (W) _____ TELEPHONE NO: (H) _____ CELL NO: _____ FAX NO: _____ JOB DESCRIPTION: _____	NAME: _____ PHYSICAL ADDRESS: STREET: _____ SUBURB: _____ CITY: _____ CODE _____ TELEPHONE NO: (W) _____ TELEPHONE NO: (H) _____ CELL NO: _____ FAX NO: _____ JOB DESCRIPTION: _____
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NAME: _____ PHYSICAL ADDRESS: STREET: _____ SUBURB: _____ CITY: _____ CODE _____ TELEPHONE NO: (W) _____ TELEPHONE NO: (H) _____ CELL NO: _____ FAX NO: _____ JOB DESCRIPTION: _____	NAME: _____ PHYSICAL ADDRESS: STREET: _____ SUBURB: _____ CITY: _____ CODE _____ TELEPHONE NO: (W) _____ TELEPHONE NO: (H) _____ CELL NO: _____ FAX NO: _____ JOB DESCRIPTION: _____
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**K: MOTIVES**

SHORT TERM: _____ _____ _____ _____ _____ _____ _____ _____ _____	LONG TERM: _____ _____ _____ _____ _____ _____ _____ _____ _____
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**L: SHORT SUMMARY ON ORGANISATION**

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**SUID-AFRIKAANSE POLISIEDIENS  
SOUTH AFRICAN POLICE SERVICE**



**INFORMATION PERTAINING TO INTERVENTION**

**A: FROM: ACCU \_\_\_\_\_  
\_\_\_\_\_ (UNIT)**

**B: TO**

NAME : \_\_\_\_\_  
NO : \_\_\_\_\_ RANK : \_\_\_\_\_  
TEL NO : ( \_\_\_\_\_ ) \_\_\_\_\_  
FAX NO : ( \_\_\_\_\_ ) \_\_\_\_\_

TO : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
FOR ATTENTION : \_\_\_\_\_

PRIORITY : A B C  
D

DATE AND TIME OF REPORT :  
20 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_

SIGNATURE : \_\_\_\_\_  
\_\_\_\_\_

**C: PARTICULARS OF INTERVENTION :**

1. TYPE OF INCIDENT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. DATE AND TIME OF INCIDENT : 20 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_

3. PLACE:  
STREET : \_\_\_\_\_  
\_\_\_\_\_  
SUBURB : \_\_\_\_\_  
\_\_\_\_\_  
CITY : \_\_\_\_\_  
\_\_\_\_\_

DAMAGES : R \_\_\_\_\_  
00  
HOUSES : [ ] VEHICLES : [ ]  
OTHER : [ ]  
SPECIFY : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. FATALITIES : TOTAL : [ ]  
MALE : [ ] FEMALE : [ ]  
AGE <18 [ ] >18 [ ]  
\_\_\_\_\_  
TYPE : GUNSHOT : ( ) KNIFE : ( )  
TRADITIONAL WEAPONS : ( )  
OTHER : ( )  
SPECIFY : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. INJURIES : TOTAL : [ ]  
MALE : [ ] FEMALE : [ ]  
AGE : <18 [ ] >18 [ ]  
\_\_\_\_\_  
TYPE : GUNSHOT : ( ) KNIFE : ( )  
TRADITIONAL WEAPONS : ( )  
OTHER : ( )  
SPECIFY : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. MOTIVE : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7.1 POLICE ACTIONS: \_\_\_\_\_  
 \_\_\_\_\_

7.2 PREVENTIVE ACTIONS / PLANNED : \_\_\_\_\_  
 \_\_\_\_\_

8. CAS NO : \_\_\_\_\_  
 \_\_\_\_\_

9. SHORT DESCRIPTION OF EVENTS : \_\_\_\_\_  
 \_\_\_\_\_  
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**INDEX OF DEPARTMENTS:**

1. EDUCATION
2. HEALTH
3. WELFARE AND POPULATION DEVELOPMENT
4. LABOUR
5. FINANCE
6. TRANSPORT
7. AGRICULTURE AND LAND AFFAIRS
8. MINERAL AND ENERGY AFFAIRS
9. WATER AFFAIRS AND FORESTRY
10. JUSTICE
11. DEFENCE
12. SAFETY AND SECURITY
13. CORRECTIONAL SERVICES / INTELLIGENCE SERVICES
14. HOUSING
15. HOME AFFAIRS
16. PROVINCIAL AFFAIRS AND CONSTITUTIONAL DEVELOPMENT
17. TRADE AND INDUSTRY
18. POST- AND TELECOMMUNICATIONS
19. ENVIRONMENTAL AFFAIRS AND TOURISM
20. FOREIGN AFFAIRS
21. SPORT AND RECREATION
22. ARTS, CULTURE, SCIENCE AND TECHNOLOGY
23. PUBLIC WORKS
24. PUBLIC ENTERPRISES
25. PUBLIC SERVICE AND ADMINISTRATION
26. POLITICAL ACTIVITIES
27. RELIGION / FUNERALS
28. LOCAL GOVERNMENT / MUNICIPAL SERVICES



## ARCHIVES FORM

Control register number \_\_\_\_\_ / \_\_\_\_\_ Date of event \_\_\_\_\_ - \_\_\_\_\_

Organisation \_\_\_\_\_

Type of event \_\_\_\_\_

### DOCUMENTATION RECEIVED FROM OPERATIONAL COMMANDER

- |    |   |     |                   |
|----|---|-----|-------------------|
| 1. | Operational plan                                      | [ ] |                   |
| 2. | Briefing certificate                                  | [ ] |                   |
| 3. | Debriefing certificate                                | [ ] |                   |
| 4. | IRIS  | [ ] | Nr _____<br>_____ |
| 5. | Video   | [ ] | Nr _____<br>_____ |
| 6. | Copy of memorandum                                    | [ ] |                   |
| 7. | Cost sheet  | [ ] |                   |
| 8. | SAP 15/record keeping (only in case of police action) | [ ] |                   |



### INFORMATION MANAGEMENT OFFICE

A. Handed over by \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

B. Received \_\_\_\_\_ by \_\_\_\_\_ (Information manager)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_

C. Certificate by IRIS controller:

I, \_\_\_\_\_ (IRIS controller) certify that the IRIS (number \_\_\_\_\_) was perused and that the IRIS is



correct.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Time \_\_\_\_\_

D. Certificate by Information Manager:

I, \_\_\_\_\_ (Information manager) certify  
that all the above information is correct and that the file must be closed.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Time \_\_\_\_\_



*Privaatsak/ Private Bag X 30*

Verwysing	
Reference	3/1/5/1/174
Navrae	
Enquiries	Brig Gibson
Telefoon	
Telephone	(012) 400 6335
Faks	
Facsimile	(012) 400 5552

THE DIVISIONAL COMMISSIONER  
 OPERATIONAL RESPONSE SERVICES  
 PRETORIA  
 0001

20 December 2011

- A. All Provincial Commissioners  
South African Police Service
- B. All Provincial Heads  
Operational Response Services

## USE OF FORCE DURING CROWD MANAGEMENT INCIDENTS

- A+B
1. In recent months a great number of crowd management incidents, have occurred, ranging from labour disputes to service delivery issues, where large numbers of rubber rounds have been used.
  2. In most cases the rubber rounds were used either to disperse crowds acting unlawfully or to contain situations of public violence. In a high proportion of these incidents Public Order Police (POP) Unit members also acted together with members of Visible Policing and the Metropolitan Police.
  3. In a few of these incidents negative publicity resulted in both the print and visual media, raising questions regarding the use of rubber rounds in crowd management situations, especially where participants are injured in the upper body.
  4. As part of the police's response in situations where the escalation of force may be necessary, rubber rounds as stipulated in Standing Order (General) 262, may only be used as a last resort. In spite of this, and that the charges of some rubber rounds have already been reduced, serious injury still result from the use of rubber rounds.
  5. **The use of rubber rounds and shotguns must be stopped with immediate effect.** Less lethal methods to manage crowds must be implemented. Negotiations is still the first resort. A gradual response such as the use of pyrotechnics, water canon and the 40mm launcher must then be used. The purpose of offensive actions must be to de-escalate conflict with the minimum level of force to accomplish the goal. The degree of force must be proportional

## USE OF FORCE DURING CROWD MANAGEMENT INCIDENTS

to the seriousness of the situation and the threat posed in terms of situational appropriateness. The use of force must always be reasonable in the circumstances and force must be discontinued once the objective has been achieved.

6. In addition members are reminded that in crowd management situations the senior South African Police Service (SAPS) member trained in crowd management must take operational command.
7. Please ensure that this instruction is disseminated to all stations, units and members under your command. Your assistance and support in this regard is appreciated.



**DIVISIONAL COMMISSIONER: OPERATIONAL RESPONSE SERVICES**  
**E MAWELA**

**LIEUTENANT GENERAL**

**OPERATIONAL RESPONSE SERVICES**

