



# CIVILIAN SECRETARIAT FOR POLICE SERVICE BOOKLET



**civilian secretariat  
for police service**

Department:  
Civilian Secretariat for Police Service  
**REPUBLIC OF SOUTH AFRICA**



# CONTENTS



CONTENTS

## TABLE OF CONTENTS

VISION .....	2
MISSION .....	2
VALUES .....	2
OBJECTIVES .....	3
OVERVIEW .....	3
CONSTITUTIONAL MANDATE .....	4
LEGISLATIVE MANDATE .....	4
STRUCTURE OF THE ORGANISATION .....	5
CIVILIAN SECRETARIAT FOR POLICE SERVICE: CORE BUSINESS UNITS.....	6
WHITE PAPER ON POLICING: HIGHLIGHTS.....	7
WHITE PAPER ON SAFETY AND SECURITY: HIGHLIGHTS.....	9
CIVILIAN SECRETARIAT FOR POLICE SERVICE REGULATIONS, 2016.....	13
ACCESS TO PREMISES AND INFORMATION CONTROL OF POLICE SERVICE .....	19
COMPLAINTS .....	20
MONITORING AND EVALUATION .....	23
REFERENCE GROUPS.....	24
CO-OPERATIVE FRAMEWORK .....	25
ACRONYMS .....	28



## VISION

A transformed and accountable Police Service that reflects the democratic values and principles of the Constitution of the Republic of South Africa.

## MISSION

To provide efficient and effective civilian oversight over the South African Police Service for safer and more secure communities through community participation, legislation and policy development.

## VALUES

In carrying out its mission, the CSPS subscribes to the following values:

### INTEGRITY

- Attributes such as honesty, truthfulness, straightforwardness
- Absence of lying, cheating, theft
- Holding oneself to consistent moral and ethical standards

### RESPECT

- Treating others the way you would like to be treated

### FAIRNESS

- Being even-handed and free from injustice
- Treating people equally and in a way that is right or reasonable

### ACCOUNTABILITY

- Willingness to take responsibility for one's own actions
- Willingness to give time and energy towards the cause
- Willingness to be answerable

### TRANSPARENCY

- Operating in an open manner
- Lack of hidden agendas

### COLLABORATION

- Building positive, cooperative relationships with our stakeholders
- Adopting an effective and transparent approach to sharing

## OBJECTIVES

The objectives of the Civilian Secretariat are to:

- exercise civilian oversight over the police service
- give strategic advice to the Minister in respect of developing and implementing policies
- provide administrative support services to the Minister to ensure South Africa's engagement with relevant international obligations;
- liaise and communicate with stakeholders;
- implement a partnership strategy to mobilise role-players and stakeholders to strengthen service delivery by the police service to ensure the safety and security of communities;
- implement, promote and align the operations of the Civilian Secretariat in the national and provincial spheres of government
- co-ordinate the functions and powers of the Civilian Secretariat in the national and provincial spheres of government;
- promote co-operation between the Civilian Secretariat, the police service and the Directorate; and
- Provide guidance to community police for associated structures and facilitate their proper functioning.

### Civilian Secretariat for Police Service

The Civilian Secretariat for Police Service must be headed by the Secretary for Police Service, who will be a public servant directed by the Minister to function as Head of Department and Accounting Officer. The Secretariat must be a civilian who comes from outside the ranks of the South African Police Service.

## OVERVIEW

In terms of the Constitution, the Minister of Police is responsible for policing and the development of national policing policy that will direct the National Commissioner of the South African Police Service (SAPS) to manage and control the police service. In terms of the Civilian Secretariat for Police Service Act (CSPS), the Secretary for Police Service must present legislation, as directed by the Minister, in Parliament. The CSPS is charged with the responsibility of providing advice to the Minister of Police.

In September 2012 Cabinet adopted the National Development Plan (NDP) as the strategic framework for government planning towards attaining Vision 2030. The NDP intent is to impact upon the landscape of policing in that it reaffirms the need for a police service that forms part of an integrated criminal justice system and that is demilitarised, professional and community-centric.

To realise the imperatives of the NDP and to keep up to the changing policing landscape, it became important to review the 1998 White Paper on Safety & Security. The culmination of this review resulted in the adoption of the 2016 White Paper on Policing and 2016 White Paper on Safety and Security.

The **2016 White Paper on Safety & Security** seeks to promote an integrated approach to safety and security, and to facilitate the objectives outlined in the NDP in terms of building safer communities. The primary objective of this policy is to provide an overarching framework for safety, crime and violence prevention in order to facilitate synergy and alignment of other Government policies on safety and security.

The **2016 White Paper on Policing** seeks to support the NDP's vision of a professional, demilitarised, highly skilled police service that is efficient, effective, accountable, human-rights based, and respected by all.

## CONSTITUTIONAL MANDATE

The Civilian Secretariat for Police Service derives its mandate from the Constitution of the Republic of South Africa, 1996. Section 208 of the Constitution requires the Minister of Police to establish a Police Civilian Secretariat which operates directly under the Minister's direction and authority.



## LEGISLATIVE MANDATE

The Civilian Secretariat for Police Service Act was passed by Parliament in March 2011 and assented to by the President on 12 May 2011 in terms of Government Notice No.34299 (Notice No. 426) of 16 May 2011. The Act was enacted by the President on 1st December 2011.

The Act provides, amongst others, for:

- The establishment of a Civilian Secretariat for Police Service by the Minister of Police as a designated department at national level.
- The appointment, duties and functions of the Secretary of Police Service
- The powers and functions of the Civilian Secretariat for Police Service.
- The responsibility of each MEC responsible for policing in the province to constitute a provincial secretariat for that province within 18 months after the commencement of the Act. The Act was enacted on 1 December 2011. Provinces will have until May 2013 to have established provincial secretariats.

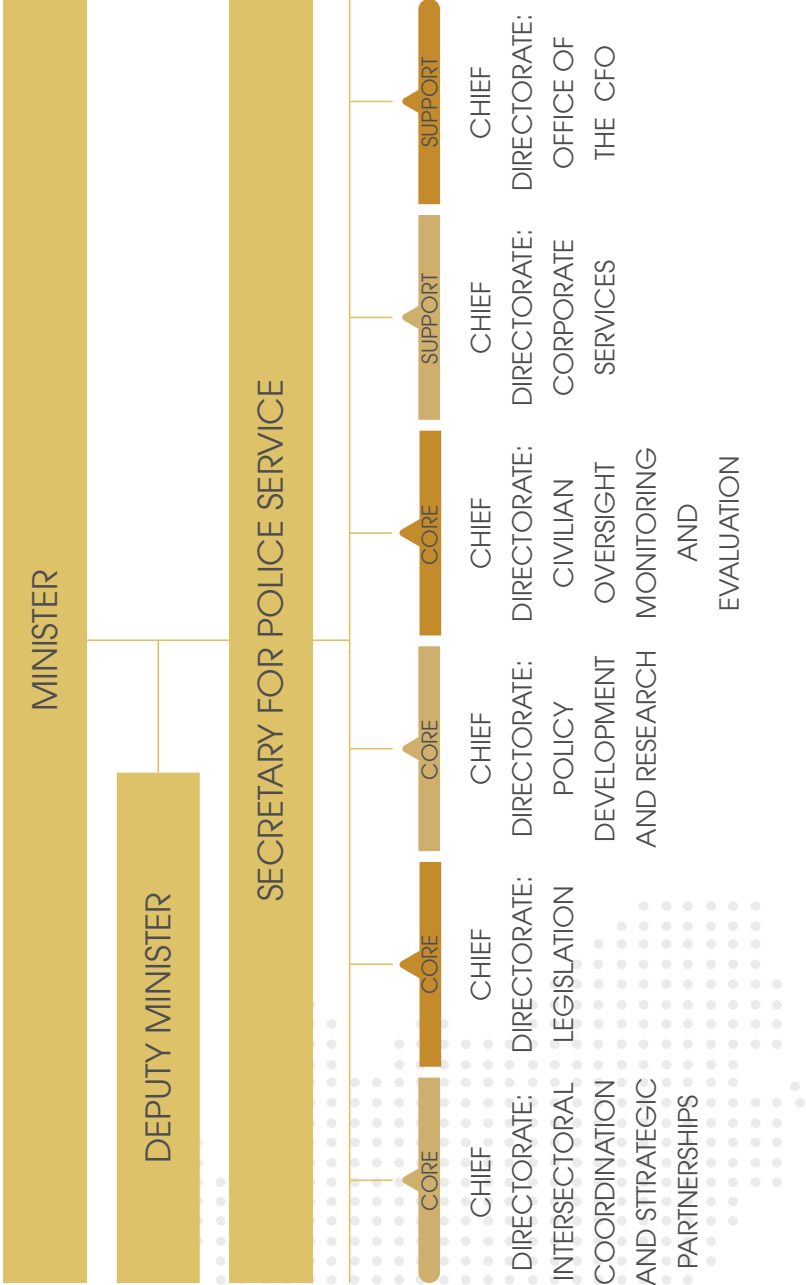
## Policy Mandates

### National Development Plan

The National Development Plan: Vision 2030 talks to the need to build safer communities and prioritises the following:

- Strengthening the criminal justice system and the implementation of the 7 point plan (Professionalising the Police service).
- Implementing holistic approaches to safety and security (communities and safety centres). Increasing community participation in community safety.

# STRUCTURE OF THE ORGANISATION



# CIVILIAN SECRETARIAT FOR POLICE SERVICE

It has four core business units that strategically address the needs identified below. The role of oversight over the police is viewed in a very serious light by the South African Government as the tough stance on crime must be balanced by the philosophy that policing must be based and entrenched on a human rights culture and community oriented approach.

It provides strategic support in terms of:

- policy advice;
- mobilizing communities and relevant stake-holders to discuss crime prevention measures; drafting legislation on policing policies; and
- monitoring and evaluation of the police programmes

## CORE BUSINESS UNITS

1. Intersectoral Coordination and Strategic Partnerships
2. Legislation and Policy Development
3. Civilian Oversight, Monitoring and Evaluation

### 1. INTERSECTORAL COORDINATION AND STRATEGIC PARTNERSHIPS

Programme Purpose
To manage and encourage national dialogue on community safety and crime prevention.
Strategic Objective
To contribute towards creating a safe and secure environment through ongoing partnerships with stakeholders.

Sub-programme 1
Intergovernmental, Civil Society and public-private partnerships.
Sub-programme Purpose
Manage and facilitate inter-governmental, civil society and public-private partnerships.

Sub Programme 2
Community Outreach.
Sub-programme Purpose
Promote, encourage and facilitate community participation in safety programmes.

### Role of the Community Police Forums (CPFs)

Community Police Forum objectives:

- Establishing and maintaining a partnership between the community and the Service.
- Promoting communication between the Service and the community.
- Promoting co-operation between the Service and the community in fulfilling the needs of the community regarding policing.
- Improving the rendering of police services to the community at national, provincial and local levels.
- Improving transparency in the Service and accountability of the Service to the community.
- Promoting joint problem identification and problem-solving by the Service and the community.



## Role of Community Safety Forums (CSFs)

CSFs are designed to serve as a platform for coordination, integration and monitoring the implementation of multi-sectorial crime prevention and community safety initiatives within the context of the National and Provincial JCPS priorities in serving as the central catalyst for joint collaboration towards a local crime prevention strategy. As such, the CSF concept also emphasises the need to ensure synergy and alignment of all government inputs and outputs in the local domain to fast track and improve service delivery whilst drawing on all available resources in achieving the commitments underlying the developmental perspective. Such deliberations must be undertaken within the guiding framework of the intergovernmental relations prescripts and co-operative governance.

## 2. LEGISLATION AND POLICY DEVELOPMENT

Programme Purpose
To develop policy and legislation for the police sector and conduct research on policing and crime.
Strategic Objective
Constitutionally compliant legislation, research and evidence-led policies for policing and safety.

Sub-programme 1
Policy Development and Research.
Sub-programme Purpose
Develop policies and undertakes research in areas of policing and crime.

Sub-programme 2
Legislation
Sub-programme Purpose
Provide legislative support services to the Minister.

## WHITE PAPER ON POLICING: HIGHLIGHTS

For the first time since the transition to democracy, the country has a policy that focuses solely on dealing with the core aspects of the police and policing. As the adopted policy framework for enhancing the quality of essential policing services over the medium term, the 2016 White Paper on Policing will continue to drive the transformation of police, guided by the values and principles of democratic policing. The key thrust of the policy is thus the need to build a *'police service that is well-resourced and professional, staffed by highly skilled officers'*. Such a police service must play a central role in safeguarding human rights and freedom, and contribute to creating an environment where communities *"are and feel safe"*.

Fundamentally, a professional and innovative police service must improve the ability of the Service to respond to complex crimes such as sexual abuse and domestic violence, while remaining steadfast in its commitment to executing its mandate within a rights-based and victim-centered context.

The orientation of the police must continue to be one that embraces a community-centered approach to policing; underpinned by integrity and accountability. Building safer communities will depend on developing the kind of active citizenry needed for the development of long term, sustainable solutions to the crime



and policing challenges of individual communities. Community Police Forums (CPFs) must, in partnership with the police, play a central role in driving change in their communities and hold the police accountable for improved service delivery. In strengthening community-police relations, it is incumbent on all police officers to demonstrate a commitment to carrying out policing that is fair, transparent, just and equitable. Through this White Paper, specific emphasis is placed on supporting the proper establishment and optimal functioning of CPFs – serving as the platform for deliberate community engagement and enhanced police accountability.

Driving the attainment of the vision for policing requires a police service that is properly trained and capacitated – underpinned by an unwavering adherence to the code of conduct and a code of ethics. The departure point for building a professional service is ensuring transparent processes and minimum standards for recruitment, selection, appointment and promotion across all levels of the organisation. Ensuring that officers are appropriately trained and skilled for professionalism will require inculcating a culture of continuous training and learning within the organisation. Added focus must further be placed on providing dedicated training and capacity for specialised

policing so as to achieve meaningful reductions in crime and minimise repeat offending.

Embedding police professionalism in South Africa will be supported by strong institutional mechanisms that will allow for the determination of high level policy and the execution of operational management and command for effective service delivery. The White Paper also provides the basis for conducting a comprehensive review of the South African Police Service Act of 1995. This review is geared toward strengthening the legislative framework in support of developing and sustaining professional policing in the country.

It is accepted that dealing effectively with crime and violence extends beyond the role of the police. It is for this reason that chapter 12 of the NDP, 'Building safer communities' calls for integrated approaches to crime and violence reduction. Thus, in executing its constitutional mandate, the South African Police Service must continue to play an active role in supporting the initiatives of other key role-players aimed at undercutting the root causes of crime and violence. All efforts by the police must therefore form part of an integrated Criminal Justice System (CJS). In particular, all systems and processes must link seamlessly with the criminal justice value chain so as to support

the effective functioning of the Integrated Justice System (IJS).

The 2016 White Paper on Policing contains a number of proposals that collectively, are all geared toward achieving the vision of professional and highly skilled service. Effective implementation of this White Paper will require dedicated and consistent leadership and management underpinned by sound governance of the police.

## WHITE PAPER ON SAFETY AND SECURITY: HIGHLIGHTS

More than two decades into democracy the country remains confronted by complex and interwoven crime risks and challenges which limit the growth potential of this country. In the period since 1994, the country continues to grapple with how best to ensure that “all people are and feel safe”. Significant resources have been dedicated to various sectors in support of embedding a developmental life course approach to mitigating and dealing with risks that lead people to becoming victims or perpetrators of crime. In April 2016 Cabinet endorsed the White Paper on Safety and Security as the overarching policy architecture for dealing with crime and violence in South Africa through pursuing holistic and integrated approaches to planning and implementing safety, crime and violence prevention interventions. Drawing on the experiences and lessons learnt, the White Paper outlines the need to address decisional and implementation bottlenecks through the institutionalisation of implementation and oversight structures and mechanisms across the three spheres of government to support policy coherence across all levels of government. It further provides the opportunity and framework for building safe and resilient communities through embedding systems and processes that will advance the goal of ensuring the safety of

all as the basis for ‘human development, improved quality of life and enhanced productivity’.

The White Paper seeks to realise the vision espoused in the National Development Plan (NDP). It reaffirms that building safer communities is a collective responsibility of both the state and its citizens, and is located within the broader developmental agenda of Government. The focus of the White Paper is crime and violence prevention, which is a necessary precondition for increasing people’s feelings of safety and building safer communities. Interventions targeted at the three levels of prevention – primary, secondary and tertiary – must be complemented by dedicated programmes that seek to address the macro-structural factors that contribute to growing levels of poverty, inequality and joblessness.

The White Paper recognises that the delivery of essential services takes place at local level and as such highlights the critical role that cities must play in building safe and resilient communities. In creating livable cities, it is important that people on the ground are actively involved in identifying safety challenges, and developing



appropriate solutions. Developing an active citizenry for sustainable safety is therefore underpinned by the co-creation of solutions from the ground up, with a particular focus on ensuring the inclusion of marginalised communities. Community Safety Forums (CSFs) are expected to play a leading role in this regard; creating a platform for dynamic and permanent processes for discussion and engagement that supports the co-production of ideas and solutions.

Measuring progress and assessing impact over the medium term will be supported through the establishment of sustainable, well-resourced implementation and oversight mechanisms which will coordinate, monitor, evaluate and report on the implementation of crime prevention priorities across the three spheres of government. These systems and processes are designed to ensure better alignment of policy priorities across government, and strengthen accountability of departments. Assessing impact requires institutionalising a knowledge-based approach. As such, the White Paper places special emphasis on the importance of generating credible data as a basis for proper analysis. Attention is therefore placed on building the capacity of local governments to generate, collate, analyse and disseminate data that will support the development and implementation of evidence-based interventions. Importantly, these data systems and processes must integrate seamlessly across the three spheres of government.

Achieving measurable reductions in crime and violence will require the commitment of a myriad of role-players, all coming together to advance shared goals and objectives. We appreciate the enormity of the task at hand, but believe strongly that “together we can do more”.

### 3. CIVILIAN OVERSIGHT, MONITORING AND EVALUATION

<b>Programme Purpose</b>
Oversee, monitor and report on the performance of the South African Police Service.
<b>Strategic Objective</b>
Effective oversight, monitoring and evaluation that contributes towards an accountable and transformed police service.
<b>Sub-programme</b>
Monitor police performance, conduct and compliance.
<b>Sub-programme Purpose</b>
Monitor the performance, conduct, compliance and transformation of the South African Police Service.

#### Defining Oversight Monitoring and Evaluation

Civilian Oversight refers to an on-going monitoring and evaluation of police activities with a view toward holding the police service accountable for the services it provides, the policies it operates under, the performance and the conduct of its members. It is an essential component of our democratic society. A mechanism to address, and balance the two dimensions in policing – serving the public while respecting individual rights.

The role of M&E Chief Directorate is clearly outlined in section 6 of the CSPS Act, amongst other provisions, it must:

- Monitor the performance of SAPS and regularly assess the extent to which the police service has adequate policies

and effective system and to recommend corrective measures.

- Monitor the utilisation of the budget of SAPS to ensure compliance with any policy directives or instructions of the Minister.
- Monitor and evaluate compliance with DVA.
- Make recommendations to the police service on disciplinary procedures.
- Provide Minister with regular reports with regard to performance, implementation and compliance of SAPS with policy directives issued or instructions made by the Minister of Police.
- Assess and monitor SAPS's ability to receive and deal with complaints against its members. CSPA must conduct quality assessment of SAPS and monitor and evaluate its performance.

### **Role of the Secretariat in monitoring compliance with DVA**

As part of its mandate to monitor and evaluate SAPS compliance with the DVA, the CSPA jointly with the Provincial Secretariats performs the following:

- Conducts station audits to assess the level of compliance and knowledge of SAPS members on implementation of the DVA.

- Receives complaints from the public on failure by police to comply with the obligations of the DVA.
- Engages civil society, other government departments and the SAPS in discussing ways in which police can better respond to domestic violence.
- Must set up a forum with the SAPS in which identified challenges and gaps are discussed with the aim of coming up with plans to improve policing of domestic violence.

### **Role of the CSPA in monitoring and evaluating Police Conduct**

In accordance to Section 206 of the Constitution of the Republic of South Africa, amongst others, provinces are expected to monitor police conduct. There are specific provisions both in the CSPA Act and IPID Act which talk to matters of Police conduct. Over the past few years, CSPA has produced the following police conduct deliverables:

- Assessment and Monitoring Report on service delivery complaints
- Monitoring reports on IPID recommendations
- Litigation/ Civil Claim M&E report
- SAPS and disciplinary management report



- Complaints Dialogue Report
- Police Conduct Policy dialogue
- Established Consultative Forum governance structure between IPID and CSPS

### **What is the National Monitoring Tool (NMT)?**

The NMT is an instrument used during oversight visits to collect data at police station level.

### **What are the main objectives of implementing NMT?**

The main objective of implementing the NMT:

- Is to monitor and evaluate the police service with specific reference to compliance to policy, legislation and directives issue by the Minister.
- Additionally, the NMT is focused on monitoring compliance to National Instructions and Standing Orders issued by the police service. Information gathered through NMT is analysed to highlight trends and patterns that are

emerging based on oversight visits. The reports produced through this tool are able to give a national picture which can indicate the areas needing further attention and those whereby SAPS is excelling in their performance.

The information gathered through the NMT culminates into recommendations that will inform policy and consequently improve service delivery, accountability and transparency of the police service.



# CIVILIAN SECRETARIAT FOR POLICE SERVICE REGULATIONS, 2016

The Minister of Police has under section 33 of the Civilian Secretariat for Police Service Act, 2011 (Act No. 2 of 2011) made the regulations. These Regulations apply to members of the Civilian Secretariat and Provincial Secretariats established in terms of the Act and to the police service.

## Provincial Secretariats

In order to support the objects of the Civilian Secretariat referred to in this section, and subject to the principles of co-operative governance and intergovernmental relations contained in Chapter 3 of the Constitution, each provincial secretariat must:

- Align its plans and operations at the provincial sphere of government with the plans, policies and operations of the Civilian Secretariat; and
- Integrate its strategies and systems at the provincial sphere of government with the strategies and systems of the Civilian Secretariat.

## Values and core principles for the conduct of civilian oversight of the police service

In fulfilling the functions contemplated in the Act, members appointed in terms of the Act shall:

- Produce oversight reports containing rational, reasonable and justifiable findings and recommendations which are objective, unbiased and impartial;
- Ensure that its findings are based on research and motivation and is evidence-based aimed at providing solutions for continuous improvement in the effectiveness of the police service while enhancing democratic accountability and transparency;
- Monitor the police service and undertake reviews with an independent perspective, without fear, favour, bias or prejudice;
- Follow a collaborative approach with the Independent Police Investigative



Directorate, the police service and all other relevant stakeholders in pursuit of practical solutions and remedies in order to add value towards greater effectiveness in policing and safety and security;

- Contribute to the enhancement of democratic accountability and the effectiveness of the police service through constructive engagement;
- Serve with humanity, empathy, compassion, understanding and respect for human rights;
- Be accountable to the Minister and Parliament in the case of the Civilian Secretariat, and the provincial legislatures, the relevant MEC and the Head of a provincial department in the case of a provincial secretariats;
- conduct themselves with integrity, professionalism and honour in dealing with the public, clients and structures;
- Forge and maintain relevant and responsible partnerships with stakeholders characterised by respect, good faith, accessibility and transparency; and
- Be committed to service delivery and adhere to the Batho Pele principles.



## Staffing of the Civilian Secretariat for Police Service

The Secretary shall, in consultation with the Minister, appoint suitable persons to the Civilian Secretariat subject to the Public Service Act, Public Service Regulations and any other applicable prescripts. The Secretary may, after consultation with the relevant head of provincial department and the head of the provincial secretariat, request the secondment of a member of that provincial secretariat to the Civilian Secretariat to assist with specified aligned plans of the provincial secretariat. The head of a provincial secretariat may, in consultation with the Secretary for Police, request the secondment of a member of the Civilian Secretariat to assist the provincial secretariat with specific aligned plans.

The secondment of the member must be –

- In terms of the laws regulating such secondment; and
- With the consent of the member concerned and of the Secretary or the head of the provincial secretariat, as the case may be.

## Members of the Civilian Secretariat and Provincial Secretariats

(1) Appointment certificates

- The Secretary must issue a member of the Civilian Secretariat with a certificate of appointment either in a format substantively corresponding to Form A or Form B, with the member's photograph affixed thereto.
- The Secretary may issue a certificate of appointment corresponding to Form A where the member is required to perform core functions of the Civilian Secretariat and which requires access to classified information.
- The Secretary may issue a certificate of appointment corresponding to Form B



where the member is required to perform administrative or support functions.

- Notwithstanding the provisions of subparagraphs (b) and (c), the Secretary has the discretion to issue a certificate corresponding to either Form A or Form B as he or she may consider appropriate.
- The Secretary must sign the certificate and certify that the member is appointed as a member of the Civilian Secretariat and such Certificate shall be prima facie proof of such appointment. In the case of the Secretary, the Minister must sign the certificate.
- The head of a provincial secretariat must issue a member with a certificate of appointment in a format substantively corresponding to either Form C or Form D as he or she may consider appropriate, with the member's photograph affixed thereto.
- The head of the provincial secretariat must sign the certificate and certify that the member has been appointed as a member of the provincial secretariat and such certificate shall be prima facie proof of such appointment. In the case of the head of the provincial secretariat, the relevant MEC must sign the certificate.
- A member of the Civilian Secretariat or provincial secretariat must, while performing monitoring and evaluation functions at premises of the police service, at all times be in possession of his or her appointment certificate.
- If a member is alleged to have misused his or her appointment certificate, the certificate may be immediately withdrawn provisionally by the Secretary in the case of a member of the Civilian Secretariat, or by the head of provincial secretariat in the case of a member of the provincial secretariat, pending the outcome of a disciplinary process.
- Where a member who is issued with an appointment certificate corresponding to either Form A or Form C is found

guilty of misusing his or her appointment certificate following due process, the Secretary or the head of the provincial secretariat, as the case may be, may issue a new appointment certificate corresponding to either Form B or Form D: Provided that where a dismissal sanction is imposed, the appointment certificate must be permanently withdrawn.

- Where a member who is issued with an appointment certificate corresponding to either Form B or Form D is found guilty of misusing his or her appointment certificate following due process, the Secretary or the head of the provincial secretariat, as the case may be, may restore the appointment certificate if no sanction of dismissal was imposed on the member.

### Roles and responsibilities of the Civilian Secretariat and Provincial Secretariats

The Civilian Secretariat and Provincial Secretariats must conduct independent civilian oversight, as contemplated in section 5 of the Act, in respect of all policing aspects to ensure accountability and transparency by the police service. In conducting independent civilian oversight of the police service, the Civilian Secretariat and provincial secretariats must ensure that the police service :

- conducts its activities within the parameters of all relevant legislation, policies, the rule of law and due process;
- has due regard to and respects the Bill of Rights in the execution of its mandate;
- adheres to and respects the oversight mandate of the Civilian Secretariat and provincial secretariats as contemplated in the Constitution and the Act;
- Provides all the necessary support and cooperation in improving policing services to all the people in the Republic without any form of discrimination ; and

- Is accountable for its actions and functions in accordance with its constitutional mandate.

(1) The Civilian Secretariat and the provincial secretariats, through the Secretary or the respective head of provincial secretariats, as the case may be, must –

- regularly monitor police conduct and its performance to assess the level of service delivery in accordance with the rule of law, applicable policies, ministerial directives, service standards and norms;
- regularly review police conduct and its performance and activities against its mandate with regard to methods, results, relevance, adequacy, efficiency and effectiveness in meeting the needs of communities;
- receive, assess or evaluate complaints lodged by any member of the public, organisation, group or member of the police service or complaints referred by the Minister, Parliament, MEC, a provincial legislature, the Independent Police Investigative Directorate or any other organ of state;
- monitor the utilisation of the budget of the police service in respect of compliance with any policy directives or instructions of the Minister;
- monitor and evaluate police service conduct and performance with regard to compliance by the police service with its obligations and responsibilities in terms of the Domestic Violence Act, 1998;
- conduct on-going research into policing and develop or review policing policy;
- implement and promote a partnership strategy to mobilise role-players and stakeholders to strengthen service delivery and safety and security; and
- Produce and deliver reports from time to time on the performance of the police and recommendations on its operational conduct.

## Disclosure of information under the control of the Civilian Secretariat and provincial secretariats

- No member of the Civilian Secretariat or provincial secretariat may disclose to any other person the contents of any classified information in the possession of the Civilian Secretariat relating to the work done by it without the written authority of the Secretary or the relevant head of the provincial secretariat, in the case of a provincial secretariat.
- The Secretary, or the head of provincial secretariat, may grant authorisation to disclose such classified information if –
- it is necessary for the performance of the member's functions in terms of the Act and these Regulations; or
- such information has been requested and is cleared through the legislative and policy frameworks applicable to government information.
- Any member who, without reasonable justification, contravenes any provision of these regulations shall be guilty of misconduct as defined under the Public Service Regulations and the member may, upon a finding of guilt, be subjected to any permissible sanction that may be imposed.

## Directives

(1) The Minister may, from time to time issue directives to the Secretary on matters relating to civilian oversight or policing.

(2) Any directive of the Minister must –

- be aligned to the mandate of the Civilian Secretariat;
- contain a clear terms of reference; and
- result in the Secretary submitting a report to the Minister and, where necessary, to Parliament with the approval of the Minister.

(3) This regulation is applicable to a provincial secretariat where the MEC issues such directives as he or she may be legally entitled to issue.

(4) The Secretary or the head of a provincial secretariat must ensure that the directives of the Minister or an MEC are complied with within a reasonable period.

## Annual Report

The annual report of the Civilian Secretariat contemplated in section 15 of the Act must include an overview of –

- the administration of the Civilian Secretariat relating to its overall management and organisation;
- the monitoring, evaluation and assessment of the performance of the police service;
- the extent to which the police service complies with the Constitution, relevant laws, policies, service standards and norms and ministerial directives or instructions;
- the ability of the police service to receive and deal with complaints against its members, including the outcome of an enquiry into complaints against police performance;
- the outcome of research into policing conducted during the financial year under review;
- any recommendations made relating to addressing any evaluated deficiencies in the police;
- any function that is assigned to the Secretary by the Minister under section 8(3)(f) of the Act; and
- any other matter falling within the functional areas contemplated in section 6 of the Act.

## Quarterly Reports of Civilian Secretariat

(1) Any quarterly report produced by the Civilian Secretariat in terms of section 13 of the Act must relate to all functional areas of the Civilian Secretariat and provincial secretariats in the conduct of its oversight functions.

(2) The report relating to the monitoring and evaluation function must include –

- an assessment of the performance of the police;
- an opinion on the operational conduct of the police service;
- a report on the achievements of the targets contained in its annual performance plans;
- the budget expenditure linked to the annual performance plans;
- a report as contemplated in section 34(7) of the Act on the progress made on the composition of provincial secretariats until all provincial secretariats have been composed ;
- a report on implementation by provincial secretariats of plans and operations aligned to that of the Civilian Secretariat; and
- any recommendations that are made to the Minister.

(3) The Secretary must ensure that a quarterly report of the Civilian Secretariat is compiled for submission to the Minister within one month after the end of the previous quarter for approval before it is submitted to Parliament.

(4) The Secretary may, notwithstanding this regulation, be requested at any time by the Minister or Parliament to provide interim reports, either verbally or in writing.



## Quarterly Reports of Provincial Secretariats

- After the end of each quarter, a head of a provincial secretariat must compile and submit a written report contemplated in section 22 of the Act to the Secretary on the provincial secretariat's activities, including delivery on its aligned plans and operations, customised indicators, integration of its strategies and systems with that of the Civilian Secretariat and such duties and functions as may have been delegated or assigned in writing to the head of a provincial secretariat.
- The date of submission of provincial reports must coincide with the dates on which provincial secretariats are required to submit their quarterly reports to the respective Provincial Treasuries or soon thereafter as may be determined by the Secretary.
- A head of the provincial secretariat must also provide reports to the Secretary regarding matters relating to the carrying out of any function as may be agreed to in the Senior Management Forum.
- A head of a provincial secretariat may, from time to time, make such other reports to the Secretary as it considers appropriate for the attention of the Secretary relating to specific matters which have been raised by the Minister, Parliament or any another institution.
- The reports contemplated in sub-regulation (3) and (4) must contain such advice and recommendations as a head of provincial secretariat deems appropriate for the purpose of carrying out its function under these regulations and must include –
  - an assessment of the performance of the police in the province;
  - a report on the achievements on the targets contained in its annual performance plans aligned to the plans and operations of the Civilian Secretariat;

- recommendations made on policing priorities in the province; and
- any other matter contemplated in section 17 of the Act.

(1) When the Secretary receives any report under this regulation, the Secretary must –

- in the case of quarterly reports under sub-regulation (1), and
- in the case of any other report, if and to the extent that the Secretary considers it appropriate to do so, table through the Minister, a copy of the consolidated report with the Portfolio Committee on Police and submit a copy of the report to each MEC.
- The Secretary may, with the prior approval of the Minister and MEC, forward a copy of the quarterly report under sub-paragraph (1) to the relevant Provincial Commissioner and the National Commissioner for comments or inputs.
- The reports contemplated in this regulation may be submitted to the Civilian Secretariat by fax or electronic mail, post or hand-delivery within one month of the end of each quarter.
- The Civilian Secretariat must, in writing, acknowledge receipt of the quarterly report from a provincial secretariat within ten days of receipt thereof.
- Proof of the submission of the written report by fax, electronic mail, post or Hand-delivery must be retained by the person who submitted such report to the Secretary.
- Where the Secretary requires any clarification on the quarterly report of a provincial secretariat, such clarification must be submitted in electronic format within ten days of receipt of such request.

# ACCESS TO PREMISES AND INFORMATION CONTROL OF POLICE SERVICE

## Access to premises and information

(1) The Secretary and a head of a provincial secretariat and any authorised member of the Civilian Secretariat or a provincial secretariat may, under section 9 of the Act, enter premises, inspect documentation and obtain information under the control of the police service that is necessary for the performance of the oversight mandate and matters related thereto.

(2) The relevant members of the police service must provide full assistance and access to information and premises under the control of the police service: Provided that the Secretary or a head of a provincial secretariat, as the case may be, must-

- in the case of a classified document or information inform the National Commissioner or the Provincial Commissioner reasonably in advance of the request for such document or information; and
- in the case of information not classified, be immediately provided access to the document or to the premises without prior notification.

(3) Where the police service refuses access to policing information or access to premises under its control, the refusal may be referred to the Minister, or the relevant MEC in the case of a province, who shall intervene and give directives to the National Commissioner or Provincial Commissioner as he or she deems necessary and appropriate under the circumstances.

(4) Any member of the police service who, without lawful justification, refuses to

provide access or reasonable assistance to an authorised member of the Civilian or a provincial secretariat may be reported for misconduct.

(5) Any authorised member of the Civilian Secretariat or provincial secretariat may enter any premises under the control of the police to inspect and request the production of any document on or in those premises which in his or her opinion is connected to, or required, in the execution of his or her functions.

(6) Entering of premises to inspect or request the production of a document may only take place if -

- the nature of the enquiry is for the purposes of performing an oversight function that the Civilian Secretariat or a Provincial Secretariat is required to perform;
- it is necessary to enter the premises and to inspect the premises for documentation; and
- there are reasonable grounds for believing that information is on or in such premises or suspected to be on or in such premises.

(7) A duly authorised member of the Civilian Secretariat or a provincial secretariat may report any refusal of entry to any premises or any refusal to a request for any document to the Secretary or the head of a provincial secretariat, as the case may be, for assistance and intervention.

(8) Any authorised member of the Civilian Secretariat or a provincial secretariat who requests entry to premises under the control of the police or requests documents necessary for the oversight function must -

- identify himself or herself to the person in control of the premises;
- produce his or her appointment certificate; is so required; and

- provide such person at his or her request with particulars regarding his or her authority to enter premises and request any information.

## Functional Directives

The Secretary may, in consultation with a heads of provincial secretariats, issue such functional directives that will be appropriate for the efficient functioning and control of any matter regulated by this Regulation.

## COMPLAINTS

### Receipt of Complaints

(1) The Secretary or a head of a provincial secretariat may receive complaints relating to poor performance by the police service from -

- (a) the Minister or the relevant MEC;
- (b) the national Portfolio Committee on Police or a provincial Standing Committee on Police;
- (c) the Independent Police Investigative Directorate;
- (d) the Office of the Judge for Complaints relating to the Directorate for Priority Crime Investigation;
- (e) a member of the public, a group of persons, body or organisation ;
- (f) any other organ of state; or
- (g) a member of the police service.

(2) Any complaint received must be dealt with in accordance with this Chapter.

(3) The complaints include any service delivery complaints that may be referred to the Civilian Secretariat by the Independent Police Investigative Directorate in terms of section 35(6)(b) of the Independent Police Investigative Directorate Act, 2011 (Act No 1 of 2011).

(4) The National Commissioner must ensure that any complaint, which was referred to him or her by the Secretary following the referral of a complaint by the Minister or a Committee of Parliament, is assessed and reported on within a reasonable period.

(5) The Secretary may also refer individual complaints from members of the public relating to poor performance by the police service to the National Commissioner for attention.

(6) The quarterly report of the Secretariat must include an assessment of the ability of the police service to receive and deal with complaints against its members.

### Lodgement of a complaint

(1) A member of the public or a member of police service who wishes to lodge a complaint with the Secretary or a head of a provincial secretariat must do so in writing.

(2) A member of the public or a member of the police may lodge a complaint on behalf of another person, provided that the person on whose behalf a complaint is lodged consents thereto in writing.

(3) The requirement of consent shall not apply if the person on whose behalf a complaint is lodged is for some reason of legal incapacity unable to do so, or where the Secretary or a head of a provincial secretariat has, in his or her sole discretion, authorised a deviation from this requirement.

(4) A complaint must be signed by a person who is lodging a complaint and the complainant or his or her representative must -

- (a) provide his or her full name, identity number and contact details;
- (b) specify the nature of the complaint and the basis for the allegation;

- (c) provide relevant information on the complaint; and
- (d) specify the nature of recourse sought by the complainant.
- (5) A written complaint must be lodged at the Office of the Secretary or at the office of the head of a provincial secretariat.
- (6) A written acknowledgement of receipt of the complaint must be issued within five working days from date of receipt of the complaint.

### Complaints lodged anonymously

(1) A complaint, concern or allegation of police inefficiency or poor performance may not be lodged anonymously, unless exceptional circumstances require that this be done.

(2) The complaint must be made through the formal channels by members of the public and the police service.

### Receiving, Registering, Processing, Referring, and Disposing of Complaints


- A complaint which falls outside the mandate of the Civilian Secretariat or the provincial secretariat may be referred in writing, within seven days of receipt of the complaint, to an appropriate authority or institution that is competent to deal with such complaint.
- Where a complaint has been referred in terms of sub-regulation (1), the complainant must be informed in writing of such referral within seven days of such referral.
- A complaint which falls within the mandate of the Civilian Secretariat or a provincial secretariat must be registered in a computer-based register allocated

for this purpose and the complainant must be informed in writing, within seven days of the receipt of the complaint by the Civilian Secretariat or a provincial secretariat, that his or her complaint has been received and referred to an identified member for attention and follow-up.

- A complaint lodged with the Civilian Secretariat may be referred by the Secretary to a provincial secretariat for attention and follow-up, in which case the complainant must be notified within seven days in writing of such referral.
- A complaint which has been registered in terms of this regulation must be disposed of within one month or such other period that the Secretary may authorise in writing.
- The Secretary or the relevant head of a provincial secretariat, as the case may be, must designate a member to attend to and follow-up on a complaint referred to the Secretariat.
- If the report contemplated in regulation 22 contains recommendations regarding disciplinary action against a member of the South African Police Service such report must be furnished to the National Commissioner or the Provincial Commissioner within ten days for compliance.
- The National Commissioner must provide the Secretary with a written report within one month of receipt of the recommendations on steps taken on disciplinary action against the member concerned.

### Assessing the ability of police service to deal with complaints

(1) The Secretary must ensure that an assessment into the ability of the police service to deal with all complaints made against the police service or members is conducted on a quarterly basis.



(2) In conducting an assessment and monitoring of the ability of the police service to receive and deal with complaints against its members as contemplated in section 6(1)(j) of the Act, the Civilian Secretariat shall be furnished with the following information by the Head of Division: SAPS responsible for dealing with complaints –

- (a) access to systems that are in place to record, categorise and manage all complaints received;
- (b) access to the police service complaints database;
- (c) access to policies relating to the management of complaints;
- (d) access to monthly reports on the management of complaints received;
- (e) access to statistics relating to all complaints received, complaints disposed of and complaints that are pending;
- (f) access to reasons for any failure or delay in dealing with a complaint;
- (g) access to measures taken by the police service to institute measures to reduce or address the factors that give rise to a justified complaint; and
- (h) access to any other information that the Secretary may require.

(3) The Head of Division referred to in sub-regulation (2) must provide the information to the Secretary within ten days of being requested to do so.

(4) The Secretary must ensure that a report is compiled on the ability of the police service to deal with complaints including, but not limited to, any systemic matter that constitutes an abuse of power, impropriety or prejudice to any person or community that lodged a complaint.

(5) The report referred to sub-regulation (4) may recommend appropriate remedial action on any gaps or failures by the police service to deal with complaints.

(6) The Secretary must ensure that the report referred to sub-regulation (4) submitted to the Minister on a bi-annual basis.

## **Report on Referrals of complaints by the Minister or Parliament**

Where the Secretary has dealt with any complaint referred to the Civilian Secretariat by the Minister or the Portfolio Committee on Police, the Secretary must submit a report on any findings to the Minister or the Portfolio Committee on Police, within one month after the matter has been finalised.

## **Reports relating to service delivery complaints**

(1) The Secretary must submit the report referred to in regulation 22 to the Minister containing the following information-

- (a) the nature of the complaint;
- (b) the findings of the Secretariat;
- (c) a summary of the response to the complainant;
- (d) an indication of the nature and legality of the action complained about;
- (e) a determination on whether such action or omission by the police has had any adverse effect on the complainant;
- (f) recommendation on how the police should redress the adverse effect to the complainant, if any; and
- (g) the reasons for the conclusions and recommendations.

(2) Any finding by the Secretary on the complaint may, at his or her sole discretion, or at the direction of the Minister, be provided to the National Commissioner and the Head of the relevant Division of the police service.



## MONITORING AND EVALUATION

### Monitoring and Evaluation Plan

(1) The head of a Unit of the Civilian Secretariat responsible for civilian oversight, monitoring and evaluation must, in order to execute the mandate of the Civilian Secretariat under section 6 of the Act, develop and implement an annual monitoring and evaluation plan on the performance of the police service.

(2) The Secretary must establish regular co-operation with the senior management forum of the police service to discuss priorities of the Civilian Secretariat and matters of mutual interest relating to the plan.

(3) The monitoring and evaluation of the police service must, at a minimum, be based on the approved Monitoring and Evaluation Tool of the Civilian Secretariat. The Civilian Secretariat is, however, not limited to the use of this tool.

(4) The annual monitoring and evaluation plan of the Civilian Secretariat referred to in sub-regulation (1) must be used by every Provincial Secretariat to align its monitoring and evaluation plans in the respective provinces as contemplated in section 17 of the Act.

### (d) Legislation

- (i) reports on progress on Bills being drafted;
- (ii) processes followed in drafting Bills;
- (iii) research conducted in drafting Bills;
- (iv) opinions compiled;
- (v) support provided to ensure Minister's statutory obligations are complied with; and
- (vi) any other legal matters.

### Reporting procedures

(1) The Secretary must submit the consolidated Report on the civilian oversight activities of the Civilian Secretariat and provincial secretariats to the Minister on a date as determined by the Minister and, where necessary, forward a copy thereof to the National Commissioner with the approval of the Minister.

(2) Upon receipt of the Report of each core Unit of the Civilian Secretariat and the provincial secretariats, the Secretary must evaluate the information contained in the Report in consultation with the respective heads of provincial secretariats to determine and record the extent of compliance with reporting requirements provided for in terms of this Regulation.

(3) The Secretary must ensure that the report and all information accumulated during the discharge of oversight functions during the period of reporting is collated and evaluated.

(4) The Secretary may, during the process or upon completion of the evaluation of the Report, make enquiries with the National Commissioner or the Head of Division in the police service, as may be deemed necessary for clarification on any reporting items and may request additional information to substantiate assertions made in the report.



# REFERENCE GROUPS

## Reference Groups

(1) Civil Society Reference Groups contemplated in section 6(2) of the Act must be established by the Civilian Secretariat in the following focus areas:

- (a) monitoring and evaluation
- (b) partnerships
- (c) policy and research
- (d) Implementation of the Domestic Violence Act, 1998.

(2) The Secretary appoints the members of a Civil Society Reference Group in consultation with head of the core Unit of the Civilian Secretariat responsible for the particular focus area.

(3) A Reference Group established in terms of sub-regulation (1) may have the following objectives -

- (a) to play an advisory role to the Secretariat with regard to policy formulation, implementation and compliance;
- (b) to identify policy gaps on policing and safety and security issues;
- (c) to provide a forum for debate on policing and safety and security issues;
- (d) to identify remedial measures to improve policing;
- (e) to advise on good practices with regard to policing;
- (f) to recommend innovative methodologies to monitor, assess and evaluate the police service as far as compliance with policing policy is concerned;
- (g) to contribute to policy development within the safety and security cluster;
- (h) to advise on developing partnerships and strategies to mobilise communities in the prevention of crime;

(i) to advise on matters relating to domestic violence

(4) The specific terms of reference of an established Reference Group for a particular focus area must be developed by the Reference Group and submitted to the Secretary for approval.

(5) A combination of identified policy makers, members of the academia, civil society groupings, non-governmental organisations and members of the business fraternity with a focus on policing and crime prevention may form part of a Reference Group.

(6) A head of a provincial secretariat may be invited to nominate a member to become ex officio members of a particular Reference Group.

(7) The Reference Group will be convened and chaired by the Head of the relevant Unit of the Civilian Secretariat.

(8) The Reference Group must meet at least once per quarter.

(9) The Civilian Secretariat will provide administrative support to a Reference Group, including -

- (a) taking and circulation of minutes within seven days after the meeting;
- (b) the co-ordination of meetings;
- (c) drafting and circulation of the agenda a week before the meeting to allow for additional points to be added by members;
- (d) corresponding with members of the Reference Group; and
- (e) arranging flights and accommodation for members of the Reference Group as may be necessary.

(10) Members of the Reference Group may not be remunerated.

(12) Where a particular individual member or institution has a conflict of interest in respect of any matter under discussion by a Reference Group, the particular individual or the representative of the particular institution must recuse himself or herself from discussion of the particular agenda item.

(13) A member of the Reference Group must uphold confidentiality at all times and is bound by the Civilian Secretariat's code of confidentiality.

## CO-OPERATIVE FRAMEWORK

### Composition of the Secretary and Heads of Provincial Departments Forum

(1) The permanent members of the Forum contemplated in section 23 of the Act are-

- (a) The Secretary as Chairperson; and
- (b) The heads of the provincial departments.

(2) The Chairperson may invite any other person not mentioned in sub-paragraph (1) to attend the meeting of the Forum to make presentations or to act as observers.

### Objectives of the Forum

The objectives of the Forum are to -

- (a) generally enhance civilian oversight over the police service;
- (b) provide technical support to the Ministerial Executive Committee; and
- (c) provide a liaison mechanism between the Civilian Secretariat and the provincial departments.
  - (i) the coordination and alignment of strategic and performance plans and priorities, objectives and strategies across national, provincial and local governments; and

- (ii) any other matters of strategic importance that affect the interests of the Civilian Secretariat and provincial secretariats; and

- (b) discuss performance in the provision of policing services in order to detect failures and to initiate preventive or corrective action when necessary.

### Functions of the Chairperson of the Forum

(1) The Chairperson of the Forum -

- (a) convenes and presides over Forum meetings;
- (b) determines the agenda for the Forum meetings after requesting provincial Heads of Departments to provide inputs for agenda items; and
- (c) provides strategic direction to the Forum on national policing priorities, objectives and strategies as well as matters relating to alignment of plans and operations contemplated in section 17 of the Act.

(2) The Chairperson may, in addition to the sub-regulation (1) -

- (a) appoint a head of provincial department as the acting Chairperson of the Forum should any circumstance prevent the Chairperson from presiding at Forum meetings; and
- (b) invite any other person to attend a Forum meeting.

### Administrative Support to the Forum

The Civilian Secretariat will be the administrative secretariat to provide administrative support to the Forum.

## Implementation of Forum resolutions

The following criteria will apply with regard to the implementation of the resolutions of the Forum -

- (a) The administrative secretariat will draft the Forum minutes and action item lists within five days after the meeting;
- (b) Copies of the draft minutes will be distributed to the members of the Forum within ten days after the meeting for comments or rectification;
- (c) A standard Action Item List reflecting decisions taken and the Forum member responsible for implementing a decision must accompany the minutes of meeting.
- (d) A one page progress report must be submitted to the Chairperson by the Forum member responsible for the implementation of the resolution of the Forum at least seven days before the next meeting of the Forum, or such earlier date as may be agreed upon.
- (e) A transcription of the minutes of the Forum meeting may, at the instance of the Chairperson, be compiled for purposes of enquiries related to resolutions taken. The transcribed version of the minutes will be regarded as confidential and will not be submitted to persons other than members of the Forum.

## Evaluation of Senior Management Forum meetings

The following key performance indicators will be utilized to measure the effectiveness of the Forum meetings-

- the strategic agenda;
- 90% attendance rate at Forum meetings by members;

- properly compiled documentation for decision-making;
- effective processes to follow-up on implementation of decisions;
- efficient logistical arrangements;
- submission of reports by Heads of Provincial Secretariats; and
- the extent to which members have implemented Forum decisions or resolutions.

## Co-operation with Independent Police Investigative Directorate

(1) In order to perform the functions contemplated in section 31 of the Act, and to ensure the proper functioning of the Consultative Forum contemplated in Chapter 4 of the Independent Police Investigative Directorate Act, 2011 and established in terms of section 15 thereof, the Secretary must create mechanisms within the Civilian Secretariat to -

- consider reports received from the Executive Director in terms of section 9 of the Independent Police Investigative Directorate Act, 2011;
- monitor the implementation by the police service of the recommendations made by the Directorate;
- provide the Minister with regular reports on steps taken by the Civilian Secretariat to ensure compliance;
- submit a copy of the report on the steps taken to the Executive Director; and
- discuss issues related to trends, recommendations and implementation of such recommendations.

(2) The Secretary must ensure that the reports from the Executive Director in terms of section 9 of the Independent Police Investigative Directorate Act are registered in a dedicated register in the Office of the Secretary and submitted to the head of

the Unit responsible for civilian oversight, monitoring and evaluation for consideration within ten days of receipt.

(3) The head of the Unit responsible for civilian oversight, monitoring and evaluation must ensure that a senior management member of the Unit is delegated to –

- analyse the Executive Director’s report;
- prepare a plan to monitor the implementation by the police service of the recommendations of the Executive Director; and
- compile a report on steps taken to ensure compliance for the attention of the Minister.

(4) The head of the Unit responsible for civilian oversight, monitoring and evaluation must submit the report contemplated in sub-regulation 3(c) within 30 days to the Secretary for approval and submission of the original to the Minister and a copy to the Executive Director.

(5) The Secretary must submit a copy of the report contemplated in sub-regulation 3(c) to the Executive Director not later than seven days before the next scheduled meeting of the Consultative Forum.

(6) The plan referred to sub-regulation 3(b) must contain the following –

- the date of submission of the recommendation to the police service by the Executive Director;
- whether the police service has registered the complaint and, if registered, the date of registration;
- whether any steps were taken by the police service to initiate disciplinary proceedings and if initiated –
  - i. the date of initiation of each inquiry;
  - ii. a copy of each charge sheet;
  - iii. the details of the disciplinary officer and the presiding officer of the disciplinary inquiry.

- if the recommendation was not registered or where no steps were taken to initiate disciplinary proceedings; the reasons for not registering the recommendation or not initiating disciplinary proceedings;
- where disciplinary proceedings were initiated, the status of the proceedings;
- where disciplinary steps are finalised, the sanction imposed; and
- any other steps that are necessary to be taken to ensure that the police service implements the recommendations of the Executive Director.

(7) In order to ensure the necessary co-operation for the proper functioning of the Consultative Forum, as required by section 31(3) of the Act, the Secretary shall ensure that the agreed Terms of Reference for the Consultative Forum are complied with.

## 52. Co-operation with the police service

- A member of the Secretariat may require written reasons for failure by a member of the police service to comply with a request for cooperation regarding any matter contemplated in Act.
- Every member of the police service must provide the Secretary, the head of a provincial secretariat or authorised member of the Civilian Secretariat or a provincial secretariat with all such assistance that is reasonably required for the purposes of, or in connection with, the carrying out its statutory mandate.
- A member of the police service who willfully refuses to provide reasonable information, documents, access or assistance to the Secretary, a head of provincial secretariat or authorised member of the Civilian or a provincial secretariat shall be subject to disciplinary proceedings in terms of the discipline regulations applicable to members of the police service.

## Disciplinary recommendations in relation to members of the police service

- Disciplinary proceedings initiated against a member of the police service as a result of recommendations of the Secretary or a head of a provincial secretariat in terms of these regulations must be conducted in accordance with the South African Police Service Discipline Regulations.
- The recommendations contemplated in sub-regulation (1) must be contained in a report submitted to the Minister, in the case of the Civilian Secretariat, or to the MEC in the case of a provincial secretariat and a copy of such report

must be submitted to the National Commissioner, and where appropriate, the relevant Provincial Commissioner, as soon as is practicably possible.

- The duty imposed upon the Secretary or a head of a provincial secretariat under sub-regulation (2) may be delegated, in writing, by the Secretary or a head of a provincial secretariat to a suitable member of the Civilian Secretariat or a provincial secretariat.
- The National Commissioner or Provincial Commissioner, as the case may be, must ensure that an acknowledge receipt, in writing, of the report referred to in sub-regulation (2) is provided to the secretary or the head of provincial secretariat, as the case may be, within seven days of receipt of such report.

ACRONYMS	
CSPS	CIVILIAN SECRETARIAT FOR POLICE SERVICE
DVA	DOMESTIC VIOLENCE ACT
CPF	COMMUNITY POLICING FORUM
CSF	COMMUNITY SAFETY FORUM
NDP	NATIONAL DEVELOPMENT PLAN
SAPS	SOUTH AFRICAN POLICE SERVICE
IPID	INDEPENDENT POLICE INVESTIGATION DIRETORATE





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