

SUID-AFRIKAANSE POLISIEDIENS



SOUTH AFRICAN POLICE SERVICE

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SENTRALE VUURWAPENREGISTER
CENTRAL FIREARMS REGISTERHOOFKANTOOR
HEAD OFFICE

PRETORIA

0001

2003-08-20

ALL PROVINCIAL COMMISSIONERS

DECENTRALIZATION OF THE DESTRUCTION OF FIREARMS AND PARTS THEREOF

1. Introduction

1.1. It is the vision of the South African Police Service to create a safe and secure environment for all South African citizens. The circulation of illegal firearms and the number of crimes committed with firearms make it essential for the South African Police Service to focus strategically on the control of firearms. It is primarily the responsibility of the South African Police Service to eliminate the number of firearms in circulation in the country and to prevent illegal firearms from entering the country. It is furthermore the sole responsibility of the South African Police Service to effectively and efficiently manage the destruction of all redundant, obsolete and discarded firearms, as well as firearms forfeited to the State.

1.2. In terms of the provisions of the Firearms Control Act, 2000 (Act No 60 of 2000) any firearm or ammunition forfeited to the State must be destroyed by the State (the South African Police Service) within six months of the date of the forfeiture.

1.3. In order to achieve these objectives, alternative methods for destroying firearms need to be implemented. These procedures and methods include decentralizing the destruction of firearms to provincial level.

- 1.4. The respective Provincial Commissioners must obtain the required procurement authorization from the Divisional Commissioner: Logistics in order to utilize a specific private destruction facility.
- 1.5. This national circular is a supplementary instruction to Standing Order (G) 337, whose aim is to facilitate the decentralization of the destruction of firearms and parts thereof to provincial level.
- 1.6. Official (State owned) firearms and ammunition are excluded from this instruction.

2. **Definition**

In this circular, unless the context otherwise indicates -

"*Firearms*" means an arm as defined in section 1 of the Arms and Ammunition Act, 1969 (Act No 75 of 1969)

"*SAPS 300*" means the "Cancellation of Licence to Possess an Arm" form as published in Government Gazette No 15652 dated 22 April 1994.

"*SAPS 324*" means the "Circulation of stolen, lost and found firearms" form.

"*SAPS 498*" means the "Confiscated Firearms" form.

"*SAPS 112*" means the "Packing Note" form.

3. **Categories of firearms for disposal**

The firearms identified for destruction must be divided into the following categories for the purpose of disposal:

- 3.1. Unclaimed licensed firearms (owner known).
- 3.2. Voluntarily surrendered licensed firearms.
- 3.3. Unlicensed firearms (Owner unknown, i.e. no serial number).
- 3.4. Firearms forfeited to the State.
- 3.5. Home-made firearms.

4. **Pre-destruction procedure**

- 4.1 After a decision has been made by the station commissioner to destroy the firearms and parts thereof, the following procedure must be strictly complied with:
- 4.1.1 The station commissioner must endorse a disposal instruction "Forfeited to the State, forwarded to Provincial Commander: Firearm and Liquor Control" in column 5 of the SAPS 13 Register;
 - 4.1.2 The SAPS 13 clerk must complete a type - written SAPS 498 form of all firearms to be destroyed in quadruplicate;
 - 4.1.3 The station commissioner must confirm the contents of the SAPS 498 form by means of a physical inspection of each firearm against the SAPS 300 or SAPS 324 form and certify the correctness of the details of the firearm and parts thereof to be destroyed on the SAPS 498 form. A copy of the SAPS 300, SAPS 324 and SAPS 498 forms must be forwarded to the Provincial Head: Crime Prevention, as he/she has to co-ordinate the destruction of firearms.
- 4.2 The Provincial Head: Crime Prevention must on receiving of the SAPS 498, SAPS 300 and SAPS 324 forms from the police station -
- 4.2.1 check the correctness of the SAPS 300, SAPS 498 and SAPS 324 forms, ;
 - 4.2.2. confirm the content of the SAPS 498 with the SAPS 300 or SAPS 324 forms, ;
 - 4.2.3 forward an acknowledgement of receipt to the respective police station, ;
 - 4.2.4. schedule and confirm an appointment with the supplier responsible for the destruction of firearms; and
 - 4.2.5 confirm the date and time of destruction of the firearms with the station commissioner.

5. **Dispatching of firearms and parts thereof from the police station to the destruction facility**

5.1. **Packing of firearms and parts thereof.**

5.1.1. When firearms are sent to the destruction facility the responsible member (under the supervision of the station commissioner) must carefully and securely pack the firearms as follows:

STEP	ACTION
1	Unload all firearms and magazines. Bolts and magazines may not be removed from firearms and consigned separately.
2	Attach a label to every article (firearms and/or parts thereof) containing the following information: <ul style="list-style-type: none">▶ The packing note number of the SAPS 498 form.▶ The name of the police station and the SAPS 13 reference number.▶ If applicable, the WR number allocated by the Central Firearms Register, Head Office.
3	Include the following in every parcel or steel bin: <ul style="list-style-type: none">▶ One copy of the SAPS 498 form.▶ Depending on the category of the firearm, a copy of the SAPS 300 or SAPS 324 form with the necessary supporting documentation.
4	Complete a packing note (SAPS 112 form) in triplicate on which the following must appear: <ul style="list-style-type: none">▶ The name of the police station and police station seal number.▶ The number of parcels (firearms and/or parts thereof).▶ The packing note number of the SAPS 498 form below the item code.
5	Pack the firearms in- <ul style="list-style-type: none">▶ a parcel (cardboard box) and seal the parcel with the police station's official seal; or▶ a steel bin as follows:<ul style="list-style-type: none">- Lock the steel bin with a padlock.- Place the padlock key in an envelope.- Seal the envelope with the police station's official seal.

6	Hand over to the member(s) responsible for transporting the firearms to the destruction facility - <ul style="list-style-type: none">▶ the parcel(s)/steel bin(s);▶ the SAPS 112 form in duplicate;▶ one copy of the SAPS 498 form; and▶ the sealed envelope containing the padlock key.
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- 5.1.2 The packing note (SAPS 112 form) must be completed for all home-made firearms, with a full description of the firearm and the destruction process must be the same as for all other firearms.
- 5.2. **General rules regarding the transport of firearms and/or parts thereof forfeited to the State**
- 5.2.1. The Provincial Head: Logistics and Area Head: Logistics must ensure that firearms and/or parts thereof are transported in the most **cost-effective** way to the destruction facility by **road**.
- 5.2.3. The **station commissioner** is responsible for the safe transportation of firearm to the destruction facility. The firearms and/or parts thereof must under no circumstances be sent by mail or by passenger train.
- 5.2.4. Every precautionary measure must be taken by station commissioners when firearms and/or parts thereof are loaded and transported from one point to another.
- 5.2.5. The Provincial Head: Crime Prevention must make arrangements with the station commissioner for the dispatching of firearms and/or parts thereof to the destruction facility.
- 5.2.6. At least two armed members must be involved in transporting the firearms. In the case of large consignments of firearms, a second vehicle with armed members must escort the consignment.
- 5.3. **The transport of firearms and/or parts thereof from the police station to the destruction facility.**
- 5.3.1. It is the responsibility of the station commissioner to take the following preparatory steps before transporting the firearms and/or parts thereof to the destruction facility:

STEP	ACTION
1	<p>Fax the following to the Provincial Head: Crime Prevention:</p> <ul style="list-style-type: none">▶ A copy of the consolidated packing note (SAPS 112 form)▶ The particulars of the member(s) transporting the firearms▶ The estimated time of arrival at the destruction facility.

5.3.2. The following procedure must be followed when the firearms and parts thereof are transported from the police station to the destruction facility:

STEPS	DESCRIPTION
1	<p>The member(s) transporting the firearms to the destruction facility must act as follows after receiving the packed firearms:</p> <ul style="list-style-type: none">▶ Check the parcel(s)/steel bin(s) and compare it with the packing note (SAPS 112 form).▶ Acknowledge receipt on the second copy of the SAPS 112 form if in order.▶ Hand over the signed second copy of the SAPS 112 form to the station commissioner for record-keeping purposes.▶ Take the original and the first copy of the SAPS 112 form and a copy of the SAPS 498 form plus the envelope with the padlock key.▶ Transport the firearms to the destruction facility.
2	<p>The member(s) who transport the firearms must hand over the following to the Provincial Head: Crime Prevention at the destruction facility:</p> <ul style="list-style-type: none">▶ Envelope with padlock keys▶ Parcel(s)/steel bin(s)▶ The original and first copy of the SAPS 112 form▶ One copy of the SAPS 498 form

3	<p>The Provincial Head: Crime Prevention must receive the parcel(s)/steel bin(s) and the envelope with padlock key(s) from the member(s) who transported the firearms and act as follows:</p> <ul style="list-style-type: none">▶ Open the parcel(s)/steel bin(s) and the envelope with padlock key(s) in the presence of the member(s) who transported it.▶ Check the firearms on the SAPS 498 form and compare it with the packing note (SAPS 112 form).▶ If in order, acknowledge receipt on the first copy of the SAPS 112 form and copy of the SAPS 498 form.▶ Certify on the original packing note (SAPS 112 form) that the seal(s) have not been broken and that the contents indicated for the parcel(s)/steel bin(s) are correct.▶ Hand the signed first copy of the packing note (SAPS 112 form) and the SAPS 498 form to the member(s) who transported the firearms.▶ File the original packingnote (SAPS 112 form) and the SAPS 498 form for record-keeping purposes.
	<p>Note: The Provincial Head: Crime Prevention must ensure that the seals of the parcel(s)/steel bin(s) have not been tampered with. If the seals have been tampered with, the parcel(s)/steel bin(s) must be returned to the police station of origin for investigation.</p>
4	<p>The member(s) who transported the firearms must return to the police station of origin and hand over the signed copy of the SAPS 112 form to the station commissioner.</p>
5	<p>The Provincial Head: Crime Prevention and the station commissioner must keep all packing notes for a period of five (5) years after the date of auditing of the relevant SAPS 13 registers.</p>

6. **Incorrect identification and circulation of firearms**

The following process must be followed if it becomes evident during the process of control that the firearms have been incorrectly identified and circulated:

STEPS	DESCRIPTION
1	<p>The Provincial Head: Crime Prevention must perform the following duties:</p> <ul style="list-style-type: none">▶ Pack the firearm.▶ Complete a packing note (SAPS 112 form), ensuring that there are copies.▶ Place the second and third copy of the SAPS 112 form in the parcel(s)/steel bin(s).▶ Hand the parcel(s)/steel bin(s) to the member(s) who transported the firearms from the police station.▶ Send to the police station of origin to enable the station commissioner to check the incorrectly identified firearms that are returned.
2	<p>The member(s) who is/are responsible for returning the firearms to the station commissioner must acknowledge receipt on the fourth copy of the packing note (SAPS 112 form), which must be filed at the office of the Provincial Head: Crime Prevention for record-keeping purposes.</p>
3	<p>The member(s) must take the original and first copy of the packing note (SAPS 112 form) and the envelope with padlock key(s) with the firearms back to the station commissioner.</p>
4	<p>On receipt of the firearms the station commissioner must do the following:</p> <ul style="list-style-type: none">▶ Acknowledge receipt of the original packing note (SAPS 112 form) and forward it to the Provincial Head: Crime Prevention.
5	<p>The member(s) who transport the parcel(s)/steel bin(s) to the station commissioner must acknowledge receipt on the first copy of the packing note (SAPS 112 form) that is filed by the Provincial Head: Crime Prevention.</p>
6	<p>The police station of origin must keep the relevant documents for five (5) years after the date on which the registers concerned were audited.</p>

7. **Destruction at destruction facility**

7.1. All firearms and parts thereof must be fragmented or melted in the presence of the Provincial Head: Crime Prevention and the Provincial Commander: Firearms and Liquor Control.

7.2. A consolidated disposal schedule must be compiled after the destruction of the firearms which must reflect the detail (make, calibre, serial number) of the firearms as well as the following certificates:

1. I certify that the above firearms were destroyed in my presence

PLACE:

SIGNATURE

DATE:

PROVINCIAL HEAD: CRIME
PREVENTION

2. I certify that the above firearms were destroyed in my presence

PLACE:

SIGNATURE

DATE:

PROVINCIAL COMMANDER:
FIREARMS AND LIQUOR
CONTROL

8. **Cancellation of destroyed firearms on the Firearms Register System**

8.1. After the firearms have been destroyed, the Provincial Commander: Firearms and Liquor Control must complete the SAPS 300 form in quadruplicate for each firearm. The SAPS 300 form must be marked "Arm destroyed by SAPS" (column 3 of the SAPS 300 form). The SAPS 300 form must be countersigned by the Provincial Head: Crime Prevention.

8.2. The Provincial Commander: Firearms and Liquor Control must process the completed SAPS 300 form on the Firearms Register System. The original SAPS 300 form, with a copy of the disposal schedule, must be forwarded to the Central Firearms Register. The original disposal schedule, with a copy of the SAPS 300 form, must be filed at the office of the Provincial Commander: Firearms and Liquor Control and a copy of the disposal schedule, together with a copy of the SAPS 300 form, must be forwarded to the respective police station.

9. Permission is also hereby granted that firearms may be received by the Provincial Head: Crime Prevention a day prior to their being destroyed. However, the provincial office must have the required safe storage facilities, as well as the required transportation to transport the firearms to the destruction facility on the day they are to be destroyed. The same procedure must still be followed when these firearms, as referred to in this circular, are received, placed in safe storage and transported.
10. A consolidated destruction schedule containing information on all firearms destroyed for the month must be forwarded to the Division: Logistics and Division: Crime Prevention, marked: for attention Director Motaung and Supt Govender respectively, on or before the 7th day of the following month.
11. Your cooperation and support in ensuring an effective implementation process will be greatly appreciated.


NATIONAL COMMISSIONER

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Adjunk Nasionale Kommissaris