

# NATIONAL INSTRUCTION 8 OF 2017

## PROPERTY AND EXHIBIT MANAGEMENT

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## 1. Background

- (1) It is important the chain of evidence with regard to exhibits seized be maintained and that exhibit be kept safe. The aim is to have exhibits available should it be required in court to prove a criminal case.
- (2) Members must, therefore, act in accordance with the provisions of the empowering legislation when they conduct a search or when they seize an article, to this end every member must comply with the provisions of National Instruction 2 of 2002.
- (3) The receipt, safekeeping and disposal of vehicles or vehicle related property seized by the South African Police Service is dealt with in terms of National Instruction 8 of 2015 (Vehicle Safeguarding Services).

## 2. Purpose

The purpose of this Instruction is to regulate the —

- (a) handling of all *exhibits*;
- (b) property taken into custody by the Service and the property register (SAPS 13); and
- (c) safe storage of property stored by the Service in the Exhibit (SAPS 13) Stores.

## 3. Scope

This National Instruction is applicable to all members of the South African Police Service (including reservists).

## 4. Governance framework

This National Instruction is *inter alia* informed by the following:

- (a) Constitution of the Republic of South Africa, 1996;
- (b) Animal Identification Act, 2002 (Act No. 6 of 2002);
- (c) Counterfeit Goods Act, 1997 (Act No. 37 of 1997);
- (d) Criminal Procedure Act, 1977 (Act No. 51 of 1977);
- (e) Customs and Excise Act, 1964 (Act No. 91 of 1964);
- (f) Firearms Control Act, 2000 (Act No.60 of 2000);
- (g) Meat Safety Act, 2000 (Act No. 40 Of 2000);
- (h) National Environmental Management Act, 1998 ( Act No. 107 of 1998);
- (i) National Instruction 1 of 2015: Crime Scene Management;
- (j) National Instruction 5 of 2018: Vehicle Crime Investigation;
- (k) National Instruction 8 of 2015: Vehicle Safeguarding Services;
- (l) National Instruction 12 of 2017: Detective Service;
- (m) National Instruction 13 of 2016: Duties of a Station Commander;
- (n) Relevant Provincial Legislation relating to impounding of livestock and liquor;
- (o) South African Police Service Act, 1995 (Act No. 68 of 1995); and
- (p) Stock Theft Act, 1959 (Act No. 57 of 1959).

## 5. Definitions

In this National Instruction, unless the context otherwise indicates —

- (a) “*ammunition*” means ammunition as defined in section 1 of the Firearms Control Act, 2000 (Act No. 60 of 2000);
- (b) “*CPA*” means the Criminal Procedure Act, 1977 (Act No. 51 of 1977);
- (c) “*CFR*” means the Central Firearms Register;

- (d) “CSC” means Community Service Centre;
- (e) “dispose” means give, sell, transfer or get rid of found property, person’s in custody property and exhibits;
- (f) “disposal order” means a written instruction to deal with an *exhibit* in a specific manner;
- (g) “*exhibit*” means any article seized or handed in that may provide evidence regarding the commission of an offence;
- (h) “*exhibit clerk*” means clerk of the court or registrar of the High Court;
- (i) “*exhibit official*” means a person designated in writing to be responsible for the handling and possessing *exhibits* received at the SAPS 13 Stores (sometimes referred to as the SAPS 13 Official);
- (j) “*explosives*” means hazardous substances, radioactive material, explosive items, articles and devices as well as items which are combustible and have the potential to explode.
- (k) “*firearm*” means a firearm as defined in section 1 of the *Firearms Control Act*;
- (l) “*Firearms Control Act*” means the Firearms Control Act, 2000 (Act No. 60 of 2000);
- (m) “FRS” means the Firearm Register System;

- (n) “*Firearms Control Regulations*” means the Firearms Control Regulations, 2004;
- (o) “*FSL*” means the Forensic Science Laboratory;
- (p) “*institution*” means any provincial shelter, private shelter, business, owner or occupier of premises or land who is able to hold *livestock* or *livestock products* in safe keeping;
- (q) “*livestock*” means any living horse, mule, donkey, bovine (e.g. cattle), sheep, goat, pig, ostrich, poultry and includes game (any wild animal or bird);
- (r) “*livestock products*” means whole or any part of carcasses, skins, hides, horns, intestines, heads, parts of bones, feet or semen, embryos of *livestock*, any wool, mohair, feathers or eggs;
- (s) “*perishable exhibit*” means any found or seized property which is unpreserved, fresh, delicate or fragile which has a low shelf life and a strong likelihood of decaying;
- (t) “*precious metals*” means a valuable metal (high in monetary value with a low weight ratio) such as gold, silver, platinum and titanium;
- (u) “*property*” means any tangible possession that is owned by someone and includes property —
- (i) found abandoned;
  - (ii) belonging to a person in custody; or

- (iii) that is an exhibit in a criminal case which is under the control of the Service;
- (v) “*SPP*” means Senior Public Prosecutor; and
- (w) “*transit store*” means a facility within the CSC used as a safe, strong room or other container which can be locked for the temporary storage of *exhibits* before handed over to the *exhibit official*.

## 6. Seizure of exhibits

- (1) Whenever a member seizes an *exhibit* in terms of Chapter 2 of the *CPA* or any other legal provision, he or she must —
  - (a) enter the particulars thereof in his or her pocket book;
  - (b) complete the Property Acknowledgement of Receipt Register (SAPS 13(b)) and hand the original SAPS 13(b) receipt to the person from whom the article was seized; and
  - (c) without delay, hand the *exhibit* in at the community service centre of the police station in the area in which it was seized after completing the front portion of a label (SAPS 13(a)) and attaching it thereto.
- (2) If an *exhibit* is seized and handed in by a member, other than the investigating officer, such a member must make a note of the *exhibit* seized in the Investigation Diary (SAPS 5) of the docket opened in respect of the case. The member must also submit an affidavit (seizure statement) setting out the circumstances surrounding the seizure of the article (when it was seized, from whom, where and a description of what was seized). Should the docket not be readily available, the member must, as soon as reasonably possible, hand the affidavit to the investigating officer concerned.

- (3) All *exhibits* that have been seized, excluding those *exhibits* handed back to the lawful possessor with a SAPS 299, must be entered into the SAPS 13 Property Register. The member who records the *exhibit* in the SAPS 13 Property Register, must record the reference number of the SAPS 13 concerned in the applicable space on page 1 of the docket and the relevant part of page 6 of the docket.
- (4) Care must be taken to ensure that all *exhibits* are safely and securely stored and that contamination of an *exhibit* is prevented.

## **7. Completion of the SAPS 13 Property Register when exhibits are handed in at the CSC**

- (1) The members in the CSC are responsible to complete the first four (4) columns of the SAPS 13 Property Register whenever property is handed in.
- (2) A proper description of every item must be given to items entered into the SAPS 13 Property Register. Items must be identifiable by the written description alone.
- (3) Prisoners Property Receipt (SAPS 22) reference number must be reflected in column 4.2 of the SAPS 13 Property Register and the SAPS 13 Property Register number must be reflected with the SAPS 22 Register reference number.
- (4) All *property* and *exhibits* seized must be entered in the SAPS 13 Property Register of the relevant police station where the crime was committed or

where the *property* was found and then transferred to the relevant unit and entered in the SAPS 13 of the relevant unit.

## **8. Evidence collection kits**

- (1) The SAPS 13 numbers must be written on the label or tag of the Evidence Collection Kit.
- (2) The Evidence Collection Kit must be stored in a fridge until it is collected by the Station Commander or the *Exhibit official*. The fridge must be in a safe place and properly locked.
- (3) Station Commanders, SAPS 13 Officials and Detective Commanders must ensure that all *exhibits* are forwarded to the relevant Laboratory with immediate effect or in exceptional circumstances not later than seven (7) working days.
- (4) The laboratory number must be endorsed in column 6 of the SAPS 13 Property Register.

## **9. Alteration in the description of property and exhibits in the SAPS 13 Property Register**

If an alteration in column 3, excluding the correction of language or spelling, has to be made regarding the total number of the *property* or the description of the *property* (inclusive of serial numbers) entered in the SAPS 13 Property Register, the following members must each submit an affidavit that outlines that there was no intention to defraud the State:

- (a) The responsible member effecting the alteration; and

- (b) the Community Service Centre member who receives the *property* and signed Column 4.5 of the SAPS13 Register.

## 10. Property in temporary storage facility in the CSC

- (1) All properties entered in the SAPS 13 Property Register must be locked in a temporary storage facility in the CSC (e.g. safe, trunk, strong room, steel lockable cupboard, etc.) where they must be kept safely until handed over to the Station Commander or *Exhibit official*.
- (2) All property and exhibits handed in outside office hours must be kept in the transit store until the SAPS 13 official takes charge thereof on the first following working day.
- (3) CSC Commanders are responsible for safekeeping of all SAPS 13 *property* until the *Exhibit official* takes charge of the *property*.
- (4) At each change of shift the responsibility for *property* in the temporary storage facility must be dealt with in the Handing-over Certificate recorded in the Occurrence Book (SAPS 10).

## 11. Transfer document for exhibit(s) or item(s) between Police Stations or SAPS 13 Stores

- (1) The transfer document (SAPS 13 (g)) is completed by the SAPS 13 Official in all instances where exhibits are transferred from one police station to another or between SAPS 13 stores.
- (2) Completion of the transfer document (SAPS 13(g))
- (a) A disposal instruction must be obtained in column 5 of the SAPS 13

- Property Register, reflecting the applicable reference number (if available) and name of the police station to which the property is to be transferred.
- (b) On receipt of the disposal instruction, the SAPS 13 official must complete a SAPS 13(g) register. The SAPS 13(g) must be completed in blank ink and in BLOCK letters in TRIPLICATE.
- (3) The following information must be completed in full by the transferring station:
- (a) Station name;
  - (b) Telephone number;
  - (c) SAPS 13 number;
  - (d) CAS number;
  - (e) PERSAL number(member completing the form);
  - (f) Rank (member completing the form);
  - (g) Name (Initials and Surname);
  - (h) Description of exhibits; and
  - (i) Signature of the person completing the form.
- (4) Receiving of exhibit(s) or item(s)
- All exhibits must be physically checked and marked, received correctly or not, in the column next to the item description.
- (5) The following information must be completed in full by the receiving station:
- (a) Station name (receiving station);
  - (b) Telephone number(receiving station);
  - (c) SAPS 13 number (receiving station);
  - (d) CAS number;

- (e) PERSAL number (receiving member);
  - (f) Rank (receiving member);
  - (g) Name (initials and surname of receiving member); and
  - (h) Signature of the official receiving the exhibits.
- (6) Entering property at the receiving station:  
After receiving the property at the Police Station, to which the property is being transferred, the receiving official must enter the particulars of the property in their SAPS 13 Property Register and endorse the SAPS 13 number on the SAPS 13(g).
- (7) Different copies of the SAPS 13 (g) register
- (a) The original copy (two pages) is removed from the register and filed in the SAPS 13(g) file at the receiving station.
  - (b) The register with the remaining two copies is sent back to the transferring station that will on receipt thereof remove the second copy and file it in their SAPS 13 (g) file.
  - (c) The third copy remains in the register for control purposes.
- (8) SAPS 13(g) register is taken back to the office of origin.  
On receipt of the SAPS 13(g) register at the office of origin, the SAPS 13 Official must enter the name of the receiving police station and their SAPS 13 number in column 6 of the relevant SAPS 13 entry.

**TAKE NOTE:** In cases where firearms are transferred from one station to another the original SAPS 13 (f) file with all the documents related to the specific firearm(s) must also be sent to the receiving station.

## 12. Property dealt with by experts

- (1) Specialized Units resorting under the Directorate of Priority Crime Investigations (DPCI) and the Division: Forensic Services may with the consent of the Divisional Commissioner or Head: DPCI keep separate SAPS 13 Property Registers to record *exhibits*.
  
- (1) The receiving member, together with the Relief Commander or the SAPS 13 Official must complete the SAPS 13 (g) (see SAPS 13 (g) instructions in par.8 *supra*).
  
- (2) **Property dealt with by the DPCI**
  - (a) All *property* and *exhibits* seized must be entered in the SAPS 13 Property Register of the relevant police station where the crime was committed or where the *property* was found and then be transferred to the relevant unit and entered in the SAPS 13 of the relevant unit.
  - (b) The expert taking possession of any *property* directly from the scene, must at the Police Station area where the *property* was seized from, complete column 1 to 4 and supply a detailed description thereof in column 3 of the SAPS 13 Property Register.
  - (c) The Relief Commander must give a disposal order in column 5 of the SAPS 13 Property Register for property/exhibit to be taken by a member from a specialized unit (DPCI etc.).
  - (d) The Relief Commander must complete and sign Column 6 of the SAPS 13 Register as an indication that such property/exhibit is taken out of the SAPS 13 of the station of origin.
  - (e) The receiving member from a specialized unit must sign column 6.3 as an acknowledgement of receipt for such property/exhibit.
  
- (2) The SAPS 13 Property Registers of these units must be inspected regularly and these instructions are applicable to those Commanders.

- (3) Property dealt with by Division: Forensic Services

The expert taking possession of any *property* directly from the scene, must at the Police Station area where the *property* was seized from, complete column 1 to 4 and supply a detailed description thereof in column 3 of the SAPS 13 Property Register.

- (3) The expert must sign for the *property* in column 5 in the prescribed manner and complete and submit a Temporary Receipt which must be filed and controlled in the Temporary Receipt file of the *Exhibit official*.

### 13. Registers and forms

- (1) Original SAPS 13 Property Register

The SAPS 13 Property and Exhibit Registers that are used for the daily recording of *exhibits* and found *property* must be numbered annually in numerical sequence beginning from one (1).

Example: The first register that is going to be used in the year 2017 must be numbered “1/2017”. The second register that is going to be used for the year 2017 must be numbered “2/2017” and continuously 3/2017, 4/2017, 5/2017. The first register for the year 2018 must be numbered 1/2018. The next register in use for 2018 must be numbered 2/2018 and continuously 3/2018, 4/2018, 5/2018.

- (2) Property Transfer Register (SAPS 13 PTR)

(a) The purpose of the implementation of SAPS 13 Property Transfer Registers is to reduce the total number of registers in use at Police Stations and Centers. Entries which have been outstanding for long periods are transferred from the SAPS 13 Property Register to the

Property Transfer Register (SAPS 13 PTR).

- (b) The transferring of outstanding entries from the general SAPS 13 Property Register takes place at the discretion of the Station Commander. If a SAPS13 Register has fifteen (15) or less entries, it can be transferred to a Property Transfer Register, but this number can be exceeded if the need arises.
  - (c) A copy of the written authority by the Provincial Commissioner to implement a Property Transfer Register (PTR), must be pasted on the inside front cover of that register.
  - (d) A transfer certificate must be attached at the front cover of the transfer register. This will ensure that all entries with outstanding items were indeed transferred. SAPS 13 Property Registers which are closed can be filed and kept in terms of Standing Order (General) 301.
  - (e) Property Transfer Registers must also be numbered in numerical sequence starting from one (1) with the following exceptions:
    - (i) No annual number is issued to the Property Transfer Registers.
    - (ii) The numbering begins with a prefix such as PTR (Property Transfer Register) or FTR (Firearm Transfer Register) etc.
- (3) Register of transfer of *exhibits* (SAPS 43)
- (a) The SAPS 43 register is only utilized after the prosecuting authority has requested the Service, on the J 112 form, to present the *exhibit* in court as evidence.
  - (b) On the date of the trial, a member must take the SAPS 43 and the *exhibit* concerned to the *exhibit clerk* at the court who must check the *exhibit* against the entries in the register and ensure that the serial number of the register is endorsed on the relevant label(s)

- (SAPS 13(a)).
- (c) The form SAPS 43 must be completed and the serial number thereof recorded by the *Exhibit official* in column 5 of the SAPS 13 Property Register.
  - (d) The J112 form must be filed in the applicable SAPS 136 documentation file for control purposes.
- (4) Disposal of stolen property (SAPS 299)
- (a) The purpose of the Disposal of Stolen Property Form (SAPS 299) is to *dispose* (handing back) of stolen *property* without the authority of a Commissioned Officer.
  - (b) A member may, with the consent of the person from whom it was seized, hand over stolen *property* to the person from whom it was stolen, if he or she may lawfully possess such *property*.
- (5) Indemnity form (SAPS 136)
- (a) In all cases where *property* which is already entered in the SAPS 13 Property Register is returned to the lawful owner, a SAPS 136 form must be obtained from the signatory in column 6 of the SAPS 13 Property Register.
  - (b) The mark of the recipient on the SAPS 136 form must be witnessed by one (1) police official if the recipient is unable to sign. It is necessary for two (2) witnesses to sign if the recipient's thumb print is affixed to the SAPS 136 form.
  - (c) A separate SAPS 136 Documentation File must be used for each SAPS 13 Property Register. The SAPS 136 Documentation File must be numbered exactly the same as the SAPS 13 Property Register.

(6) Notice to take repossession of property (SAPS 290)

The Notice to Take Repossession of Property (SAPS 290) is used to notify a lawful owner or person entitled thereto, to take possession of the *property* handed in the SAPS 13 Property Register and that such possession must take place within 30 calendar days. The original SAPS 290 must be sent by registered mail to the last known address of the lawful owner but can also be delivered by hand (see paragraph 15 with regard to livestock and the use of the SAPS 290(a)).

(7) Temporary receipts

A Temporary Receipt is used for chain of evidence and proper control over *exhibits* while it is taken away from the station for investigation purposes until the *exhibit* is returned.

(8) Property acknowledgement of receipt register (SAPS 13(b))

(a) Whenever a member seizes an *exhibit* in terms of Chapter 2 of the *CPA* or any other legal provision, he or she must complete the Property Acknowledgement of Receipt Register (SAPS 13(b)) and hand the original SAPS 13(b) receipt to the person from whom the article was seized.

(b) The member issuing the receipt must make an entry concerning this aspect in his or her Pocket Book or dairy as well as in the investigation dairy (SAPS 5) of the case docket if applicable.

(9) Control list

(a) A control list indicating the outstanding entries in the SAPS 13 Property Register must be recorded on the last cover page or on a separate page which must be attached to the last cover page.

(b) A control list must be compiled for each SAPS 13 Property Register still in use.

- (c) The control list must be updated and perused monthly, signed and dated by the inspecting official.

(10) SAPS 13(a)

The SAPS 13(a) must be completed by the member who seized the exhibit on the crime scene or the member in the Community Service Center (CSC) when he or she registers the property in then SAPS 13 Register.

## 14. Property

(1) Bank cards/ identity documents/ passports

- (a) Bank cards inclusive of Post Office saving bank deposit books must be handed back to the nearest branch of the institution on a SAPS 136 form. Where an institution is not readily available in the vicinity of a police station, the bank card can be forwarded to the relevant institution by registered mail.
- (b) Identity documents (ID's) and South African passports must be handed over or sent by registered mail to the nearest Department of Home Affairs.
- (c) Foreign passports must be handed over or sent by registered mail to the relevant Embassy.

(2) Money (South African Currency, Foreign Currency and Stained Money)

- (a) When money is handed in –
  - (i) two (2) statements must be provided (member handing it in and also member at the CSC who physically received and counted the money);
  - (ii) both statements together with the money must be sealed in the *FSL* evidence collection bag (a copy thereof must be

- placed in the case docket);
- (iii) whenever the seal needs to be broken – two (2) statements must be provided by members of the Service (preferably one (1) statement must be by a commissioned officer), the money must thereafter be sealed again in a new *FSL* evidence collection bag, together with the old bag and all the statements.
- (b) No money can be handed in with the description: “undisclosed amount of money”.
  - (c) When money has to be recorded in the property register, the following procedure must be followed: (also applicable to Found *property*)
    - (i) If the money has been specifically marked for a police operation, or on the other hand, could possibly be required as an *exhibit* in a court of law, the serial numbers and denominations must be written legibly in the property register. If a copy of the serial numbers and denominations are required for the docket or if the financial instrument has to be handed to the court, a photostat (photocopy) of the serial numbers and denominations must be attached securely to the SAPS 43 (Exhibit Register).
    - (ii) In the above instance, the total amount thereof must, for example, be recorded as follows:

Cash to the value of R.... consisting of:

Two R50,00 notes	-	Numbers .....
Five R20,00 notes	-	Numbers .....

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Five R10,00 notes	-	Numbers .....
Coins	-	(eg ten fifty cent coins)

- (iii) Except for the instances mentioned above where it is necessary to record the serial numbers and denominations of the money, the amount and a clear description of the money will suffice. The description must include the specific money as well as the monetary unit thereof, for example:  
American bank notes to the value of one hundred dollars.
- (iv) If the physical bank note is needed in a court of law (court proceeding) the investigating officer must within seven (7) working days after the cash was handed in, request the *SPP* to make an entry in the SAPS 5 (Investigation Diary), that the cash is indeed needed for Court proceedings. Upon receipt of a copy of the SAPS 5 with the *SPP's* request for the money to be kept for court proceedings, the cash must remain in the SAPS 13 safe until the court case has been finalized and a *disposal order* given.
- (v) If the physical note is not needed for court purposes, it must be deposited at Financial Services on the first working day following the decision of the *SPP*, unless a *disposal order* has been given for the cash to be handed back to the lawful owner.
- (vi) Money and all *property* and *exhibits* handed in outside office hours at the CSC, must be properly checked and taken charge of by the Station Commander or member in charge of

the SAPS 13 *property* store on the “first following working day”.

- (vii) Money must at all times be safeguarded in a safe with one (1) key handler.
- (viii) All foreign currencies must be forwarded to the National Head Office: Financial and Administration Services (Bookkeeping Section).
- (ix) The Section Head: Miscellaneous Accounting must ensure that currency handed in at Bookkeeping is kept safe (the provisions of Standing Order (Stores) 21 regarding safes and vaults must be complied with).
- (x) Foreign currency kept at Bookkeeping Section may not be *disposed* of whilst the investigation is ongoing and until such time as —
  - A *disposal order* is provided by a court of law; or
  - the investigating officer has provided written confirmation that the case has been withdrawn and has made a determination regarding the disposal of the *exhibit* as provided for in this Instruction (also see section 31 of the *CPA* in this regard).
- (xi) Currency may be transferred to a court or a station in accordance with this Instruction.

- (xii) Foreign currency seized (*exhibits*) and held for safekeeping at Bookkeeping Section may not be converted into local currency or destroyed (even if the currency has no value at all).
  - (xiii) The disposal of any foreign currency kept at Bookkeeping Section may only be approved by the Section Head: Miscellaneous Accounting.
  - (xiv) The Section Head: Miscellaneous Accounting (or an officer designated by him or her) must perform physical inspections on a regular basis to verify that the register and the currency handed in for safekeeping are reconciled.
- (d) When counterfeit money or suspected counterfeit money is forwarded to the *FSL* for analysis, it must not be booked out on a Temporary Receipt, but instead a SAPS 136 (Indemnity form) must be used. If the analysis of the money confirms that it is not counterfeit money it will then be returned to the original station and a new SAPS 13 entry must be completed for the return of the said money with cross reference to the original SAPS 13 entry. Counterfeit money required for court proceedings may be returned to the station.
- (e) No South African currency, counterfeit money or stained money may be destroyed at station level. Destruction thereof can only be done by the SA Reserve Bank in conjunction with *FSL*.
- (f) If cash was deposited and at a later stage, after the finalization of the case docket, a *disposal order* is received that the cash must be handed back to the lawful owner, the *Exhibit official* must forward the relevant documentation to Financial and

Administration Services and payment will be made directly into the lawful owner's bank account.

- (g) If the lawful owner does not have a bank account, payment can also be made to the financial office. After the money has been received at the financial office, the *Exhibit official* must notify the owner to come and take possession of his or her money by producing his or her Identity document to the financial official.

(3) SANDF/ WAR/ SAPS Medals

Where the owner of SANDF, WAR or SAPS Medals cannot be traced, such medals must be forwarded with a covering letter in duplicate to:

The Commander  
Medal Section  
Supply Chain Management  
South African Police Service  
Private Bag X254  
PRETORIA  
0001

(4) Property of deceased persons (Administration of Estates Act, 1965 (Act No. 66 of 1965))

- (a) When *property* found on the body of a deceased person is entered in the SAPS 13 Property Register an endorsement must be made in column 5 to the following effect – “Subject to Estate Administration”.
- (b) Money found on a deceased person in respect of whom no decision can be made must be deposited in the prescribed manner as soon as possible, preferably within seven (7) working days.
- (c) *Property* found on a deceased person by someone other than a police official cannot be returned to the *bona fide* finder.

- (d) Where the *property* of a deceased person is in police storage and there is no next of kin, section 11 of the Administration of Estates Act, 1965, (Act No. 66 of 1965) must be adhered to.
- (5) Scrap metal
- (a) Non Ferrous Metal such as copper or aluminum that can be identified by a lawful owner must be returned. Items can only be handed over to a duly authorized representative from the relevant company through an official letter of authority.
- (b) Unidentified Non Ferrous Metal such as copper, aluminum or scrap metal must be sold to a registered Scrap Metal Dealer by means of the Informal Tender Process.
- (c) The provisions of paragraphs 4(4) and 8 of National Instruction 2 of 2016 (Second-Hand Goods: Dealers and Recyclers) must be noted.
- (6) Explosives, Chemicals and other Hazardous material, Oil and Fuel
- (a) It is the duty of the Atomic Energy Corporation of South Africa and the Department of Health to handle radioactive materials and hazardous material. When any hazardous material (e.g. *explosives*, chemicals, oil and fuel) or radioactive material is found, the member on the scene must without delay contact Radio Control or CSC and request the assistance of the Explosives Unit and protect the scene from contamination.
- (b) Radioactive materials and hazardous substances must only be transported in police vehicles specifically designed for that purpose. As far as possible dangerous or hazardous article(s) must not be brought to a police station but be dealt with, at the scene.

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- (c) Fuel (e.g. petrol / diesel/ paraffin etc.)
- (i) Due to its dangerous nature, fuel should not be stored at a police station, unless suitable facilities are available.
  - (ii) Where fuel is required for analysis or court proceedings, a sample must be obtained and entered in the SAPS13 Register. The remaining fuel must then be disposed of in the appropriate manner.
- (d) Oil
- (i) Only sealed containers of motor oil, which reflects clearly the brand and grade, can be taken on charge for use by the South African Police Service. (Use the process set out in Regulation 80(6) of the Regulations for the South African Police, 1964).
  - (ii) All other containers of motor oil that cannot be used must be destroyed in the prescribed manner. Oil cannot be destroyed at a police station and the Safety Officer of the Local Fire Station must be consulted for assistance.
- (7) Perishable goods
- (a) Perishable goods must be disposed of as the circumstances may require.
  - (b) The following rules applies to the categories of exhibits mentioned below:
    - (i) Abalone
      - Where abalone is seized or found it should be handed to an inspector or fishery control officer of the Marine Coastal Management (MCM)) of the Department of Environmental Affairs, Forestry and Fisheries (DEFF)

which will be kept in safe custody by the said inspector or fishery control officer, if refrigeration is at his or her disposal and the article is required as an *exhibit*.

- Such an *exhibit* must be recorded in the SAPS 13 Property Register and an entry made in the appropriate column of the SAPS 13 Property Register to the effect that the *exhibit* was handed over to the inspector or fishery control officer for safe custody. The inspector or fishery control officer must sign in the appropriate column as proof of the receipt of the *exhibit*. The *exhibit* must be entered in the SAPS 13 Property Register and thereafter handed over to the Marine Coastal Management (MCM) member in column 6 of the SAPS 13 Property Register and must be handed over by using a SAPS 136 form.
- The inspector or fishery control officer concerned must return the *exhibit* timeously on the day of the trial to the police station from which he or she had received it, if the prosecutor applies for it by means of form J 112.

(ii) Concoction and Sorghum beer

An *exhibit* consisting of a sample of a concoction or sorghum must not be entered in the SAPS 13 or the SAPS 43, but reference thereof must be captured on function 8.1.1.1 on the Crime Administration System (CAS).

(8) Drugs

- (a) Drugs (excluding large quantities of dagga and KHAT) must be kept separate from other general *exhibits* in steel cabinets, police trunks,

safes and strong rooms that can be locked with only one (1) key holder. Khat must be refrigerated after seizure, because it becomes a mushy sludge and also a health risk.

- (b) All drugs, excluding dagga and Khat, must be forwarded to the *FSL* for analysis and destruction irrespective of whether a case docket has been registered or not. (This includes all drugs found abandoned as well) (e.g. Ecstasy, Mandrax, Cocaine, Heroin, Crack, Rock, LSD, Rivotril, Thai White, Whoonga, Nyaope, Hashis, CAT, Ecstasy, Tik, etc.)
- (i) Khat (*Catha edulis*/ Bushman's tea), where a case docket has been registered must be forwarded to the *FSL* for analysis as it needs to be proven in a court of law.
  - (ii) Only samples of large quantities of Khat must be forwarded to *FSL*. (e.g. where big grain bags, suit cases, big black refuse bags of Khat were seized.)
  - (iii) If a case docket has been registered, then the Khat must be handed in at *FSL* as soon as possible, but within 48 hours.
  - (iv) Khat that was found abandoned must be destroyed at police station level in the presence of a commissioned officer. The commissioned officer must check the items and verify them against the Property Register during destruction. The certificate in subparagraph (7)(a)(vi) must be completed.
  - (v) Dagga can only be forwarded to *FSL* for analysis by specific request from the *SPP*.
  - (vi) A sample of each bag must be forwarded where more than one (1) bag of dagga was seized. (e.g. where big grain bags, suit cases, big black refuse bags of dagga were seized.)
  - (vii) All drugs must be sealed separately in a Forensic Evidence

Collection Bag as per individual case. The Forensic Evidence Collection Bags must be marked clearly with the police station's name, CAS and SAP 13 numbers.

- (viii) The Forensic Evidence Collection Bags of samples taken from large quantities of dagga, must also be clearly marked in red ink with the following description: "only samples of large quantities"
  - (ix) All drugs must be weighed and sealed in the presence of the suspect or accused and the weight thereof must be endorsed in column 3 of the SAPS 13 Property Register.
  - (x) Only dagga and Khat can be destroyed at police station level by burning it.
  - (xi) All dagga and Khat must be destroyed within thirty (30) days after receipt of the *disposal order*.
- (9) Found Property
- (a) Should any person claim to be the owner she or he has to prove ownership by means of Receipts or an Affidavit for identification purposes.
  - (b) Worthless *property* must be destroyed;
  - (c) Valuable *property* may be sold by public auction.
  - (d) Members or employees of the Service may not claim any found *property*, unless they can prove ownership thereof.
  - (e) Unclaimed valuable *property*, except *firearms*, may be handed to the finder after three (3) months (or in the case of small value, one (1) month) if the finder may lawfully possess it.
  - (f) Unclaimed second hand clothing and other soft goods must be destroyed after expiration of the prescribed period (30 days).

- (g) If such second hand goods or clothing is of such value that it should be sold, authorization for the cleaning thereof must be obtained from the Provincial Commissioner before it is sold on an auction.
  - (h) Counterfeit clothing must be destroyed as stipulated in Section 8 of the Counterfeit Goods Act, 1997 (Act No. 37 of 1997).
- (10) Valuable Found Property
- (a) Valuable found *property* handed in at a Community Service Centre must, without undue delay, be handed to the Station Commander, or member appointed, to ensure the safekeeping thereof.
  - (b) Valuable Coins (e.g. Kruger Rands) entered as abandoned or where the person who may lawfully possess it cannot be found, must be disposed of in the following manner:
    - (i) Obtain a certificate from the SA Mint or a registered jeweler setting out the authenticity thereof.
    - (ii) Depending on the monetary value or sentiment that is attached to the article, an advertisement in the words of, or similar to the authenticity certificate must be placed in local newspapers. (Regulation 80(4) of the Regulations for the South African Police, 1964).
    - (iii) Should there be a reaction to the advertisement; the claimant must be able to supply proof of ownership beyond reasonable doubt.
    - (iv) If satisfied that the claimant is the owner or a person entitled to receive the article(s), these may be handed over provided the claimant defrays any expenses incurred in advertising or maintaining the article(s).
    - (v) If there is no reaction after 30 days from date of advertisement the items must be disposed of by way of auction.

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(11) Diamonds, Gold and Gems

- (a) Diamonds, Gold and Gems must be entered in the SAPS 13 Property Register and the Commander of the nearest Directorate for Priority Crimes Investigation (DPCI) must be contacted to collect and to *dispose* of the articles.
- (b) It is the responsibility of the police station within whose areas of jurisdiction such article(s) were found, to safeguard it until the relevant unit takes possession thereof.

(12) Endangered species and historical articles

- (a) If any endangered species or products such as rhino horns, elephant ivory, cycads plants, etc. is entered in the SAPS 13 register, the local Stock Theft and Endangered Species Unit Coordinator must be contacted.
- (b) If the Stock Theft Unit Coordinator is not available, an official of the nearest Department of Nature Conservation must be contacted without delay.
- (c) In the case of cultural or historical article(s) such as paintings, sculptures, ceramics, old books, etc., an official of the Department of Arts and Culture or local museum must be contacted to assist in the identification, authentication and valuation thereof.

(13) Fireworks

- (a) All fireworks must be transferred to the Explosive Unit (within 24 hours) by completing a SAPS 136 form and column 6 of the SAPS 13 Property Register.
- (b) The Explosive Unit's SAPS 13 number must be obtained and endorsed in red ink in column 6 of the SAPS 13 Property Register as well as on the SAPS 136 form.

(14) Property of persons in custody of the Service

- (a) A suspect must, at the time of his or her arrest, be searched in accordance to the provisions of (*Please see NI 11 of 2018, if applicable*) and National Instruction 2 of 2002 (Search and Seizure).
- (b) If a member, at a place other than at a police station, takes such property from a person in custody, he or she must enter full particulars thereof in his or her pocket book or if it is an article mentioned in terms of section 20 of the CPA, complete the Property Acknowledgment of Receipt Register, SAPS 13(b) and hand the original SAPS 13(b) receipt to the person. A full description of the property and the condition thereof, as well as the name and surname of the person from whom it is taken, must be recorded.
- (c) Property found in his or her possession or control (excluding exhibits) must be inspected at the Community Service Center and be recorded in the Property of Person in Custody Register [SAPS 22]. Property which is not suitable to be entered into the SAPS 22 (such as exhibits, firearms, bulky property, cellular telephones, liquor or other valuable property, etc.) found in possession of a person in custody must be entered in the SAPS 13 Property Register. Apart from exhibits, the reference number of the entry in the SAPS 13 must be entered in the SAPS 22 under the heading "Other Property".
- (d) The original receipt must be handed to the person in custody before he or she is taken to the cells, and he or she must be told that he or she will have to produce the receipt when his or her property is

returned to him or her.

- (e) In the case of an intoxicated person in custody, the receipt must not be handed to him or her or placed in his or her possession until he or she is sober. For this purpose the original receipt must be kept with the person in custody's property as an interim measure until it can be handed over to him or her. When the original receipt is eventually handed to him or her, an entry must be made in the Occurrence Book to the effect that this has been done. The procedure outlined in subparagraph (d), must then be followed.
- (f) A person who is unable to sign his or her name (except by reason of intoxication) must be required to impress his or her right thumb-print in acknowledgement of the receipt. A thumb-print must be witnessed by two witnesses.
- (g) All the property taken from a person in custody must be placed in a bag (provided for this purpose) and kept in a safe, strong-box or other container which must be locked under the control of the community service centre. The number of the bag must be entered on the receipt.
- (h) SAPS 22 property may be handed to a person authorized in writing by the detainee. The authorization must be pasted to the back of the copy of the SAPS 22 that remains in the register. Property must be handed back in the presence of the detainee and the relevant receipt must be endorsed to that effect and signed by the detainee, authorized person and a witness. Particulars of the person receiving property (full names, identification number, address and contact details), the details of the property and the relevant SAPS 22 reference number must be

recorded in the OB (SAPS 10). No property may be handed over to the authorized person without him or her presenting his or her identification document at the time of receiving the property.

- (i) Upon the transfer of a person in custody to another detention facility, the SAPS 22 property must be transferred to such facility.
- (j) If a person in custody is taken from the detention facilities to any court for his or her trial, the property must be taken against the signature of the escort and must be safeguarded by the responsible police officials at the respective court.
- (k) If property is returned to a person in custody, he or she must be called upon to hand over the original receipt. If he or she does not do so, the property may be retained pending any necessary enquiries regarding the identity of the awaiting trial detainee or the investigation regarding the loss of the receipt. If the receipt is handed over it must be destroyed.
- (l) If property handed over to an person in custody does not include all the articles on the form, the receipt must be qualified by the addition of the words "With the exception of "...", followed by the SAPS 13 reference number.
- (m) Transport costs involved in the return of property to a person in custody, must be borne by him or herself.
- (n) Should a person in custody lodge any complaint regarding his or her SAPS 22 property, a statement must be taken, the matter investigated

and a report submitted to the station commander.

- (15) Found and unclaimed cell phones of detainees
- (a) The IMEI number and serial number must be verified on the SAPS Property Circulation System (PRDCIR) to establish if it was not reported stolen.
  - (b) A SAPS 290 must be forwarded by registered post to the last known address of the owner.
  - (c) Cell phones where ownership cannot be established must be kept for three (3) months and if unclaimed it must be forfeited to the State for destruction in terms of section 31(1) (b) of the *CPA*.
  - (d) The cell phone without the battery must be destroyed by hammering it into pieces.
  - (e) Cell phone batteries must be handed to SAPS Radio Technical Services for destruction as it contains a dangerous substance called Lithium.
  - (f) Cell phones are not sold on public auction.
- (16) DVD'S and counterfeit DVD'S (Films and Publications Act, 1996 (Act No.65 of 1996)
- (a) The Film and Publication Board must be contacted for the issuing of an analysis certificate in terms of section 30 of the Films and Publications Act, 1996 (Act No. 65 of 1996), for unclassified "Counterfeit" DVD's in crime related cases.
  - (b) The Film and Publication Board must also be contacted for the destruction of all unclassified "Counterfeit" DVD's irrespective of whether a case docket has been registered or not.
- (17) Liquor
- (a) Liquor is not an illegal substance. The general possession of liquor is

not regarded as an offence. Section 30 of the *CPA* provides for the manner in which articles that have been seized in terms of section 20, are to be *disposed of*.

- (b) A police official (member) who seizes any article in terms of section 20 of the *CPA* or to whom such an article is delivered may —
  - (i) in respect of perishable articles, *dispose* of such articles as circumstances require;
  - (ii) in respect of stolen or suspected stolen property, deliver it to the legal owner; (consent must be obtained from person from whom the article was seized);
  - (iii) in respect of articles that may not be *disposed of* in terms of section 30(a) or (b), mark such article(s) distinctively, retain it in police custody or make other arrangements with regard to its custody.
- (c) If no criminal proceedings are instituted in connection with liquor or it is not required as evidence in court it must be returned to the person from whom it was seized.
- (d) When such a person takes delivery of the *exhibit*, it must be signed for in the appropriate column of the SAPS 13, and an indemnity provided on form SAPS 136.
- (e) Where liquor is seized as an *exhibit* and the accused person pays a sum of money as admission of guilt, the liquor may be returned to the person from whom it was seized (unless otherwise provided for in other legislation), admission of guilt receipt number must be reflected in column 6 of the SAPS 13 Property Register. In such cases a receipt for the liquor must be obtained on either the case docket, the First Information of Crime or in the arresting officer's pocket book.
- (f) Where the liquor has already been entered in the SAPS 13 Property

Register, it must be returned to the accused upon issuing of a J 534 form if it **is not required as evidence at the trial or for purposes of a court order**. The J 534 form number or, if the person immediately pays an admission of guilt fine, the J70 admission of guilt receipt number must be reflected in column 6 of the SAPS 13 Property Register and on the SAPS 136 form.

- (g) All found liquor must be destroyed on the instructions of a Commissioned Officer.
- (h) Before the destruction of any liquor takes place, the local authority must be consulted in regard to the environmental issues.
- (i) After the liquor has been destroyed, the empty containers with potential value must be sold in accordance with the approved informal tender process.

## 15. Firearms

### (1) Firearms recorded in the SAPS 13

- (a) All *firearms* entered in the SAPS 13 Property Register must be *ABIS* tested. No *firearm* will be accepted for destruction without an *ABIS* report.
- (b) A *Firearm File (SAPS 13(f))* must be opened for each *firearm* entered in the SAPS 13 Property Register.
- (c) All members of the Service handling *firearms* in the SAPS 13 environment must be competent in terms of the *Firearms Control Act, 2000 (Act No. 60 of 2000)*.
- (d) Permission of the relevant Provincial Commissioner must be obtained if the need arises for the use of a separate SAPS 13 Property Register only for *firearms* and *ammunition*.
- (e) This separate SAPS 13 Property Register is regulated on the same principles as the Property Transfer Register.

- (f) The Firearm Transfer Register (FTR) must be kept by the *Exhibit official* and not at the Community Service Centre.
- (g) All *firearms* received must first be entered into the general SAPS 13 Property Register kept at the CSC and thereafter transferred to the Firearm Transfer Register (FTR) by the *Exhibit official*.
- (h) *Firearms* must be made safe before being dealt with.
- (i) When entering *firearms* in the SAPS 13 Property Register, a proper description, including serial numbers, make, type, caliber and any other markings must be given.
- (j) Magazines and *ammunition* must be entered as separate items in the same entry. Valuable accessories that have been added to a *firearm* which usually does not form part thereof must be specifically mentioned for example telescope, peep-sight etc. Parts of *firearms* must not be removed. *Firearms* are to be kept in a safe or strong room.

**(2) Requirements for firearm storage facilities**

- (a) Walk-in safes for *firearms* must meet the following minimum requirements in accordance with the SANS standards of the SABS:
  - (i) Category 2 safe door;
  - (ii) the roof or ceiling must be a reinforced concrete slab;
  - (iii) the walls must be of reinforced concrete or a 220 mm brick wall reinforced with steel mesh;
  - (iv) the floor must be a concrete floor; and
  - (v) the safe must not have any window;
- (b) In the absence of built walk-in safes, small quantities of *firearms* and *ammunition* must be stored in standing *firearm* safes which must conform to the requirements set out in the *Firearms Control Regulations*. The *firearm* safes must be SABS approved (SANS

Standard) and securely attached with four (4) rawl bolts (not less than 10 mm in diameter) to a concrete or brick wall or concrete floor in an adequately secured room.

- (c) No *firearm* must be accepted or entered in the SAPS 13 Property Register from a licensee for safekeeping in the SAPS 13 store.
- (d) Police Stations with SAPS 13 storage facilities which do not conform to the approved SANS Standards must not store firearms, firearm parts, and/or ammunition in their Police Stations.
- (e) Police Stations which do not operate on a 24 hour basis are not allowed to store firearms, firearm parts and/or ammunition.
- (f) Such firearms (after they are ABIS tested), firearm parts and ammunition must be taken to a central firearm storage facility for storage within seven (7) days. If a central firearm storage facility is not available in the vicinity, a neighbouring Police Station that is in compliance with the SANS Standards can be utilised to safeguard such firearms, firearm parts and/or ammunition.
- (g) The Police Station of origin must still retain and manage their Firearm Transfer Registers as prescribed and remain responsible for all processes to be followed until such firearms are disposed of.
- (h) To minimize the risks associate with theft, loss and/or corrupt activities, all firearms, firearm parts, and ammunition must be disposed of as soon as reasonably possible. If it appears that firearms, firearm parts and/or ammunition are not required at the trial for purposes of evidence or for purposes of an order of court, the Police Station of origin may dispose of it immediately (CPA 57 of 1977 section 31(1)(a)).

### (3) Firearms from SANDF and other Government Departments

- (a) The ownership of every *firearm* must be established on the FRS.

Where this is not possible, form SAPS 521(f) must be completed and sent to Provincial FLASH who will forward it to CFR. The CFR will endorse the relevant Government Department to which the *firearm(s)* belong on form SAPS 521(f) and return it to the police station.

- (b) *Firearm(s)*, parts thereof and *ammunition* which are the *property* of the SANDF, must be handed over to the nearest Provincial SANDF Head Quarters.
- (c) *Firearms* and *ammunition* of other Government Departments must be handed in at the nearest office of that particular department (e.g. Department of Health or Labour, etc.) if not needed as an *exhibit*.
- (d) These *firearms* can only be handed over to the mandated person on a letter of authority from the relevant institution.

#### **(4) Official Police Firearms**

- (a) Found or seized *firearms* on strength of a police station or reflected on a member's SAPS 108 (personal inventory), irrespective of whether or not involved in crime, must not be handed over to a member to whom the *firearm* was booked out or from whom the *firearm* was seized.
- (b) It must be established which Police Office (e.g. Station, Unit or Institution) (Chief User) the *firearm(s)* is allocated to on the PAS through Supply Chain Management (SCM).
- (c) These *firearms* may only be handed over to the mandated person on a letter of authority from the relevant Chief User, if not required as an *exhibit*.

#### **(5) Estate firearms (Administration of Estate Act, 1965 (Act No.66 of 1965))**

- (a) Enquiries must be done at the Master of the High Court to establish if an executor was appointed to the estate. If an executor was appointed

to the estate the contact detail must be obtained.

- (b) If no relatives or next of kin are traced after thirty (30) days from the date the letter was forwarded to the last known addresses of the deceased, the *firearm* must be forfeited to the State.
- (c) If the executor is a private person (e.g. a family member of the deceased) and he or she possesses a safe and licence to possess a *firearm*, the *firearm* must be handed over upon proof of executorship from the Master of the High Court. Form SAPS 136 and column 6 of the SAPS 13 Property Register must be completed for the handing over.

**(6) Voluntary surrender (National Instruction 3 of 2002)**

The designated member responsible for the SAPS 13 *firearms* or the Community Service Centre Commander after hours, must take the following steps when taking possession of a voluntarily surrendered *firearm(s)*:

- (a) Form SAPS 522(a) must be completed in full and be signed by the person surrendering the *firearms*.
- (b) Where the *firearm* is handed in by a person on behalf of an institution or company, a letter must be submitted on the official letterhead of the institution or company.
- (c) Where the *firearm(s)* is handed in by the executor on behalf of the heir of an estate, but she or he desires that the *firearm(s)* be surrendered for destruction to the Service, a certified copy of the letter of appointment as executor must be obtained and attached to form SAPS 522(a).

**(7) Deactivation**

- (a) Regulation 105(9) of the *Firearms* Control Regulations regulates the

specifications on how a *firearm* must be deactivated.

- (b) Written authorization must first be obtained from Provincial FLASH before any *firearm* can be deactivated. Deactivation of a *firearm* can only be done by a registered Gunsmith.

**(8) Declaration of person as unfit to possess *firearms* and *ammunition* by the Service**

Only a commissioned officer designated as the presiding officer may conduct a formal hearing in terms of section 102 of the *Firearms Control Act*. Section 102 of the said Act states that a person may be declared unfit to possess a *firearm* if, on the grounds of information contained in a statement under oath or affirmation including a statement made by any person called as a witness, it appears that —

- (a) a final protection order has been issued against such person in terms of the Domestic Violence Act, 1998 (Act No 116 of 1998);
- (b) a final protection order has been issued against such person in terms of the Protection from Harassment Act, 2011 (Act No. 17 of 2011);
- (c) the person has expressed the intention to injure or kill himself or herself or any other person by means of a *firearm* or any other dangerous weapon;
- (d) because of that person's mental condition, inclination to violence or dependence on any substance which has an intoxicating or narcotic effect,
- (e) the person has failed to take the prescribed steps for the safe keeping of any *firearm*; or
- (f) the person has provided information required in terms of the *Firearms Control Act*, which is false or misleading.

**(9) Declaration of person as unfit to possess *firearms* and *ammunition* by a court**

- (a) Section 103 of the *Firearms Control Act* applies to a declaration of unfitness by the court.
- (b) A person becomes automatically unfit to possess a *firearm* in the following two (2) instances, unless the court determine otherwise, if a person is convicted—
- (i) of a contravention of a provision of the Act relating to the unlawful possession of a *firearm* without the required licence, permit or authorisation; or
  - (ii) of an offence mentioned in section 103(1)(a) – (o) of the *Firearms Control Act*.
- (c) Such person must within 24 hours surrender all *firearms*, *ammunition*, competency certificates, authorizations or licences to possess *firearms* to the nearest police station.
- (d) If the *firearm* was an *exhibit* and the court has forfeited it to the State, the destruction process can be initiated.

**(10) Unidentified *firearms***

Where the particulars of *firearm*(s) cannot be established by physical examination it must be taken to a Gunsmith for identification.

**(11) Etching**

- (a) The Etching of *firearm*(s) must be done in all instances where the serial number of the *firearm*(s) has been obliterated or tampered with and cannot be determined during physical examination.
- (b) The Etching process is done by the FSL or Local Criminal Record Centre (LCRC).

**(12) Forfeiture of firearm**

(a) There are two (2) sections in the *CPA* to forfeit *property*, namely:

(i) Section 31(1) (b)

If no person may lawfully possess such article or if the police official charged with the investigation reasonably does not know of any person who may lawfully possess such article, the article must be forfeited to the State.

(ii) Section 31 (2)

The person, who may lawfully possess the article in question, must be notified by registered mail at his or her last-known address that he or she may take possession of the article and if such person fails to take delivery of the article within thirty days from the date of such notification, the article must be forfeited to the State.

(b) *Firearms* reported stolen at another police station cannot be forfeited to the State, but must be forwarded to the police station where it was reported stolen.

**(13) Effect of a declaration that a person is unfit to possess a firearm**

(a) Once a person is declared unfit to possess a firearm that person must dispose of the firearm.

(b) Section 104(3)(b) of the *Firearms Control Act* provides that if the *firearm* and *ammunition* are not disposed of within 60 days, it must be forfeited to the State and destroyed or disposed of as prescribed.

(c) Where the *firearm* is no longer required for any court proceedings or

any other investigation purpose, it must be sent for destruction.

- (d) If the *firearm* is not disposed through a dealer within sixty (60) days as stipulated in section 104(2) of the *Firearms Control Act*, the *firearm* must be forfeited to the State in terms of section 104(3)(b) of *Firearms Control Act*.

**(14) Forfeited ammunition**

- (a) All *ammunition* entered in the SAPS 13 Property Register must be dealt with as soon as possible.
- (b) Forfeited *ammunition* must be packed separately from *firearms* and captured on its own Packing Note (SAPS 498) and sent to the Provincial FLASH.
- (c) The same procedure with regards to the transportation of forfeited *firearm(s)* must be applied to the transportation of *ammunition*.

**(15) Packing notes (SAPS 498)**

- (a) Packing notes must be numbered in sequence starting with "1" at the beginning of each year.
- (b) After a consignment of *firearms* or *ammunition* is despatched and received by Provincial FLASH for destruction, the packing note numbers and dates must be entered in column 6 of the SAPS 13 Property Register. The entry must also be dated and signed by the *Exhibit official*.

**(16) Transportation of *firearm(s)* or parts thereof for destruction**

- (a) 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.
- (b) *Firearms*, *ammunition* or parts thereof must under no circumstances

be sent by mail or any other public transport service or courier service.

**(17) Tracing owners to collect their licensed *firearms* (SAPS 290)**

- (a) The relevant commander must ensure that a completed form SAPS 290 is sent by registered mail to the last known address of the licensed owner or visit all known addresses to hand deliver the SAPS 290 against acknowledgement of receipt by the licenced owner.
- (b) If the owner has not collected the *firearm* within 30 days or could not be traced, the *firearm* must be forfeited to the State after all reasonable steps have been taken in accordance with procedures to attempt to trace the owner.
- (c) If the licenced owner cannot be traced a sworn statement must be submitted detailing all means used to trace the licenced owner.

### **13. Vehicles**

- (a) Members seizing vehicles must take note of the instructions with regard to *explosives*, chemicals and other hazardous materials, oil and fuel etc. found in the vehicles. The vehicle must not be removed or towed from the scene until the relevant unit has been contacted and the substance found in the vehicle is removed by the relevant experts.
- (b) Vehicles may be seized and handed into the SAPS 13 Property Register (see section 20 of the *CPA*).
- (c) The member in charge of a crime scene where a vehicle is to be seized as an *exhibit* or is recovered, must ensure that all the relevant forensic evidence (e.g. fingerprints, DNA, etc.) is gathered at the scene before the vehicle is released to be towed from the scene for storage.

- (d) Vehicle Safeguarding Services must not transport any seized vehicle or vehicle related *property* to or from the Vehicle Safeguarding Services facilities. Every Provincial Commissioner must ensure that arrangements are in place to perform this function and issue instructions to govern it. The vehicle will either be towed by SAPS breakdown services or a contracted private breakdown service depending on the approved Provincial Order.
- (e) The member that seized the vehicle must accompany the vehicle to the Police Station SAPS 13 camp or Vehicle Safeguarding Services facility. This is to make sure that the vehicle is not damaged, tampered with or parts stolen whilst the vehicle is in transit for safekeeping. The member seizing the vehicle is responsible for this vehicle until the vehicle is handed in and signed for in column 4 of the SAPS13 register by the safeguarding institution (Police Station or VSS facility).
- (f) The member accompanying the vehicle must hand in a completed SAPS 430(a) Vehicle Seizure Statement and hand in the vehicle in the SAPS 13 Property Register.
- (g) Loose items in the vehicles must be handed in at the station of origin. All loose articles are to be removed from a vehicle and kept in a safe place. Ignition keys and loose articles shall be recorded in the SAP 13 as separate items. A vehicle shall at all times be locked and the keys kept in a safe, strong-room, strongbox or other container which can be locked. Battery terminals shall be loosened.
- (h) The following items must be removed from the vehicle, labelled and placed in the SAPS 13 store:
- (i) Keys;

- (ii) radio (if removable);
  - (iii) all loose articles;
  - (iv) jack and wheel spanner; and
  - (v) cell phone kit (if removable).
- (i) All vehicles, excluding Police boarded vehicles, handed in are subjected to a Vehicle Crime Investigation Unit (VCIU) investigation and includes vehicles handed in as detainees' property, abandoned vehicles; vehicles used in crime, accident vehicles, etc. This means that all vehicles handed in must be reported to VCIU.
- (j) At some police stations, as decided by the Provincial Commissioner, vehicles or vehicle related property will, due to cost implications, remain at the station. The Station Commander is responsible for the following aspects with regards to seized vehicles handed in at the SAPS 13 station vehicle camp and must ensure that –
- (a) The nearest VCIU must be contacted to examine the vehicle immediately (or not later than the first working day) after a seized vehicle or vehicle related property has been handed in at the SAPS 13 station vehicle camp. They must be notified by faxing or e-mailing the SAPS 430(a) Vehicle Seizure form; and
  - (b) a VCIU CAS enquiry is obtained where an indication is given that an investigation will be conducted by themselves (This number must be recorded in column 2 of the station SAPS 13 Property Register); and
  - (c) constant liaison takes place with the VCIU until disposal of the vehicle or vehicle related property.
- (k) SAPS 13 officials must open a file on each vehicle received for safekeeping in the SAPS 13 vehicle camps. All relevant documents and correspondence must be filed in this file for record purposes. The existing SAPS 430(b) VSS

yellow file can be used for this purpose.

- (l) Before compacting a vehicle or vehicle related *property*, the authorized officer must ensure that the vehicle in question has —
  - (i) in respect of seized vehicles, been declared forfeited to the State;
  - (ii) in respect of police boarded vehicles, been declared redundant (boarded) and that all the prescribed procedures have been followed.

#### **14. Illegally imported vehicles**

- (1) As a general rule, illegally imported vehicles are dealt with in terms of the Customs and Excise Act, 1964 (Act No 91 of 1964) and is the responsibility of Customs and Excise.
- (2) Although a police official is, in terms of section 88(1)(a) of the Customs and Excise Act, allowed to impound such a vehicle, this power is limited to the detention of the vehicle and not its ultimate seizure and forfeiture which is the sole prerogative of Customs and Excise.
- (3) Where it is necessary for a member to impound a seized vehicle, a vehicle seizure statement SAPS 430 (a) must accompany the vehicle and where a customs official hands in a vehicle for pounding, a detention order must be provided.
- (4) Once the vehicle has been impounded, the member's responsibilities comes to an end. The power to forfeit the vehicle is vested in Customs and Excise.
- (5) Accordingly, all illegally imported vehicles must, in the final instance, be disposed of by Customs and Excise and members of the Service should refrain from impounding such vehicles where Customs officials are readily

available and are in a position to take control of the vehicles.

- (6) If Customs officials are not readily available and there is a possibility that the vehicle may not be located at a later stage, a police official may impound the vehicle, after which Customs and Excise must be informed to deal with the matter. Such notification must be in writing and be addressed to the Controller of Customs and Excise in the particular area. Copies of all relevant available documentation must accompany the notification, along with a detailed sworn or affirmed statement relating to the impoundment.
- (7) The SAPS 13 official must note that all vehicles, where the potential theft or false registration of an illegally imported vehicle is investigated, the investigation must be conducted from within a SAPS 430 enquiry docket (VCIU).

## 15. Livestock

- (1) Trespassing or stray *livestock*
  - (a) If trespassing or stray *livestock* is impounded, it must be taken to the nearest pound as provided for in the relevant Provincial legislation (see National Instruction 2 of 1999 in this regard).
  - (b) If stray or lost *livestock* are sheltered by the Service, the Service is not responsible for paying the shelter fees. The member who pound the *livestock* to the *institution* in question, must collect the prescribed herding fees applicable to the *institution*, and pay the amount into the State Revenue Account.
- (2) Livestock as exhibits
  - (a) If the owner of stolen livestock is known, the *livestock* can be handed over to the lawful owner using form SAPS 299 with the consent of the

person from whom it was seized.

- (b) If the owner of *livestock* or *livestock products* that have been seized as *exhibits* is unknown (for example, in a charge of possession of suspected stolen *livestock*, where ownership is disputed or possession of foreign animals in terms of the Animal Diseases Act, 1984), and the Community Service Centre cannot store the *livestock* or *livestock products*, the investigating officer must deal with the *livestock* and *livestock products* as follows:
- (i) Ensure that the details of the *livestock* and *livestock products* are recorded in the SAPS 13 Property Register;
  - (ii) hand the *livestock* or *livestock products* over to the cheapest and safest *institution or pound* nearest to the police station for safe keeping; and;
  - (iii) file a completed receipt for the safe keeping of *livestock* or *livestock products* (see annexure A) in the relevant docket or enquiry docket and file a copy thereof in the SAPS 136 file.
- (c) If *livestock* or *livestock products* are seized, the investigating officer must ensure that all the possible identification marks (ear marks, the inner and outside of the ear, unique marks or features, branding marks and tattoos, injuries, and the position of horns and blemishes on the skin) are photographed. At least two full body photos of the livestock must be taken. If there is a dispute regarding ownership of animals, the relevant parties as well as their legal advisors must be given the opportunity to be present during the taking of photos of such animals. Three sets of photographs must be taken and bound in three separate albums and must be accompanied by an affidavit of the photographer, containing the following information:
- (i) The date, time and place where the photographs were taken, and the number of *exhibits* that were photographed;

- (ii) the name of the person who pointed out the *exhibit*, and
  - (iii) complete description of the *livestock* or *livestock products*, with reference to the relevant photographs.
- (d) The investigating officer must, where reasonably possible within ten working days of seizing the livestock, obtain written confirmation from the senior public prosecutor that the photos referred to in subparagraph(c)(above) is sufficient evidence for trial and court purposes as provided for in section 232 of *CPA* and that the livestock will not be required at the trial for purposes of evidence and an order of court. The investigating officer request written estimation of period for the finalization of the case from senior public prosecutor. The investigating officer must obtain the actual safekeeping cost from the date of seizure until the date of issuing, the daily safekeeping cost per animal and estimated market value of the animal(s) and file such in the docket. Request commander to make disposal order in terms of section 31 of the *CPA*.
- (e) The costs for the safe keeping of *livestock* or *livestock products* as *exhibits* are payable from the budget of the Service from the date on which the *livestock* or *livestock products* were seized until —
- (i) five working days after form SAPS 290(a) has been received by the owner of the *livestock* or *livestock products*. After the said five working days, the owner is responsible for the safe-keeping costs; or
  - (ii) the settlement of the public auction upon which the *livestock* or *livestock products* were sold.
- (f) The investigating officer must, within 24 hours after the seizure of the *livestock* or *livestock products*, or if the 24 hours falls on a weekend or public holiday, on the first working day thereafter —
- (i) in writing inform the station commander in whose area the

- livestock* or *livestock products* are in safe keeping regarding the seizure;
- (ii) obtain financial authorization telephonically for the safe keeping of the *livestock* and *livestock products*, and, without delay, follow it up with a written application. The financial authorization must be obtained from the day on which the *livestock* or *livestock products* were handed over to an *institution* or *pound* for safe keeping until the date on which the case will be in court; and
  - (iii) file the financial authorization in the relevant docket and supply a copy thereof to the station commander in whose station area the *livestock* or *livestock products* are in safe keeping.
- (g) The investigating officer and station commander in whose area *livestock* are placed in safe keeping as *exhibits*, must jointly ensure that —
- (i) the *livestock* are properly taken care of; and
  - (ii) steps are taken immediately if the *livestock* are ill-treated in any way.
- (h) This implies that both the investigating officer and station commander should regularly visit the relevant pound or institution and check on the welfare of the livestock. This further implies that they should obtain an affidavit from the pound master or head of the institution in respect of any accrual or loss. Their investigation into the cause of the loss may entail obtaining the opinion of a veterinarian.
- (i) It must be borne in mind that pounds and institutions where live stock is kept are regulated by various pieces of provincial legislation. The legislation places duties on pound masters, such as —
- (i) the requirement that a pound or institution register must be maintained in respect of animals kept there;

- (ii) that animals at a pound or institution may not be ill-treated or worked; and
  - (iii) that the pound master must, whenever an animal in his or her care dies or is injured, register the description of such animal, the nature and cause of death or injury thereof in the pound register, and give notice of death or injury of the animal to the owner thereof in the prescribed manner.
- (j) If a pound master or head of the institution informs the Service of the death of livestock, the relevant investigating officer and station commander must ensure that photos of the dead animal (clearly reflecting the relevant elements as set out in paragraph 15(2)(c)) be taken and should be filed in the case docket together with the affidavit of the pound master or head of the institution where the animal died.
- (k) If a pound master or head of the institution informs the Service of the accrual (birth) of livestock, the relevant investigating officer and station commander must ensure that the process as set out in paragraph 15(2)(c)) (with the necessary amendments) be followed in respect of the animal and be filed in the case docket together with an affidavit of the relevant pound master or head of the institution. The relevant investigating officer and station commander must ensure that the relevant processes are followed to increase the financial authority accordingly.
- (l) In order to prevent unnecessary remands, when submitting a court ready docket to the prosecutor the inspecting officer or member must endorse the SAPS 5 requesting the prosecutor to notify the presiding officer of the costs involved in the safe keeping of the *livestock* or *livestock products*.
- (m) When the trial of a case is finalized or the *livestock* or *livestock products* have been otherwise disposed of by means of a disposal

*order*, the investigating officer, together with the commander of the investigating officer, must ensure that —

(i) with regard to the owner:

- A form SAPS 290(a) must be handed to the owner or a person 16 years or older normally residing at the place of residence of the owner or working at the owners normal place of work in terms of section 14 read with section 26 of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002). A scanned copy may be transmitted to the owner by email to receive the *livestock* or *livestock products* within five working days;
- acknowledgement of receipt of the form SAPS 290(a) must be obtained from the owner and filed in the docket; and
- if residing in another country, the procedures set out in the Mutual legal Assistance in Criminal Matters (SADC Protocol), Cooperation and Mutual Assistance in the Field of Crime Combatting (SARPCO Agreement) and the applicable bi-lateral international agreements must be adhered to; and

(ii) with regard to the *institution*:

- A form SAPS 290(a) stating the date and time on which the Service will no longer be responsible for the cost for the safe keeping of the *livestock* or *livestock products* must be handed to the *institution* where the *livestock* or *livestock products* are in safe keeping;
- acknowledgement of receipt of the form SAPS 290(a) must be obtained from the *institution* and filed on the docket; and
- a copy of the form SAPS 290(a) handed to the owner of the cost involved in the safekeeping of the *livestock* of *livestock products* must be handed to the *institution* for their information.

- (n) If *livestock* or *livestock products* have been declared forfeited, the sale of the *livestock* or *livestock products* is the responsibility of the Service. The *livestock* or *livestock products* must as soon as reasonably possible be sold at a public auction where *livestock* or *livestock products* is usually bought and sold by owners of *livestock* and *livestock products* in the area. The *livestock* or *livestock products* must be sold to the highest bidder on the particular day to the benefit of the State.
  - (o) The proceeds of the auction must first be used to defray any costs outstanding in respect of the safekeeping of such livestock and the balance must be paid into the State Revenue Account.
- (3) Products of *Livestock*
- (a) Untreated skins, hides, meat or any other perishable livestock products that are entered in the SAPS 13 Property Register must be dealt with as perishable goods. If in doubt a State Veterinarian official, Health Inspector, Environmental Management Inspector or the local Stock Theft Unit must be contacted.
  - (b) Treated skins or hides which are forfeited to the State must be dealt with in terms of paragraph 16 (below).

## 16. Disposal of exhibits in the custody of the Service

- (1) A disposal order must –
  - (a) in the case of a docket, be issued by a Section Commander: Detective Service or in his or her absence, the station commander;
  - (b) in the case of a SAPS 4M (First Information of Crime) be issued by a Station Commander or commissioned officer, in terms of sections 30, 31 and 32 of the *CPA*.

- (1) If an order is made for an exhibit to be handed over to a certain person, his or her name, identification number (or passport number / Department of Home Affairs reference number), cellular telephone number and address must be stated therein. An order that an exhibit is for example to be handed to the "complainant", is insufficient.
- (2) Before an exhibit which may be lawfully possessed is disposed of, the investigating officer must inform all parties that may have an interest in the possession or ownership of the exhibit (if any) of the decision regarding the disposal. An endorsement to this effect must be made in the Investigation diary (SAPS 5).
- (3) Where the need exist for an exhibit to be disposed of, the docket or SAPS 4M (First Information of Crime) containing the relevant disposal order must be handed to the SAPS 13 official in order to give effect subparagraph (5) below, where after the docket or SAPS 4M (First Information of Crime) must be archived.
- (4) A Commissioned Officer or a member designated by the station commander must indicate the instruction in respect of the disposal of an article(s) in column 5 of the SAPS 13 Property Register and his or her official signature, date and time must be reflected.
- (5) Disposal orders received from another Station or Unit must be recorded and signed in column 5 of the SAPS 13 Property Register and on the appropriate portion of the docket or SAPS 4M (First Information of Crime) by a Commissioned Officer or a member designated by the station commander.

- (6) If an *exhibit* must be destroyed, it must be destroyed in the presence of a Commissioned Officer, except where another relevant Instruction provides otherwise. The Commissioned Officer must check the items and verify them against the Property Register during destruction.
  
- (7) The appropriate column of the SAPS 13 Property Register must be completed in accordance with the column headings.
  
- (8) The following certificate of destruction must thereafter be reflected in column 6 of the Property Register. The certificate of destruction:

“1. I certify that items ... to ... were destroyed by me.

.....

SIGNATURE OF RESPONSIBLE MEMBER

(Print initials and surname)

2. I certify that items ... to ... were destroyed in my presence.

PLACE: .....

DATE: .....

.....

SIGNATURE"

(Print initials and surname)

- (9) Commissioned Officers or Designated Officials issuing disposal order with regards to property forfeited to the State must always keep the provisions of Regulation 80(6) in mind.

## 17. Auctions

- (1) Except where otherwise provided, all property not claimed or disposed of in some other manner after a period of three months (or one month, as the case may be), must together with exhibits and unclaimed prisoners' property, be sold by auction at a suitable venue.
  - (a) The following *property* may be auctioned:
    - (i) *Property* declared forfeited to the State;
    - (ii) *property* where owners fail to take repossession – no response to SAPS 290 after 30 days (except for livestock- see paragraph 15 in this regard) ;
    - (iii) *property* mentioned in sections 31(1)(b), 31(2) and 32(2) of the *CPA*;
    - (iv) *property* of which ownership could not be established;
    - (v) empty liquor bottles with potential value;
    - (vi) scrap and controlled metals of which ownership could not be established.
  - (b) Gas bottles belonging to certain companies for which a deposit is paid may not be sold on public auction or auction by means of informal tender, but must be returned to the company whose logo is endorsed on the container (eg. Afrox, BP, Shell etc.). The proceeds received for the return of the gas bottles must be deposited at the SA Police Service Financial Department. Other gas bottles must be handed over to Bomb Disposal Units (Explosive Units).
  - (c) Only *property* that may be legally possessed can be auctioned.

## 18. Auction by means of informal tender

- (1) Chapters 14 and 15 of National Instruction 6 of 2018 (Management of Movable Government Property in the South African Police Service) and the Delegation of powers and authorization to perform duties: Supply Chain Management: South African Police Service must be adhered to in respect of disposal and sale of exhibits.
- (2) Auction by means of informal tender is a process where quotations are obtained from three (3) different Bidders (Suppliers) who tender for the whole lot of property that needs be auctioned.
- (3) The disposal order that the property has been forfeited to the State and that it must be sold on auction must be recorded in column 5 of the SAPS 13 Property Register. The disposal order must be signed and dated by a Commissioned Officer.

## 19. Command and control

- (1) A control list must be compiled for every SAPS 13 Property Register still in use.
- (2) The status of case dockets of the outstanding crime related *property* must be verified before the 5<sup>th</sup> day of each month as an additional measure to determine what case dockets have been closed without *disposal orders*.
- (3)
- (4) The control list must be updated and perused monthly, signed and dated by the inspecting official.
- (5) All registers must be controlled by means of a Property Register Index File which must stipulate where a register is kept at any given time.
- (6)

- (7) The Property Register Index File must be kept at the SAPS 13 office and must be maintained by the *Exhibit official*.
- (8) All SAPS 13 Officials (*Exhibit officials*) must be appointed in writing by the relevant Station Commander.
- (9) With any change of personnel appointed to take responsibility of a SAPS 13 property store and registers, be it permanent or temporary, a proper handing over certificate must be completed.
- (10) A SAPS 13 Control File must be kept at the SAPS13 office for easy reference and inspecting purposes, containing the following:
  - (a) Written appointment of SAPS 13 Officials;
  - (b) handing over certificates;
  - (c) report on all losses or damages of SAPS 13 *property*; and
  - (d) all Standing Orders, National Instructions, Provincial Instructions and Police Station Orders pertaining to the SAPS 13.
  - (e) The Divisional Commissioner: Visible Policing must set minimum standards and provide operational guidelines for the SAPS 13 Stores.

## 20. Management of SAPS 13 stores

- (1) The SAPS 13 store keys must be assigned to a responsible person.
- (2) All items in the SAPS 13 store room must be labelled and packed in numerical sequence.
- (3) A state *firearm* on police station inventory must not be kept in the same safe with SAPS 13 *firearms*, unless it is an *exhibit*.

- (4) No other *property* on the Police Station inventory, unless it is an *exhibit*, must be kept with SAPS 13 *property*, with the exception of safety equipment issued for use in the SAPS 13 store rooms.
- (5) No unauthorized person is allowed into the SAPS 13 stores or safes, unless in exceptional cases where he or she is accompanied by the SAPS 13 official. Access control measures must strictly be applied.
- (6) Stores must always be kept neat and tidy.
- (7) Precaution must be taken to keep the SAPS 13 store room free from rodents and other pests.
- (8) All windows, doors, walls and ceilings of the SAPS 13 store rooms must be properly secured.
- (9) The different levels of inspections are to be conducted as provided in the National Instruction on Performance, Compliance Monitoring and Evaluation by Management Intervention.

## **21. Theft, damage or loss of SAPS 13 property and SAPS 13 Property Register**

- (1) When any theft, damage or loss of SAPS 13 *property* has occurred the following process must be followed:
  - (a) The SAPS 13 Official or member becoming aware of the said theft, damage or loss must report the theft, damage or loss to the Station Commander;
  - (b) a case docket must be registered and thoroughly investigated;
  - (c) the incident must also be reported to the Provincial Head: Visible Policing within 24 hours, followed by a full comprehensive report;

- (d) cases where a civil claims have been lodged for the theft, damage or loss of private *property* must also be reported to Provincial Loss Management;
  - (e) the Investigating officer must keep the Station Commander and the Provincial Commissioner informed of progress until finalization of the case; and
  - (f) the CAS number must be recorded in red ink in column 6 of the SAPS 13 Property Register.
- (2) Where a SAPS 13 Property Register is stolen, lost, damaged or destroyed, the SAPS 13 Official must check the last entry of SAPS 13 number of the register preceding the lost one and the first entry of the following register, SAPS 136 documentation file, Temporary Receipt file and CAS system and perform a physical inspection of *property* in store.

**Example:**

- (a) Register 5/2016 begins with SAPS 13 serial number 220/2016 and ends with SAPS 13 serial number 420/2016. Register 6/2016 begins with SAPS 13 serial number 421/2016 and ends with SAPS 13 serial number 633/2016. Register 7/2016 begins with SAPS 13 serial number 634/2016.
- (b) In instances, where Register 6/2016 is lost, the *property* or *exhibits* in the SAPS 13 Stores must be physically checked on the SAPS 13 “a” labels against Register 5/2016 and Register 7/2016.
- (c) The SAPS 13 numbers found on the SAPS 13 “a” in the SAPS 13 Stores with serial numbers between 220/2016 and 419/2016 must be verified against the SAPS 136 Documentation Files, Temporary Receipts Files and CAS System.
- (d) The SAPS 13 Commander must verify and validate the said SAPS

13 numbers.

- (e) Upon the approval by the SAPS 13 Commander, the SAPS 13 Official must then create a duplicate register and re-enter the SAPS 13 numbers in the duplicate register.
- (f) The duplicate register must be distinguished amongst other registers. It must be clearly identified and labeled as **DUPLICATE SAPS 13 PROPERTY REGISTER 6/2016**.
- (g) Copies of the A1 statement must be filed in the SAPS 13 file and SAPS 136 Documentation File.

## 22. Review

This National Instruction must be reviewed at least every three years by the Divisional commissioner: Visible Policing.