



ipid

Department:
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

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This SOP repeals all the previous SOPs and shall be read and implemented in conjunction with the Memorandum of Understanding (MoU) with the SAPS and MPS, Firearm Control SOP, Registers and the Case Flow Chart.

1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish policy and methods by which cases should be received, registered, processed and disposed of, while being cognizant of the provisions of the Constitution of the Republic of South Africa Act, Act 108 of 1996; the Independent Police Investigative Directorate Act 1 of 2011; the South African Police Service Act 68 of 1995, as amended; the Criminal Procedure Act 51 of 1977, as amended, the Regulations promulgated under both the South African Police Service Act and the Independent Police Investigative Directorate Act and other relevant legislation.

2. POLICY

It is the policy of the IPID to:

- 2.1. Ensure that investigative assignments to IPID staff are made in a clear and unambiguous manner;
- 2.2. Provide investigators with time frames within which to perform assigned investigative activities;
- 2.3. Require investigative staff to provide regular reports regarding investigations to supervisors;
- 2.4. Ensure that supervisors actively manage the investigative activities of their subordinates;
- 2.5. Ensure that investigations are carried out in a coherent and standard method within the IPID;
- 2.6. To comply with the turnaround time agreed to in respect of the investigation of different Section 28 matters; and
- 2.7. Ensure compliance with established accountability mechanisms.

3. DEFINITIONS

For the purpose of this SOP the following words/ expressions shall mean:

Act – means the Independent Police Investigative Directorate Act, Act 1 of 2011;

Acquitted (Criminal) – means a member was found not guilty of a criminal offence and discharged;

Acquitted (Departmental) - means a member was found not guilty of departmental misconduct;

Active Investigation – means any case that is still under investigation and no report can be drafted to the DPP/SPP for a decision;

Assistant Director Investigations (ASDI) - means a person appointed at a level lower than the Deputy Director Investigations;

Annual Brought Forward (ABF) – means a case carried over from the previous financial year, not older than 12 months;

Backlog – means cases carried over from previous financial years older than 12 months;

Brought Forward (B/F) – means a date by which a file must be submitted to a supervisor for evaluation of compliance with the directives, as per “E” clip on the case file. Cases should be submitted for inspection at least every 30 days when the case status is “Active” and at least every 90 days when the case status is “Decision Ready”;

Case Classification – Refers to the manner in which cases are classified in terms of legislation in terms of Sec 28 of the IPID Act;

28. (1) The Directorate must investigate:
- (a) any deaths in police custody;
 - (b) deaths as a result of police actions;
 - (c) any complaint relating to the discharge of an official firearm by any police officer;
 - (d) rape by a police officer, whether the police officer is on or off duty;
 - (e) rape of any person while that person is in police custody;
 - (f) any complaint of torture or assault against a police officer in the execution of his or her duties;
 - (g) corruption matters within the police initiated by the Executive Director on his or her own, or after the receipt of a complaint from a member of the public, or referred to the Directorate by the Minister, an MEC or the Secretary, as the case may be; and

(h) any other matter referred to it as a result of a decision by the Executive Director, or if so requested by the Minister, an MEC or the Secretary as the case may be, in the prescribed manner.

(2) The Directorate may investigate matters relating to systemic corruption involving the police.

Case Investigative Journal (CIJ) - refers to a journal used to record all directives and activities undertaken, on the IPID file, IPID docket and CMS, which journal must always be filed in the "C" clip of both the docket and the file;

Case Investigative Report (CIR) - refers to investigative reports that include the Departmental Recommendation Report and Criminal Recommendation Report;

Closed as Referred – means the manner in which cases that fall outside the mandate (Section 28 of the IPID Act) are closed as per ED guidelines;

Closed as duplicate – means any case that has been duplicated on the Case Management System. The newest case should be immediately closed as "duplicated" immediately on becoming aware of such duplication;

Closed as Systemic Corruption investigation – means any case that was originally registered on the Case Management System where after investigation a request was made to classify the case as a Systemic Corruption case as per Section 28 (2). The original case should be immediately closed as "Closed as Systemic Corruption" immediately on obtaining approval to initiate a Systemic Corruption investigation;

Closure of a case – means the final disposal of a case where investigation, court processes and disciplinary processes have been concluded and the ED/PH is able to conclude that the case can be closed after which the file is ready for archiving;

Case Management System – means an IPID database used for the electronic recording and processing of cases;

Case Control Number (CCN) - means a unique computer generated number upon registration and recording of a case in the CMS. The number is relevant for use in all future correspondence by and between IPID and its stakeholders;

Cases Intake Committee (CIC) - refers to a committee that is constituted by no less than three persons, (DI, DDI, ASDI and any available Investigator). In case of unavailability of personnel, the sitting by the DI or DDI or ASDI or PI will constitute a valid sitting. (As a last resort the PH may assist and if no other staff is available, the PH alone will constitute a valid sitting);

Convicted (Criminal) – means a member has been found guilty of a criminal offence;

Convicted (Departmental) – means a member has been found guilty of Departmental misconduct;

CPA - means the Criminal Procedure Act 51 of 1977;

Criminal Recommendation Report – means an investigative report which documents the entire investigation and contains the conclusion, summary of affidavits and technical reports, written recommendations to the NPS with regard to whether a member should be charged or not;

Death in Police custody – means death whether natural or unnatural, which occurred while the deceased was in the custody of the SAPS or MPS;

Death as a result of Police action - means the death of any person, including a member of SAPS/MPS or the action of SAPS/MPS, that was caused, or is reasonably believed to have been caused, by a member of the SAPS/MPS while acting in his or her capacity as a member of the SAPS/MPS, and shall include a death that occur in connection with -

- (i) an attempt to effect an arrest or to prevent an escape;
- (ii) a SAPS/MPS member's actions taken in private defence in the execution of his/her duties;
- (iii) a motor vehicle accident involving one or more SAPS/MPS vehicles (marked or unmarked) during the execution of their duties.;
- (iv) mass action where the SAPS/MPS is present;
- (v) any action or inaction by a SAPS/MPS member which amounts to a criminal offence or misconduct; and
- (vi) any action that caused death where a SAPS/MPS state asset was involved.

Declined – means a decision taken by the NPS, SAPS or MPS not to institute criminal or disciplinary proceedings against the member;

Departmental Recommendation Report – means a case investigative report which documents the entire investigation and contains the conclusion, summary of affidavits, with or without technical reports, written recommendations to the SAPS with regard to whether a member should be charged or not;

Deputy Director Investigations (DDI) – means a person appointed as a deputy to the Director of Investigations;

Decision Ready – Refers to investigations where an investigator has conducted quality investigations and obtained all necessary evidence to enable the NPS to make a decision whether to prosecute or not;

Directive(s) – Instructions/guidelines issued to the Investigator by the Supervisor;

Director Investigations (DI) – means a person appointed as a Head of Investigations at provincial level;

Discharge of an official firearm – Any complaint where a member of SAPS/MPS discharged any official firearm, irrespective of the type of ammunition discharged, irrespective whether member was on or off duty;

DPP – refers to the Director of Public Prosecutions;

EH – Executive Head of the Metro Police Service;

Exhibit – refers to any item of evidential value collected or obtained during the course of investigation;

Full investigation – refers to where an Investigator takes over a docket/copies of the docket from the SAPS, conducts an independent enquiry and assessment and proceed with any other search/enquiry for further evidence to enable him/her to make a finding;

High profile cases – refers to an incident which involves a high ranking member and/or a person with a high standing in the community and a matter which draws public interest or high media coverage;

Indeterminate (Unable to prove allegation) – means a case cannot be fully investigated because of lack of co-operation from any relevant stakeholder or the case was investigated by the IPID before and there is no new evidence or facts; or the suspect is deceased;

Investigator – means any official who handles cases and includes an Investigator, Senior Investigator, Principal Investigator, Assistant Director Investigation, Deputy Director Investigations, Director Investigation and Chief Director Investigations;

Investigation – refers to the systematic search of evidence or facts to prove or disprove the allegation being investigated;

Investigative Support – Any administrative support that assist with capturing of data which includes database clerks, data capturers, complaints receptionists and PA to the Provincial Head;

IPID – means the Independent Police Investigative Directorate;

IPID Case Form – refers to an official form for the registration of Cases;

IPID Docket – Refers to a docket that contains all evidential documents, correspondence and the investigative journal. It consists of A-E clips. This docket is used to refer the IPID Investigation to the DPP, SPP and to Court;

IPID File – Refers to a file that contains all evidential documents, correspondence, investigative journal and QCF, which consists of A-E clips;

IPID Form 1 – refers to the official form that needs to be completed by SAPS/MPS members when reporting a matter;

IPID Form 2 – refers to the official form that needs to be completed by members of the public when reporting a matter;

IPID Form 3 – refers to the recommendation sent to SAPS/MPS;

IPID Form 4 – refers to the official form that needs to be completed allowing the IPID to investigate cases that are registered as Section 28 (1)(h) matters;

IPID Form 5 – refers to an official form, used by an Investigator on standby for the recording of crime scene information on all Section 28 cases of the Act;

IPID Form 6 – refers to the official form that must be completed during the attendance of any Post Mortem;

IPID Form 7 – refers to the official form that needs to be completed whilst investigating any matters classified under Section 28 (1) (a) and (b);

IPID Form 8 – refers to the official form that needs to be completed whilst investigating any matters classified under Section 28 (1)(c);

Immediately – means at once, without hesitation or delay or as soon as it is practicable to act;

Limited View Access (LVA) Case – means a case whose information will have a view restriction allowing only identified person's access to view the content of the case (application for LVA case can be made by the investigating officer and have to be approved by Programme Manager/ED);

Manual registration number – means a temporary number allocated to a case while the CMS is off-line and which will be updated immediately when the CMS is on-line;

Member – means an official appointed in terms of the South African Police Service Act 68 of 1995, as amended, and includes a member of the MPS;

Misconduct – includes any act or omission by a member which constitutes a violation of rules, regulations, and standing orders, code of conduct and national orders;

MPS – means a Municipal Police Service established under Section 64A of the South African Police Service Act 68 of 1995;

NPS – refers to the National Prosecuting Service which is a body within the National Prosecuting Authority and includes the Director for Public Prosecutions (DPP) and the Senior Public Prosecutor (SPP);

Offence – includes any violation of common or statutory law;

Official hours – means normal business hours as contemplated in the Public Service Act, 1994 (promulgated under Proclamation No. 103 of 1994), (PSA) and includes hours stipulated by the IPID Flexi Time policy;

Outside Mandate Case – means a case:

- Which does not involve a member of the SAPS/MPS;
- Which occurred prior to 1 April 1997;
- Which is older than 12 months;
- That was adjudicated upon by a court of law; and
- That relates to a service delivery complaint where the complainant/victim has not exhausted internal SAPS case mechanisms up to the office of the Provincial Commissioner and are not referred to the IPID by the Minister or the Member of the Executive Council;

Any matter not within the scope of Section 28 of the IPID Act;

Post Decision Monitoring (PDM) – The continuous evaluation and monitoring of cases where a decision has been requested from the NPS, but feedback and outcome is still outstanding which would allow closure of the case. Cases falling under this status should be reviewed every 30 days for feedback from the stakeholder;

Preliminary investigation – refers to an enquiry of limited scope undertaken to verify whether or not an allegation merits full investigation. This is only applicable to Section 28 (1)(c) cases reported;

Principal Investigator – means a person appointed at a level lower than the Assistant Director Investigations which has both investigative and supervisory responsibilities;

Programme Manager (PM) - means any person who has been appointed as the Head of the Programme at National Level;

Provincial Head (PH) – means an IPID Official appointed to head a Provincial Office;

Recommendation (Negative) – Recommendation is made that disciplinary/criminal prosecution should be instituted;

Recommendation (Positive) – Recommendation is made that no disciplinary/criminal prosecution should be instituted including inquest recommendations and a feedback letter should be sent to the SAPS/MPS;

Referred – means a case that is referred to the most appropriate organisation or institution by the ED/PH;

Referral Authority – refers to the Minister, MEC, Executive Director, Secretariat for Police;

Result of Case – means a case can be concluded in the following manners:

- **Criminal Result:**
 - Acquitted,
 - Convicted,
 - Declined to prosecute,
 - Inquest,
 - Withdrawn

- **Departmental Result:**
 - Acquitted,
 - Convicted,
 - Declined to discipline,
 - Withdrawn by victim

- **General Result: (Where no recommendation is made)**
 - Unfounded,
 - Indeterminate,
 - Unsubstantiated,
 - Closed as Referred,
 - Closed as Duplicate,
 - Closed as Systemic Corruption

SAPS – refers to the South African Police Service as contemplated in the South African Police Service Act 68 of 1995;

SAPS Docket – refers to a docket that is obtained from SAPS by an Investigator and contains all evidential documents, correspondence and investigation diary. It consists of A-D clips. This docket is used to refer SAPS investigations to the DPP, SPP and to Court;

Service Delivery Complaint - refers to a complaint which alleges that a member of the SAPS or MPS failed to perform his/her duties or performed his or her duties in an improper manner, and where the complainant/victim has exhausted all internal SAPS complaints mechanisms, up to the level of Provincial Commissioner;

Supervisor – means any person who supervises an Investigator (of any level);

Systemic corruption - Systemic corruption is an institutionalised endemic manipulation of a system by individuals or networks or organisations, taking advantage of weakness in

the process and systems for illicit gains, where there are leadership deficiencies, collusion and abuse of power;

SOP - means the Standard Operating Procedure;

SPP – Senior Public Prosecutor;

Technical Reports – refers to reports of an evidential value that are generated by experts required to reach an investigative conclusion, including but not limited to, FSL reports (Forensic Science Laboratory) post mortem reports, LCRC reports, pathology reports, medical reports, reports in terms of Sections 212 and 215 of the CPA and a report in terms of Section 34(3) (a) of the Prevention and Combating of Corrupt Activities Act 12 of 2004;

Standby Notification Reference Number – means a reference number issued immediately upon notification, by the Investigator on standby to SAPS/MPS member, consisting of the Provincial Office abbreviation, the number, which is a sequential series of numbers starting at 1 at the beginning of each month, the month, year and time (24 hour clock) of notification, e.g. NC001/03/20152250;

Torture – means any act by which severe pain or suffering, whether physical or mental, is intentionally inflicted on a person for such purposes as obtaining from him or her or a third person information or a confession, punishing him or her for an act that he, she or a third person has committed or is suspected of having committed, or intimidating or coercing him or her or a third person, or for any reason based on discrimination of any kind, whether such pain or suffering is inflicted by or at the instigation of or with the consent or acquiescence of a public official or other person acting in an official capacity. It does not include pain or suffering arising from, inherent or incidental to lawful sanctions;

Unfounded – means there is no evidence to link the member to the allegations made;

Unsubstantiated – means there is no evidence to support the allegations contained in the case and IPID cannot make a recommendation of wrongdoing against any member;

Withdrawn by victim – means the victim indicated that he or she is no longer interested in proceeding with the case; and

Withdrawn by Prosecutor – means the Prosecutor has decided not to continue criminal proceedings.

4 APPLICATION

This SOP applies to all notifications and/or cases lodged with the IPID or initiated by the IPID against members of the SAPS/MPS by any person or organisation, alleging

that a member committed an act or an omission which constitutes an offence and/or misconduct.

5. DUTIES AND RESPONSIBILITIES

The duties and responsibilities assigned to various officials and Committees:

5.1 The Executive Director (ED)

The Executive Director, in addition to the duties and responsibilities as contained in Section 7 of the IPID Act 1 of 2011 and such other duties as may be imposed in the Regulations promulgated under that Act, must:

- 5.1.1 Ensure that there are systems in place for the lodging, receiving, processing, recording and disposal of cases against members;
- 5.1.2 Provide for the development and enforcement of policies to enable an environment that is conducive to lodge a case and receive cases reported;
- 5.1.3 Ensure compliance with the provisions of the IPID Firearm Control Standard Operating Procedure;
- 5.1.4 Ensure all discretionary cases that could possibly be investigated to Section 28 (1)(h) based on nature, public or media interest are evaluated;
- 5.1.5 Ensure all systemic corruption case applications are evaluated.

5.2 Programme Manager (PM)

The Programme Manager must, in addition to any duties imposed under Section 24 of the IPID Act and such other duties as may be imposed in the Regulations promulgated under that Act:

- 5.2.1 Maintain an up-to-date SOP;
- 5.2.2 Determine investigation standards;
- 5.2.3 Identify priority areas to be attended during a financial year;
- 5.2.4 Monitor programme performance monthly, quarterly and annually;
- 5.2.5 Provide feedback on the programme performance;
- 5.2.6 Provide systems for the registration and processing of cases;
- 5.2.7 Maintain data integrity;
- 5.2.8 Ensure that the monthly reports and the data base are quality assured;
- 5.2.9 Ensure and comply with the provisions the IPID Firearm Control Standard Operating Procedure;
- 5.2.10 Coordinate and supervise interprovincial task team investigations and draft terms of reference for relevant task team;
- 5.2.11 Evaluation of complaints relating to possible systemic corruption and making relevant recommendation to ED for investigation of such complaints;
- 5.2.12 Evaluate all discretionary cases that could possibly be investigated to Section 28 (1)(h) based on nature, public or media interest;

- 5.2.13 Evaluate all systemic corruption case applications and make recommendations to Executive Director;
- 5.2.14 Will ensure the procurement of items and equipment that should conform to a standard and to be used through-out the Directorate. (Examples would be DNA related crime kits, disposable crime scene clothing kits (sterilised)).

5.3 Provincial Head (PH)

The Provincial Head, in addition to the duties and responsibilities as contained in Section 21 of the IPID Act 1 of 2011 and such other duties as may be imposed in the Regulations promulgated under that Act, must:

- 5.3.1 Ensure that systems put in place by the ED for the lodging, receiving, processing, recording and disposal of cases against the members, are implemented on provincial level;
- 5.3.2 Ensure compliance with the provisions of this SOP, the IPID Firearm Control Standard Operating Procedure and the ED guidelines;
- 5.3.3 Ensure that the relevant province conduct workload verification on a monthly basis and compile a Monthly Report;
- 5.3.4 Ensure data integrity, which is consistent with the CMS monthly, quarterly and annually;
- 5.3.5 Complete/Close cases on the Case Management System (CMS) in the event the DI is not available;
- 5.3.6 Ensure that the Provincial Commissioner is informed of any arrest effected by an IPID member;
- 5.3.7 Ensure provincial compliance in terms of effective use of the CMS;
- 5.3.8 To sample, on a monthly basis, the content of recommendation reports and ensure quality control was done regarding the report and the recommendation(s) speak to the matter that was investigated;
- 5.3.9 Ensure a decision is made on all matters outside the mandate, that could be investigated into Section 28 (1)(h);
- 5.3.10 Ensure all applications for cases to be registered as a systemic corruption case is forwarded to the Program Manager: Investigations;
- 5.3.11 Will be responsible for the procurement of all disposable and other equipment that can be used during the investigative process. (Examples but not limited to: medical equipment for attending post mortems, handcuffs, printers, scanners, IT related equipment);
- 5.3.12 Ensure all identified high profile cases are investigated;
- 5.3.13 Ensure meetings with Provincial SAPS and Secretariat monthly to discuss progress on recommendations made to SAPS by IPID;
- 5.3.14 Ensure compliance with the Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 and its Regulations;
- 5.3.15 Ensure provincial investigative staff is trained in terms of the Legislation and relevant Regulations of Act 37 of 2013 mentioned in 5.3.14 above;
- 5.3.16 To act as deputy information officers in terms of Promotion of Access to Information Act, Act 2 of 2000;

5.3.17 Ensure provincial investigative staff is trained on the IPID Investigation and Firearm SOPs.

5.4 Director Investigations (DI)

The Director Investigations must, in addition to any duties imposed under Section 24 of the IPID Act and such other duties as may be imposed in the Regulations promulgated under that Act, must:

- 5.4.1 Supervise an investigation conducted by the Deputy Director Investigations;
- 5.4.2 Ensure that the Case Intake Committee (CIC) meets daily to evaluate and allocate cases;
- 5.4.3 Ensure that cases are registered and updated on the CMS in terms of the strategic objectives;
- 5.4.4 Ensure that cases are investigated and completed in terms of the strategic objectives;
- 5.4.5 Ensure data integrity, which is consistent with the CMS monthly, quarterly and annually;
- 5.4.6 Evaluate the decision by the SAPS/DPP and decide on further action to be taken;
- 5.4.7 Approve/disapprove requests for completion of an investigation;
- 5.4.8 Approve/disapprove requests for closure of the file for archiving;
- 5.4.9 Whoever is acting as the DI, must attach a copy of the Acting letter when closing or completing an investigation except where the investigation was done by the person acting;
- 5.4.10 Ensure that he/she has filled in the quality control form (QCF);
- 5.4.11 Co-ordinate the submission of a quality assured monthly report;
- 5.4.12 Determine and record B/F dates, directives and investigate targets and ensure that the information is captured on the CMS, in the event where the DDI is investigating the case;
- 5.4.13 Immediately upon being notified by the Investigator, notify the PH, the National Spokesperson, the PM Investigation and the ED in writing of a high profile case, conviction or arrest;
- 5.4.14 Ensure that the province conduct workload verification on a monthly basis and compile a Monthly Report;
- 5.4.15 Ensure compliance with the provisions of the IPID Firearm Control Standard Operating Procedure;
- 5.4.16 Ensure relevant Recommendation Reports are sent to stakeholder within 30 days after it has been approved;
- 5.4.17 Ensure that the province conduct file audits on a quarterly basis and compile a Report which is separate from the Monthly Report;
- 5.4.18 Approve application for changing case classification after CIC confirmed original classification;
- 5.4.19 Ensure that the Commander of the member arrested is informed accordingly;

- 5.4.20 Ensure CMS is updated and all relevant documents are uploaded on the system where after closure of case file/docket can be initiated
- 5.4.21 Forward to PH for a decision, all matters outside the mandate, that could be investigated into Section 28 (1)(h);
- 5.4.22 Ensure all identified high profile cases are investigated;
- 5.4.23 Ensure meetings with Provincial SAPS and Secretariat monthly to discuss progress on recommendations made to SAPS by IPID;
- 5.4.24 Ensure compliance with the Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 and its Regulations;
- 5.4.25 Ensure provincial investigative staff is trained in terms of the Legislation and relevant Regulations of Act 37 of 2013 mentioned in 5.4.25 above
- 5.4.26 Review investigation reports, assess its quality, raise queries, if any, endorse recommendations to the SAPS and DPP and sign off on the recommendations;
- 5.4.27 Lead and/or undertake investigations on high profile cases as directed by the PM and/or ED.

5.5 Deputy Director Investigations (DDI)

The Deputy Director Investigations must, in addition to any duties imposed under Section 24 of the IPID Act and such other duties as may be imposed in the Regulations promulgated under that Act, must:

- 5.5.1 Ensure that cases are captured and allocated in line with the strategic objectives;
- 5.5.2 Ensure all B/F dates are adhered to, determine and record B/F dates, directives and investigative targets and ensure that the information is captured on the CMS;
- 5.5.3 Ensure that prescribed registers are in place and kept up to date;
- 5.5.4 Lead and/or undertake investigations on high profile cases when cases assigned to him/her as the investigator;
- 5.5.5 Review case reports pertaining to investigations where Investigator providing such report is directly reporting to DDI;
- 5.5.6 Co-ordinate the submission of a quality assured monthly report to the DI;
- 5.5.7 Ensure proper investigation of service delivery complaints lodged against the IPID;
- 5.5.8 Ensure that he/she has filled in the quality control form;
- 5.5.9 Ensure, before the DI can close the file that the Investigator has complied with the information as contained on the quality control form (QCF) that guides the investigation process. The QCF must be attached on the "D" clip of the file;
- 5.5.10 Ensure that QCF is completed by the Supervisors and Investigators;
- 5.5.11 Ensure that the Supervisors and the Investigators comply with the provisions of 6.8 below;
- 5.5.12 Ensure that every activity undertaken by the Supervisor and Investigator in the IPID file and docket is entered in the case investigative journal (CIJ);

- 5.5.13 Ensure that a **Referral Register** containing all cases referred to the SAPS is sent to the Provincial Commissioner's office and IPID National Office monthly;
- 5.5.14 Conduct workload verification on a monthly basis and report in monthly report;
- 5.5.15 Conduct quality control before the file is archived;
- 5.5.16 Ensure compliance with the provisions of the IPID Firearm Control Standard Operating Procedure;
- 5.5.17 Complete/Close cases while acting as DI, notwithstanding the fact that a person might be closing/completing a case that he/she supervised;
- 5.5.18 Ensure that a case that was investigated by the person's supervisor, while he/she is acting as DI, is not completed/closed;
- 5.5.19 Whomever is acting as the DDI must ensure that an acting letter is attached in the files that were attended to by the acting DDI;
- 5.5.20 Send a **Recommendation Register**, subject to the approval of the PH, containing all cases referred to SAPS to the Provincial Commissioner's office and IPID National Office monthly. Hardcopies of the recommendations sent to SAPS (and proof that they were forwarded) are to be forwarded to the National Office on a weekly basis;
- 5.5.21 Ensure that a **Referral Register**, subject to the approval of the PH, containing all cases referred to the SAPS is sent to the Provincial Commissioner's office and IPID National Office on a monthly basis;
- 5.5.22 Conduct community outreach programme for the Provincial Office;
- 5.5.23 Meet with Provincial SAPS and Secretariat monthly to discuss progress on recommendations made to SAPS by IPID;
- 5.5.24 Ensure that the Commander of the member arrested is informed accordingly;
- 5.5.25 Ensure CMS is updated and all relevant documents are uploaded on the system where after closure of case file/docket can be initiated;
- 5.5.26 Ensure that all Section 205 requests are submitted to the relevant service provider and where applicable be registered on the service providers system to submit on behalf of province.

5.6 Investigators

The Investigator must, in addition to any duties imposed under Section 24 of the IPID Act and such other duties as may be imposed in the Regulations promulgated under that Act:

- 5.6.1 Receive and screen a case;
- 5.6.2 Consult with the complainant/victim/referral authority (only walk-in, written, emailed or faxed cases will be registered. Telephone cases will be only be accepted if followed by a written compliant);
- 5.6.3 Complete an IPID registration form, and ensure that the complainant/victim confirms the correctness of the information and appends his/her signature/mark or thumb print;
- 5.6.4 Register the case manually on the CMS and upload the notification received from SAPS/MPS or a signed IPID registration form, fax or email;

- 5.6.5 Acknowledge receipt of a case and issue an acknowledgement letter/SMS/e-mail to complainant/victim/referral authority;
- 5.6.6 Acknowledge receipt of a case and issue an acknowledgement letter/SMS/e-mail to next of kin (if information available);
- 5.6.7 Receive a file allocated for further investigations from the supervisor or CIC;
- 5.6.8 Update the CMS, generate letters to the complainant/victim/next of kin/referral authority and relevant stakeholders, indicating that he/she had been assigned to investigate the case;
- 5.6.9 Conduct investigations and submit file/docket for inspection as directed in writing in the CIJ;
- 5.6.10 Comply with brought forward dates as determined by the supervisor/CIC;
- 5.6.11 Initiate completion of investigation, by submitting a file/docket with recommendations to the supervisor for a decision;
- 5.6.12 Submit the recommendation/docket to SAPS/DPP for a decision on disciplinary steps/prosecution of a member;
- 5.6.13 Follow-up on the recommendation forwarded to the DPP/SAPS, on a monthly basis, and attach proof of correspondence on the CMS;
- 5.6.14 Update CMS and generate progress letters to the complainant/victim/referral authority and relevant stakeholders; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report should **never** contain the merits or demerits of the case;
- 5.6.15 Feedback on active cases should be done at least every 30 days and feedback on completed cases should be done at least every 90 days or when the status of the case change, including but not limited to, when feedback is received pertaining to the criminal case or disciplinary process;
- 5.6.16 After closure of the case a final correspondence must be sent to the stakeholder detailing the outcome of the case within 30 days, failure to comply with this, must be recorded in the CIJ and CMS;
- 5.6.17 Ensure CMS is updated and all relevant documents are uploaded on the system where after closure of case file/docket can be initiated;
- 5.6.18 Report feedback to stakeholders/complainant/next of kin;
- 5.6.19 Complete the quality control form where appropriate;
- 5.6.20 Enter every activity undertaken in the IPID file and docket in the CIJ (manual entry in file and updates on CMS);
- 5.6.21 Immediately report to the PH/DI any high profile case;
- 5.6.22 Comply with the provisions of the IPID Firearm Control Standard Operating Procedure;
- 5.6.23 Keep prescribed Standby Notification Reference Number register up to date;
- 5.6.24 Any failure to complete cases within the period as per the regulation, reasons must be noted as per the applicable regulation in the CIJ and CMS;
- 5.6.25 Reporting any arrest to the PH/DI before effecting the arrest;
- 5.6.26 Conform to requirements and duties of the Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 and its Regulations;
- 5.6.27 Update relevant fields relating to 5.6.26 on the CMS;

- 5.6.28 All collected documentation must be scanned onto the server irrespective if the file has been uploaded onto the CMS. All files scanned should be properly named with the CCN number followed by a short description and the "A-clip" reference (example – CCN 2014010001 – warning statement – A1);
- 5.6.29 All cases should have different folders on the server and should be grouped according to classification.

5.7 Supervisor

The Supervisor must, in addition to any duties imposed under Section 24 of the IPID Act and such other duties as may be imposed in the Regulations promulgated under that Act:

- 5.7.1 Have the supervisory role over all responsibilities as outlined in the Investigator section above;
- 5.7.2 Allocate files and give directives to the Investigator;
- 5.7.3 Conduct file inspections prior to completion of the monthly report;
- 5.7.4 Determine and record B/F dates and ensure that B/F is adhered to;
- 5.7.5 Ensure that all "Active" investigation case files are inspected every 30 days;
- 5.7.6 Ensure that all cases with the status of "Decision Ready" investigation case files are inspected at least every 90 days;
- 5.7.7 Ensure that he/she has filled in the quality control form;
- 5.7.8 In case of the possibility of arrest an Investigator should preferably obtain a warrant of arrest, in the event of an arrest without a warrant, the Investigator should consult with the DI or PH as well as Legal Services before effecting the arrest. In high profile cases the ED and PH should always be consulted prior to the arrest;
- 5.7.9 The EH of MPS, the Station Commander as well as the Provincial Commissioner of SAPS is to be informed of any intention to arrest a Member prior to effecting the arrest;
- 5.7.10 Ensure that every activity undertaken by the Investigator in the IPID file and docket is entered in the CIJ (manual entry in file and updates on CMS);
- 5.7.11 Establish manual registers for obtaining and returning SAPS dockets to Police Stations for each cluster in the Province and ensure the safe keeping of such registers. The register must be the same as **Docket Register**;
- 5.7.12 Ensure that the Investigators comply with the provisions of 6.8 below;
- 5.7.13 Immediately report to the DI and/or PH any high profile case, conviction and arrest as well as any death of a suspect of a high profile case;
- 5.7.14 Check the reports and recommendations by the Investigator before submitting to the DI;
- 5.7.15 Ensure compliance with the provisions of the IPID Firearm Control Standard Operating Procedure;
- 5.7.16 Conduct workload verification on a monthly basis and compile a Monthly Report;
- 5.7.17 Complete/Close cases while acting as DI, notwithstanding the fact that a person might be closing/completing a case that he/she supervised;

- 5.7.18 Ensure that a case that was investigated by the person's supervisor, while he/she is acting as DI, is not completed/closed;
- 5.7.19 Compile individual monthly report inputs and complete and sign a verification certificate in terms thereof;
- 5.7.20 Ensure that QCF is completed by the Supervisors and Investigators;
- 5.7.21 Ensure that prescribed registers are in place and kept up to date;
- 5.7.22 Ensure CMS is updated and all relevant documents are uploaded on the system where after closure of case file/docket can be initiated;
- 5.7.23 Ensure that all evidence collected by caseworker during investigation is scanned and named correctly as per 5.6.28 above;
- 5.7.24 Ensure that all documents scanned are saved in different folders and sub folders as per 5.6.29 above.

5.8 Case Intake Committee (CIC)

The Case Intake Committee must, in addition to any duties imposed under Section 24 of the IPID Act and such other duties as may be imposed in the Regulations promulgated under that Act:

- 5.8.1 Receive new cases from Investigators;
- 5.8.2 Discuss new cases to ensure that they are properly classified;
- 5.8.3 Give directives on what preliminary investigation must be conducted in terms of Section 28(1)(c) cases;
- 5.8.4 The chairperson must note the directives in the case investigative journal and the CMS;
- 5.8.5 Allocate the file to an Investigator;
- 5.8.6 Identify person who will supervise the Investigator for specific case and who will review Investigators report (Departmental and Criminal Case Reports);
- 5.8.7 Should ensure that the file is allocated within the time specified and if not a reason must be recorded in both the CIJ of the physical file as well as the CMS;
- 5.8.8 Be constituted by no less than three persons, (DDI, ASDI, PI and any available Investigator). In case of unavailability of personnel, the sitting by the DI or DDI or ASDI or PI will constitute a valid sitting. (As a last resort the PH may assist and if no other staff is available, the PH alone will constitute a valid sitting);
- 5.8.9 In the event a sitting constituted out of one person, that person cannot assign the files to themselves;
- 5.8.10 No minutes will be kept of the sitting.

6. PROCEDURES

6.1 Procedure for filing documents in an IPID file and docket

NO	PROCEDURE
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1.	All evidential documents e.g. statements, technical reports etc. must be filed in the "A" clip of the IPID file (including docket);
2.	All correspondence (internal and external) e.g. Progress Reports, Recommendations to DPP and SAPS, CIR and Acting letters, must be filed in the "B" clip of the file and docket;
3.	Investigative journals must be filed in the "C" clip of the file and docket;
4.	The QCF form must be filed in the "D" clip of the file;
5.	The Brought Forward Control Sheet must be filed in the "E" clip of the file;
6.	All documents must be numbered and filed in numerical order;
7.	All documents must be uploaded on the CMS.

6.2 Procedure for the registration of cases

NO	PROCEDURE
1.	An Investigator must immediately upon receipt of a case in writing, screen the case to determine whether or not it falls within the mandate of the IPID (Reg 3(1)) A complaints form, or written complaint, must be completed in every event that IPID is to investigate a case (Form 1 or 2 as per IPID Regulations); All written complaints must be stamped with a receipt date. In the event that the written complaint is received outside normal working hours, the first available working day date will be regarded as the date of receipt;
2.	If a case falls outside the mandate of the IPID, the Investigator must record it in the CMS as an Outside mandate case and refer it to a relevant institution or organisation. If it is a service delivery case and the Investigator is in doubt if the case should be recorded as a referred case, then he/she must consult with the supervisor before registering such a case. The written complaint must be uploaded onto the CMS. If approval is granted by the Executive Director/PH in terms of Section 28 (1)(h) cases, the response is forwarded and acknowledged by the respective province. The case will then be registered and allocated as per normal registration procedures (case registered and allocated within 72 hours);
3.	If the case falls within the mandate of the IPID, the Investigator must record the case as a Section 28(a)-(g) in the CMS. After registering the case the Investigator must print the IPID registration form and ensure that the complainant/victim/referral authority append his or her signature (where applicable), then upload the IPID registration form, letter, fax or email onto the CMS;
4.	Then, the investigator must print the acknowledgement letter and hand/send it to the complainant/victim/referral authority via the requested method;
5.	Open a file and file the IPID registration form, QCF form as well as the copy of the acknowledgement letter/SMS and refer the file to the CIC immediately, and

6.	The allocation is done by the CIC; the CIC and must also update the allocation details in the CMS.
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- 6.3. Procedure for the investigation of a case i.t.o. Section 28(1)(a) or (b) (Deaths in custody or as a result of police action) of Act read with Regulation 4 and 8

Telephonic/Faxed notifications

1.	An Investigator on standby/call (being automatically authorised to attend crime scenes) must immediately upon receiving a telephonic notification of a death, notify the PH/DI and attend the crime scene as soon as it is practicably possible to do so. In the event that a crime scene cannot be attended, permission for the non-attendance of the crime scene must be obtained from the PH or DI and reason must be noted in the CIJ file as well as the on CMS;
2.	Obtain and record all relevant information regarding the location of the crime scene, the time that the notification was made, the time of death, the SAPS/MPS member reporting the incident on IPID form 5 as well as IPID form 7.

Arrival at the crime scene and cooperation with SAPS/MPS member in charge of crime scene

3.	Advise the SAPS/MPS member in charge, to preserve the crime scene and to keep it intact until the IPID Investigator on standby/call, arrives at the crime scene;
4.	Introduce himself/herself by production of a valid IPID appointment certificate to the SAPS/MPS member in charge of the crime scene and take over the scene;
5.	Receive a briefing on what transpired on the crime scene;
6.	Inspect any wounds or bruises on the body of the deceased and make note of each and exact location (if any) on IPID Form 5;
7.	Identify the deceased and record his/her name, surname, age, gender;
8.	Ensure that all vital clues and forensic evidence have been marked and photographed on their original position by the Local Criminal Record Centre (LCRC);
9.	Collect or ensure the collection of exhibits from the crime scene for processing by the Forensic Science Laboratory (FSL); ensure that the evidence is placed in and sealed in a designated evidence bag and that the serial number is recorded in full in the CIJ; ensure that the exhibits are booked in with the SAP 13 at the Police Station within that jurisdiction;
10.	The Caseworker must submit a detailed statement mentioning that the exhibits were handed to the FSL or LCRC member intact in a sealed bag.

	The statement must be attached in A clip of the docket. During Investigations the Caseworker must obtain a detailed statement of the FSL or LCRC member to whom the evidence was handed. (for the purpose of chain statement);
11.	Identify all witnesses to the crime and obtain their particulars for interview as soon as it is practically possible;
12.	Obtain particulars of the members involved for future interview;
13.	Where a death in police custody or death as a result of police action is being investigated by the IPID, in addition to IPID form 5, IPID form 7 (Checklist for deaths in police custody and deaths as a result of police action) should also be completed an uploaded as a journal entry.

Post scene Investigation

15.	Ensure that the exhibits (obtained by IPID Investigator) are booked in the SAP 13 and booked out before it is sent to the Forensic Science Laboratory (FSL) for processing within 48 hours;
16.	Where the death being investigated was caused by any firearm, obtain the relevant permit allowing the SAPS/MPS member(s) involved to handle and use the firearm in question as well as a report relating to when last the said member was practically evaluated/tested for the handle and use of the said firearm;
17.	Upon receiving exhibits back from the FSL, the exhibits need to be returned to the Police Station for it to be booked back into the SAP13;
18.	Visit all the identified witnesses to conduct interviews and obtain statements;
19.	Establish the identity of the person who allegedly caused the death of the victim and obtain a warning statement in the case of Section 28(1)(b) cases;
20.	Visit the next of kin to notify them of the incident and your role as an IPID investigator; and interview them to obtain any information that may assist in the investigation;
21.	Ensure that the IPID form 5 is fully completed with all the required crime scene information (this includes obtaining the signature of the SAPS members at the scene);
22.	Transmit the IPID form 5 to the Investigator responsible for registration of cases and ensure that a file is opened. The IPID form 5 must be transmitted to the Investigator responsible for registration on the morning of the first working day following the attendance of the crime scene. After registering the case the Investigator must upload the IPID form 5 onto the CMS;
23.	Upon the closure of a case and the return of a docket to the Police Station a disposal order should be issued to the SAPS.

Post Mortem

24.	Attend post mortem on the date, time and place identified for purposes of observing the conducting of the post mortem; in the event the post mortem cannot be attended an entry must be made on the CIJ manual file and the CMS as to why the PM could not be attended;
25.	Advise the pathologist of any investigations you would like to concentrate on;
26.	Ensure the LCRC is present at the Post Mortem and that photos of the Post Mortem is taken (if required);
27.	Ensure that all vital clues and forensic evidence have been marked and photographed on their original position by the LCRC;
28.	Inform the Pathologist of observations made at the crime scene, in the event of any inconsistencies with his findings or, where there is disagreement with the Pathologist report, this to the Supervisor;
29.	Document and file detailed notes on the observations made during the Post Mortem and complete the IPID form 6.

Further investigation

30.	Upon receipt of the File, assess evidence contained in the file, conduct outstanding investigations as per directives and make a finding on the outcome of the investigation;
31.	Where resources are utilised from multiple offices, the jurisdiction will remain within the province where the matter arose, but custodianship and supervision will reside with the CD: Investigation and Information Management who will establish task teams and terms of reference;
32.	Update the CMS and generate a progress letter to the next of kin and relevant stakeholders; Progress letters should be forwarded monthly on the status of the case until the case is Decision Ready, thereafter quarterly or when there is a change in the status of the case; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report should <u>never</u> contain the merits or demerits of the case;
33.	Compile an CIR and compile a Recommendation Report to the SAPS or DPP pending on what information is available at that stage (Recommendation to SAPS can be generated at any stage but will not have any statistical impact relating to the status of the case);
34.	Refer to Supervisor for review and recommendation of case being decision ready or closure;
35.	Refer to the DI to finalise as decision ready and/ or closure. (If case completed/closed by DI – PH should still be informed as per Regulation 4 (3)(i)) (Note that only criminal recommendations that are submitted with result in case status changing from "Active" to "Decision Ready");
36.	Upon approval of Recommendations by the DI – the recommendation must be forwarded to the relevant stakeholder within 30 days;

37.	Upon receipt of the feedback of the Recommendation, update the CMS and attend to any outstanding enquiries and/or directives;
38.	Upon receipt of the decision and resulting outcome of the Recommendation, update the CMS and refer the case to the DI for closure.
39.	All investigations contemplated in terms of these Sections should be "decision ready" within 90 days and if not a reason should be provided and noted in the CIJ and CMS and approved by supervisor and DI as per Regulation 4(6). In the event that the case was referred by the Minister, Member of Parliament or the Presidency it should be regarded as a priority and should be dealt with by more senior members and feedback should be provided within 1-2 weeks to the reporting member.

6.4 Procedure for the investigation of a case i.l.o. Section 28(1)(c) of Act read with Regulation 6

1.	Over and above any directive and investigation, comply with the provisions of Regulation 6;
2.	Upon receipt of the file, conduct outstanding <u>preliminary</u> investigations as per directives by CIC/Supervisor;
3.	Where no docket is opened, ensure that the case docket is opened at any stage during the process of investigation;
4.	Upon instruction from the CIC, conduct a preliminary investigation to establish if full investigation will be warranted (preliminary investigation may not exceed 30 days as per Regulation 6 (3)); For preliminary investigation IPID form 8 should be used and uploaded as a journal entry.
5.	Obtain the relevant permit allowing the SAPS/MPS member to handle and use the firearm in question as well as a report relating to when last the said member was practically evaluated/tested for the handle and use of the said firearm;
6.	If full investigation is warranted: Visit all the identified witnesses to conduct interviews and obtain statements;
7.	Ensure the collection of exhibits, by forensic experts, for processing by the Forensic Science Laboratory (FSL); ensure the proper registration, handling, transportation and disposal of exhibits;
8.	Compile CIR and compile a recommendation to the SAPS/DPP. If a case is decision ready, recommendations may be made to DPP. A recommendation to the SAPS/MPS can be made at any time where sufficient evidence has been obtained in order to make an informed recommendation;
9.	Where no misconduct/criminal activities can be proven, the case should be closed as unsubstantiated and forwarded to Supervisor, the DI and PH for approval;
10.	Update the CMS and generate a progress letter to all relevant stakeholders. Progress letters should be forwarded monthly on the status

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	of the case until the case is decision ready, thereafter quarterly or when there is a change in the status of the case; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report should <u>never</u> contain the merits or demerits of the case;
11.	Refer to Supervisor for review and recommendation of case being decision ready or closure;
12.	Refer to the DI for finalised as decision ready and/or closure; (If case completed/closed by DI – PH should still be informed as per Regulation 6 (4)(e));
13.	Upon receipt of the outcome of the disciplinary and/or criminal process, refer for closure;
14.	In the event that the CIC decides that a case should rather be referred to the SAPS for investigation, these cases should be closed as Referred;
15.	All investigations contemplated in terms of these Sections should be completed within 90 days as per Regulation 6(5) and if not reason should be provided and noted in the CIJ and CMS and approved by supervisor. DI and PH. In the event that the case was referred by the Minister, Member of Parliament or the Presidency it should be regarded as a priority and should be dealt with by more senior members and feedback should be provided within 1-2 weeks to the reporting member.

6.5 Procedure for the investigation of a case i.t.o. Section 28(1)(d)-(g) of Act read with Regulation 5 and 8

1.	Over and above any directive and investigation, comply with the provisions of Regulation 5;
2.	Upon receipt of the file, conduct outstanding investigations as per directives by CIC/Supervisor;
3.	Where no docket is opened, ensure that the case docket is opened within 24 hours after designation; (Regulation 5(3))
4.	In addition to the standard investigation of criminal cases the following should be noted:
5.	Investigations i.t.o. Section 28(1)(d) and (e): Ensure, if not yet done, Victim is examined by a medical practitioner;
6.	Ensure that the J88 accompanies the examination of the rape victim by the medical practitioner or the nursing staff at the nearest Thuthuzela Centre as soon as possible and not later than 24 hours after the alleged rape.
7.	A sexual assault kit is obtained, properly sealed and submitted to the Forensic Science Laboratory (FSL);
8.	Provisions of Sexual Offences and Related matters Amendment Act and any SAPS National instruction relating to rape are complied with;
9.	Ensure the collection of exhibits, by forensic experts, for processing by the

	Forensic Science Laboratory (FSL); ensure the proper registration, handling, transportation and disposal of exhibits;
10.	Ensure that the first report statement is obtained from the person to whom the rape was first reported, such statement must be filled in the A clip of the docket;
11.	<u>Investigations i.t.o. Section 28(1)(f):</u> Advise the SAPS/MPS member in charge, to preserve the crime scene (if scene is identified and available) and to keep it intact until the IPID Investigator on standby/call, arrives at the crime scene;
12.	Introduce himself/herself by production of a valid IPID appointment certificate to the SAPS/MPS member in charge of the crime scene and take over the scene;
13.	Ensure, if not yet done, Victim is examined by a medical practitioner and in cases where torture is alleged, ensure that the blood test and skin biopsy is done within 72 hours;
14.	Ensure the collection of exhibits, by forensic experts, for processing by the Forensic Science Laboratory (FSL); ensure the proper registration, handling, transportation and disposal of exhibits;
15.	<u>Investigations i.t.o. Section 28(1)(g):</u> Where the amount in question is above R 100 000 ensure that the provisions as per Section 34(1) and 34(3)(a) of the Prevention and Combating of Corrupt Activities Act are complied with;
16.	Where resources are utilised from multiple offices, the jurisdiction will remain within the province where the matter arose, but custodianship and supervision will reside with the CD: Investigation and Information Management who will establish task teams and terms of reference;
17.	Visit all the identified witnesses to conduct interviews and obtain statements;
18.	Compile CIR and compile a recommendation to the SAPS/DPP. If a case is decision ready, recommendations may be made to DPP. A recommendation to the SAPS/MPS can be made at any time where sufficient evidence has been obtained in order to make an informed recommendation;
19.	Where no misconduct/criminal activities can be proven, the case should be closed as unsubstantiated and forwarded to Supervisor, the DI and PH for approval;
20.	Update the CMS and generate a progress letter to all relevant stakeholders. Progress letters should be forwarded monthly on the status of the case until the case is completed, thereafter quarterly or when there is a change in the status of the case; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report should <u>never</u> contain the merits or demerits of the case;
21.	Refer to Supervisor for review and recommendation of case being decision ready or closure;

23.	Refer to the DI for case being decision ready and/or closure; (If case finalised as decision ready/closed by PH should still be informed as per Regulation 5 (3)(1));
24.	Upon receipt of the feedback and outcome of the disciplinary and/or criminal process, refer for closure;
25.	In the event that the CIC decides that a case should rather be referred to the SAPS for investigation, these cases should be closed as Referred;
26.	All investigations contemplated in terms of these Sections should be completed within 90 days as per Regulation 5(4) and if not reason should be provided and noted in the CIJ and CMS and approved by supervisor, DI and PH. In the event that the case was referred by the Minister, Member of Parliament or the Presidency it should be regarded as a priority and should be dealt with by more senior members and feedback should be provided within 1-2 weeks to the reporting member.

6.6 Procedure for the investigation of a case i.t.o. Section 28(1)(h) of Act read with Regulation 7, other criminal matters

1.	Upon receipt of a complaint of a criminal nature not falling within the scope of cases as indicated in Section 28 (1)(a) to (g), the Provincial Head must make a decision as to whether or not the matter will be investigated by IPID or be referred to the relevant Provincial Commissioner. For this purpose IPID form 4 must always be completed for any Section 28 (1)(h) case. In the event that it is a high profile matter or referred to the Directorate by the Minister, MEC or the Secretariat for Police, the Provincial Head must refer the complaint to the office of the Executive Director for decision;
2.	The approval to investigate the matter must be uploaded onto the CMS, irrespective if approval was given by the Executive Director or the Provincial Head;
3.	In the event that approval is not granted the case must be registered as "Outside Mandate" and referred to relevant stakeholder;
4.	In the event that approval is granted upon receipt of the file, conduct outstanding investigations as directed;
5.	Over and above the directives above, comply with the provision of Regulation 7;
6.	Where no docket is opened, ensure that the case docket is opened at any stage during the process of investigation;
7.	Visit all the identified witnesses to conduct interviews and obtain statements;
8.	Compile CIR and compile a recommendation to the SAPS/DPP. If completion of case was done with interim report, recommendations may be made to SAPS. If completion of the case was done with a final report, recommendations may be made to SAPS/DPP;
9.	Where no misconduct/criminal activities can be proven, the case should be closed as unsubstantiated and forwarded to Supervisor and DI for approval;

10.	Update the CMS and generate a progress letter to all relevant stakeholders. Progress letters should be forwarded monthly on the status of the case until the case is completed, thereafter quarterly or when there is a change in the status of the case; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report should <i>never</i> contain the merits or demerits of the case;
11.	Refer to Supervisor for review and recommendation of case being decision ready or closure;
13.	Refer to the DI for case being decision ready and/or closure;
14.	Upon receipt of the outcome of the disciplinary and/or criminal process, refer for closure.

6.7 Procedure for the investigation of a case i.Lo Section 28(1)(h) of the Act. Misconduct matters

1.	Where internal remedies up to the level of the Provincial Commissioner have not been exhausted a case should be classified as "Outside Mandate" and complainant should be referred to relevant stakeholder;
2.	Where internal remedies up to the level of the Provincial Commissioner have been exhausted, the PH should provide direction regarding investigation, period of completion and manner of disposal as per Regulation 7(3)(c). Cases of this nature should be completed within 90 days;
3.	Upon receipt of the file, conduct outstanding investigation as per directives by CIC;
4.	Obtain docket/copies of the docket and peruse to establish whether the investigation was properly conducted;
5.	Obtain witness statements and suspect members statements where the veracity of the allegations cannot be ascertained by merely perusing the docket;
6.	Compile CIR and compile a recommendation to the SAPS;
7.	Update the CMS and generate a progress letter to all relevant stakeholders. Progress letters should be forwarded monthly on the status of the case until the case is completed, thereafter quarterly or when there is a change in the status of the case; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report should <i>never</i> contain the merits or demerits of the case;
8.	Refer to the DI for completion and/or closure;
10.	Upon receipt of the outcome of the disciplinary process, refer for closure.

6.8 Procedure for the investigation of Section 28(2) cases

1.	Upon identification of a case of possible Systemic Corruption, do preliminary investigation and forward a report to National Office (For the attention of the Executive Director and the Programme Manager: Investigations) for approval for registration of a Systemic Corruption Case;
2.	If approval is granted by the Executive Director, the response is forwarded and acknowledged by the respective province. The case will then be registered and allocated as per normal registration procedures (case registered and allocated within 72 hours);
3.	Irrespective if the case has already been registered or not and approval is not granted continue with the case as directed by National Office;
4.	Where no docket is opened, ensure that the case docket is opened if applicable;
5.	Where resources are utilised from multiple offices, the jurisdiction will remain within the province where the matter arose, but custodianship and supervision will reside with the CD: Investigation and Information Management who will establish task teams and terms of reference;
6.	Update the CMS and generate a progress report which should be forwarded to National Office monthly on the status of the case until the case is completed, thereafter quarterly or when there is a change in the status of the case; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report to National Office should be detailed and include timelines, project plans and expenditures;
7.	Refer to Supervisor for review and recommendation of case being decision ready or closure;
8.	Refer to the DI for case being decision ready and/or closure;
10.	Upon receipt of the outcome of the disciplinary and/or criminal process, refer for closure;
11.	Where no disciplinary and/or criminal recommendations are made but only a report with findings the case can be closed without capturing any feedback on report.

6.9 Procedure for the investigation of a case i.t.o Section 33 of Act read with Section 29 of Act

1.	Upon establishing a failure on the part of any SAPS member to comply with their obligation to report matters referred to in Section 28 (1) in terms of Section 29 the following should occur:
2.	A docket should be opened against member(s) i.t.o. Section 33;
3.	Where no docket is opened, ensure that the case docket is opened at any stage during the process of investigation;

4.	This file should be investigated separately of the main offence;
5.	Upon receipt of the file, conduct outstanding investigations as per directives by CIC/Supervisor;
6.	Visit all the identified witnesses to conduct interviews and obtain statements;
7.	Compile a recommendation to the SAPS. If completion of case was done departmentally, recommendations may be made to the SAPS. If completion of the case was done criminally, recommendations may be made to the DPP;
8.	Where no misconduct/criminal activities can be proven, the case should be closed as unsubstantiated and forwarded to the Supervisor and DI for approval;
9.	Update the CMS and generate a progress letter to all relevant stakeholders. Progress letters should be forwarded monthly on the status of the case until the case is completed, thereafter quarterly or when there is a change in the status of the case; such progress should be limited to the status of the investigation (investigation is pending/completed and recommendations have been forwarded to the DPP/SAPS, the case is pending in court and report on the court dates), the report should <i>never</i> contain the merits or demerits of the case;
10.	Refer to Supervisor for review and recommendation of case being decision ready or closure;
11.	Refer to the DI for case being decision ready and/or closure;
12.	Upon receipt of the outcome of the disciplinary and/or criminal process, refer for closure.

6.10 Procedure for completion and closing of files and dockets

NO.	PROCEDURE
	Obtaining the status of "Decision Ready" for cases
1.	The Investigator initiates completion of a file through the Supervisor after completing a case investigation report;
2.	The Supervisor reviews and quality assures directives and reports and recommends decision ready to the DI;
3.	The DI approves/disapproves;
4.	No Investigator acting as DI will approve the completion of a file investigated by himself/herself;
5.	All Section 28(1)(a)-(g) cases must be referred for decision to the SPP/DPP, before closure;
	Closing of Files
6.	The Investigator initiates closure of a file through the Supervisor after completing a closure report, which will include the outcome of the criminal case/DC process within 30 days after the last of the two outcomes have been received;
7.	The Supervisor reviews and quality assures directives and reports and recommends decision ready to the DI;

[Handwritten Signature]

8.	The DI approves/disapproves closure ;
9.	No Investigator acting as DI will approve the closure of a file investigated by him/her;
10.	Where a file is closed as Withdrawn by victim(s), the victim(s) withdrawal statement(s) must be filed, or an affidavit by the Investigator in the event that the victim(s) withdrawal statement(s) could not be obtained.

6.11 Procedure for archiving of files and docket

	PROCEDURE FOR ARCHIVING OF FILES AND DOCKETS
	Archiving of Case Dockets
1.	The DI approves the closure of the investigation of the case and completes the closure activity on the CMS, and thereafter the process of archiving comes into effect through completion of the Archiving Activity on the CMS within 60 days of closure being approved;
2.	The Investigator must return the SAPS docket to the Station concerned in accordance with procedure 6.12;
	Archiving of Files
3.	The DI approves the closure of the investigation of the case and completes, and thereafter the process of archiving comes into effect through completion of the Archiving Activity on the CMS within 60 days of closure being approved
4.	The DDI conducts quality control before the file is archived;
5.	The Investigator archives the file in the IPID Archiving facility in line with the Archive Activity on the CMS;
6.	Closed files must be archived within 60 days after closure.

6.12 Procedure for obtaining and returning SAPS dockets

	PROCEDURE FOR OBTAINING SAPS DOCKETS
1.	Request docket from the Provincial/ Station/ Branch Commander;
2.	Ensure that the Provincial/ Station/ Branch Commander transfers the docket on the CAS system and records on the register in accordance with the provision of the SAPS Standing Operating Procedure (SOP) dated 20/11/2007;
3.	Make an OB Entry to confirm receipt of docket from the station and member concerned;
4.	Record the transaction on the IPID manual docket register;
5.	On arrival at the office ensure that the information CMS is updated;
	PROCEDURE FOR RETURNING SAPS DOCKETS
6.	When returning the docket ensure that the Provincial/ Station/ Branch Commander transfers the docket on the CAS system and records in the

	register in accordance with the provisions of the SAPS Standing Operating Procedure (SOP) dated 20/11/2007;
7.	Make an OB Entry to confirm return of the docket to the station and member concerned; or when the docket is returned to SAPS (other than at the station), written proof should be obtained;
8.	Record the transaction on the IPID manual docket register;
9.	On arrival at the office ensure that the information CMS is updated.

6.13 Procedure for referral of cases

1.	Upon registration of the case, the Investigator will prepare a referral letter immediately and close the case where the complaint falls outside IPID mandate;
2.	In the situation where a discretion needs to be exercised, whether a case must be investigated or not, an Investigator will refer the case to CIC;
3.	The CIC will analyse the case and advise the PH whether to refer a case in terms of Section 7(9);
4.	The PH will decide whether the case is to be investigated or referred.

6.14 Crime scenes

1.	All crime scenes relating to investigation of Section 28 matters should be attended where possible;
2.	Over and above the directive above, comply with the provisions of Regulation 8;
3.	Where a crime scene needs to be reconstructed, permission should be obtained as to justify the costs.

6.15 Arrests

1.	In case of the possibility of arrest an Investigator should preferably obtain a warrant of arrest, or consult the Prosecutor to give a go-a-head and note it in the docket;
2.	The Investigator must consult with the DI or PH before effecting the arrest without a warrant;
3.	In high profile cases the ED, PM and PH should always be consulted prior to the arrest;
4.	The EH of MPS, the Station Commander as well as the Provincial Commissioner of SAPS is to be informed of any intention to arrest a member prior to effecting the arrest;

5.	In case of uncertainty on arrests without a warrant, the DI or PH must consult Legal Services.
-----------	---

6.16 DNA - Forensic Samples

1.	In any case where any "buccal sample" may be required, only IPID officials authorised to do so in terms of the Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 and its Regulations may take the samples;
2.	Where IPID officials are not allowed to take said (DNA related) sample, he/she should ensure that the sample(s) are taken by an qualified medical practitioner as indicated in the said Act;
3.	Once samples are collect ensure delivery of the sample to relevant laboratory for analysis of same;
4.	Record all activities undertaken and results on CMS;

7. REGULATIONS

This SOP should be read together with the Regulations promulgated under Section 34(1) of the Independent Police Investigative Directorate Act 1 of 2011, especially in relation to the following aspects (but not with regard to any period mentioned in the said Regulations pertaining to completion periods):

- (a) investigation of death in police custody or as a result of police action (Reg 4);
- (b) the rape of a person, whether in police custody or by a member; torture or assault by a member; and involvement in corruption (Reg 5);
- (c) the discharge of an official firearm (Reg 6);
- (d) investigation of matters referred to the IPID (Reg 7);
- (e) securing of a crime scene (Reg 8); and
- (f) identification parades, taking of affidavits and giving evidence (Reg 9).

8. DELEGATION

- 8.1 The Executive Director delegates authority to the Provincial Head to refer and/or investigate matters that fall outside Section 28(1)(a) to (g) to the relevant Provincial Commissioner, if it is not a high profile matter or a serious offence or misconduct that has potential to attract public interest, or if is not referred to IPID by the Minister, MEC, Secretary for Police or the ED.

8.2 Provincial Heads and Director Investigations should under no circumstances delegate their functions, in terms of this SOP, on a permanent basis to another member of his/her staff.

9. PENAL PROVISION

Failure to comply with any provision of this SOP amounts to misconduct and shall be dealt with in terms of the disciplinary code of conduct of the Public Service.

10. REVISION

This SOP shall be revised as and when a need arises.

Approved by the Acting Executive Director.


MR KI KGAMANYANE
ACTING EXECUTIVE DIRECTOR
DATE: 29/04/11

FORM 1
REPORTING OF MATTER BY STATION COMMANDER, MEMBER OF THE
SOUTH AFRICAN POLICE SERVICE OR MUNICIPAL POLICE SERVICES
 (Regulation 2(1))
 [Section 29(1) of Act x of 2011]

Complaint Details			
CAS/CR No/Inquest No		Province	
Date of Incident		Time of Incident	
Reported to SAPS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Reported to SAPS	
Incident relates to :			
<input type="checkbox"/> Death in police custody			
<input type="checkbox"/> Death as a result of police action			
<input type="checkbox"/> Discharge of firearm by police officer			
<input type="checkbox"/> Rape by police officer			
On Duty <input type="checkbox"/> Off Duty <input type="checkbox"/>			
<input type="checkbox"/> Rape of person in police custody			
<input type="checkbox"/> Torture/assault by police officer			
Complaint Description (Use additional folios if necessary)			

--

Complainant Details			
Role in the case	<input type="checkbox"/> Complainant <input type="checkbox"/> Third party		
ID Number		Passport Number	
Title		First Name	
Middle Name		Last Name / Surname	
Landline		Mobile	
Fax		Email	
Nationality		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Disabled status	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Address			
Country		City	
Suburb		Postal Code	
Preferred contact Method (e.g. Email, SMS, Fax)			

Police Details (Reporting Station/Unit/MPS)			
Policing Unit		Policing Entity (E.g. SAPS, MPS)	
Police Station			
Investigating Officer First Name		Investigating Officer Middle Name	
Investigating Officer Last Name		Investigating Officer Rank	
ID Parade Held	<input type="checkbox"/> Yes <input type="checkbox"/> No		
IPID Telephonically Informed	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date of Call
IPID Official incident reported to		Time of Call	
Title of Person Reporting Incident			
First Name of Person Reporting Incident		Middle Name of Person Reporting Incident	
Last Name / Surname of Person Reporting Incident			
District Surgeon Notified			
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
District Surgeon First Name		District Surgeon Middle Name	
District Surgeon Last Name		District Surgeon Tel	
Victim Details			
Nationality		ID Number	
Passport Number			
First Name		Middle Name	
Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Race
Age			
Next of Kin Notified	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Location of Body			
Responsible Person for death / Injury	<input type="checkbox"/> Himself/Herself <input type="checkbox"/> SAPS/MPS Member(s) <input type="checkbox"/> Inmates <input type="checkbox"/> Vigilantes / Members of the public <input type="checkbox"/> Other		
Responsible Person (Other)			

Cause of Death	<input type="checkbox"/> Suicide <input type="checkbox"/> During Apprehension <input type="checkbox"/> In transit with SAPS vehicle <input type="checkbox"/> Natural Causes <input type="checkbox"/> Self-defense <input type="checkbox"/> During escape <input type="checkbox"/> Due to motor vehicle accident <input type="checkbox"/> Unknown <input type="checkbox"/> Other		
Classify Deceased	<input type="checkbox"/> Suspect <input type="checkbox"/> Sentenced <input type="checkbox"/> Witness Protection <input type="checkbox"/> Awaiting trial <input type="checkbox"/> Mental patient		
Detainee	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Detention			
Place where Death Occurred			
Instrument / Object Causing Death			
Service Member's Details			
Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rank	
Persal Number		ID Number	
Initials			
First Name		Middle Name	
Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	
Duty Station		Duty Station Unit	
On Duty	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rank	
Persal Number		ID Number	
Initials			
First Name		Middle Name	
Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	
Duty Station		Duty Station Unit	
On Duty	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rank	
Persal Number		ID Number	
Initials			
First Name		Middle Name	

Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	
Duty Station		Duty Station Unit	
On Duty	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Number			
Vehicle Registration Number			
Description of vehicle:			
Station Commissioner's Rank:			
Station Commissioner's Full names:			
Station Commissioner's Signature:			

FORM 2

COMPLAINT REPORTING FORM BY MEMBER OF PUBLIC
 (Regulation 2(5))
 [Section 28(1)(g) of Act x of 2011]

Complaint Details			
CAS/CR No/ Inquest No		Province	
Date of Incident		Time of Incident	
Reported to SAPS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Reported to SAPS	
Name of SAPS station			
Protection Order issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Protection Order type	Interim <input type="checkbox"/> Final <input type="checkbox"/>
Date Issued			
Incident relates to : <input type="checkbox"/> Death in police custody <input type="checkbox"/> Death as a result of police action <input type="checkbox"/> Discharge of firearm by police officer <input type="checkbox"/> Rape by police officer On Duty <input type="checkbox"/> Off Duty <input type="checkbox"/> <input type="checkbox"/> Rape of person in police custody <input type="checkbox"/> Torture/assault by police officer <input type="checkbox"/> Corruption within the police			
Complaint description (use additional folios if necessary):			

Complainant Details (includes third party complaints)			
Role in the case	<input type="checkbox"/> Complainant <input type="checkbox"/> Third Party		
ID Number		Passport Number	
Title		First Name	
Middle Name		Last Name / Surname	
Landline		Mobile	
Fax		Email	
Nationality		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Disabled status			
Address			
Country		City	
Suburb		Postal Code	
Preferred contact Method (E.g. E-mail, SMS, Post)			
Victim Details			
Passport Number			
First Name		Middle Name	
Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	
Age			
Service Member's Details			
Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rank	
Persal Number		ID Number	
Initials			
First Name		Middle Name	
Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	
Duty Station		Duty Station Unit	
Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rank	
Persal Number		ID Number	
Initials			
First Name		Middle Name	
Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Race	
Duty Station		Duty Station Unit	
Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rank	

Persal Number		ID Number	
Initials			
First Name		Middle Name	
Last Name / Surname			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Race
Duty Station			Duty Station Unit
Contact Number			
On Duty	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vehicle Registration Number			
Details of Witnesses to Incident			
Title		First Name	
Middle Name		Last Name / Surname	
Landline		Mobile	
Title		First Name	
Middle Name		Last Name	
Landline		Mobile	
Title		First Name	
Middle Name		Last Name / Surname	
Landline		Mobile	
Title		First Name	
Middle Name		Last Name	
Landline		Mobile	

COMPLAINANT'S FULL NAME

COMPLAINANT'S SIGNATURE

DATE:

FORM 3
DISCIPLINARY RECOMMENDATIONS TO NATIONAL COMMISSIONER /
PROVINCIAL COMMISSIONER
 (Regulation 12(2))

[Section 30 of Act x of 2011]

CASE INVESTIGATIVE REPORT

Complaint Details			
CCN		Incident description code	
Type of report		Report date	
Date of last report		Complaint class	
Complainant		Date of complaint	
SAPS CR/CAS number		Suspect identification	
Investigator		Assignment	
Reporting staff member			
Source of complaint			
Summary of complaint			
Evidence giving rise to disciplinary recommendations			

Analysis and findings
Recommendations regarding disciplinary action to be taken in terms of applicable disciplinary regulations or code

Signature of investigator: _____

Recommended / not recommended

Full names of supervisor: _____

Signature of supervisor: _____

Full names of IPID Provincial head: _____

Signature of IPID Provincial head: _____

Full names of IPID Executive Director / member acting in terms of regulation 12(3):

Signature of IPID Executive Director / member acting in terms of regulation 12(3):

Decision on cases falling outside the sphere of Section 28(1)(a)-(g) if the IPID Act

Cases falling outside Section 28 (1)(a)-(g) the Executive Director has delegated the responsibility to make a decision on how these matters should be dealt with to the Provincial Heads uto paragraph 9.1 of the Standard Operating Procedure.

The following matter was dealt with in the following manner:

Police Station: _____
 CAS Number: _____
 Criminal Charge: _____
 Victim: _____

After reviewing the allegation as provided by SAPS/Complainant, the following decision was taken:

Will the matter be investigated by IPID:

Yes	No
-----	----

If "Yes", provide reason for decision: _____

If "No", provide method of disposal: _____

Decision taken by: _____

In their capacity as: _____

Date: _____

Signature: _____

- This form must be completed for all matters outside Section 28 (1)(a)-(g)



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Department:
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

IPID CRIME SCENE REPORT

(To be completed by IPID Investigator at the scene)

(SOP)
IPID Form 5

1. REFERENCE NUMBERS

1.1. IPID Office: _____ CCN: _____

Standby Notification Reference Number: _____

1.2. SAPS/METRO Station Area: _____

CAS NO: _____

2. IPID PERSONNEL PRESENT

2.1. Investigative Supervisor:

2.2. IPID Investigator:

2.3. Other IPID Personnel:

3. SAPS/METRO MEMBERS PRESENT

3.1. Crime Scene Officer: Name:

Station:

Rank:

Confidential

3.2. SAPS/METRO Investigating Officer:

Name: _____

Station: _____

Rank: _____

4. ARRIVAL AT SCENE: Date: _____ Time: _____

5. ANY UNDUE DELAY IN ATTENDING THE SCENE? Y / N

TYPE AND REASON: _____

6. SAPS MEMBER IN CHARGE OF THE SCENE: _____

7. ADDRESS/LOCALITY OF SCENE: _____

(Full address or locality of scene)

8. DESCRIPTION OF SCENE UPON ARRIVAL^a

8.1. Indoors/Outdoors. 8.2. Urban/Rural Area.

8.3. House/Business Premises/ Warehouse/Police Station/Police cells/Field/Public Road/ Farm/ Other

8.4. Visibility: Good/Weak/Bad. 8.5. Rain/Sunshine.

8.6. Natural/Artificial Light. 8.7. Open/Built up/Bush/Grass/ Water/ Other:

8.8. Cordoned Off: Yes/No. 8.9. Deceased/Victim on Scene: Yes/No.

8.10. Injured Person on Scene: Yes/No. 8.11. Exhibits on Scene:

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Yes/No.

- 8.12. Forensic Experts on Scene: Yes/No. 8.13. Witnesses at Scene:
Yes/No.
- 8.14. SAPS/METRO member(s) involved at Scene: Yes/No.

9. PARTICULARS OF INJURED PERSONS

9.1. Name

Age: _____ Sex: _____ Telephone No: (H) _____ (W) _____

Address _____

9.2 Name:

Age: _____ Sex: _____ Telephone No: (H) _____ (W) _____

Address: _____

9.3 Name:

Age: _____ Sex: _____ Telephone No: (H) _____ (W) _____

Address: _____

10. PARTICULARS OF DECEASED

10.1 Name:

Age: _____ Sex: _____ Race: _____

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Address:

10.1.1. Apparent Manner of Death:

(E.g. Gunshot/Knife Wound/Dog Bite/Asphyxiation)

10.1.2 Family of deceased identified? YES/ NO - If "Yes" provide details:

10.2. Name:

Age: _____ Sex: _____ Race: _____

Address:

10.2.1. Apparent Manner of Death:

(E.g. Gunshot/Knife Wound/Dog Bite/Asphyxiation)

10.2.2 Family of deceased identified? YES/ NO - If "Yes" provide details:

10.3. Name:

Age: _____ Sex: _____ Race: _____

Address:

Confidential

10.3.1. Apparent Manner of Death:

(E.g. Gunshot/ Knife Wound /Bite/Asphyxiation)

10.3.2 Family of deceased identified? YES/ NO - If "Yes" provide details:

11. PARTICULARS OF WITNESSES

11.1 Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

11.1.1 Interview arranged: YES/NO.

For: Date: _____ Time: _____

Venue:

11.2 Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

11.2.1. Interview arranged: YES/NO.

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For: Date: _____ Time: _____

Venue:

11.3 Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

11.3.1. Interview arranged: YES/NO.

For: Date: _____ Time: _____

Venue:

11.4 Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

11.4.1. Interview arranged: YES/NO.

For: Date: _____ Time: _____

Venue:

12 PARTICULARS OF SAPS/METRO MEMBER/S INVOLVED

12.1 Name:

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Service Number: _____ Rank: _____

Station: _____ Unit: _____

12.2 Name:

Service Number: _____ Rank: _____

Station: _____ Unit: _____

12.3 Name:

Service Number: _____ Rank: _____

Station: _____ Unit: _____

13 EXHIBITS ON THE SCENE: (Describe each exhibit and the place where it was found)

13.1 _____

13.2 _____

13.3 _____

13.4 _____

13.5 _____

13.6 _____

13.7 _____

13.8 _____

13.9 _____

13.10 _____

13.11 _____

13.12 _____

14 MANNER OF DISPOSAL OF EXHIBITS

- 14.1 _____
- 14.2 _____
- 14.3 _____
- 14.4 _____
- 14.5 _____
- 14.6 _____
- 14.7 _____
- 14.8 _____
- 14.9 _____
- 14.10 _____
- 14.11 _____
- 14.12 _____

(E.g. Taken by SAPS/METRO investigating officer/Ballistic expert/Pathologist)

15 FORENSIC AND OTHER EXPERTS AT SCENE

15.1 Fingerprint:

Name and Contact details

15.2 Photographer:

Name and Contact details

15.3 Ballistic:

Name and Contact details

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15.4 Pathologist:

Name and Contact details

15.5 Other:

Name, Field of expertise, Organisation and Contact details

15. **SHORT SUMMARY OF EVENTS AS DETERMINED AT SCENE**

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Lined writing area consisting of approximately 22 horizontal lines.

*****Confidential*****

17. FAMILY LIAISON:

17.1 Name of family member communicated with: _____

17.2 Contact details of family member: _____

17.3 Information obtained from family member:

Date: _____

Time: _____

Signature of IPID Investigator

* Delete where not applicable
* Continue on loose folios if necessary

Addendum to Form 7.2:

When arriving at scene:

In the event of a case as per Section 28(1)(a), (b), (c), (d), (e) of (f):

Was a request made to the SAPS member in charge of the scene to provide assistance relating to:

<u>Yes</u>	<u>No</u>	<u>Type</u>
		Providing of crime kits
		Providing of forensic evidence bags
		Any other type of assistance:

Was failure to assist explained as a contravention of Section 29 of the IPID Act and those possible criminal actions can result in the event of a failure to assist?

<u>Yes</u>	<u>No</u>

Response of SAPS member on scene:

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Signature of IPID official:

Signature of SAPS official:

Name, Surname, Rank:

I, _____ hereby confirm that I attended the scene on (location) _____, at (time and date) _____ and that the following SAPS official _____, confirms my attendance on the date, time and location as indicated.

Signature of IPID official:

Signature of SAPS official:

SAPS Persal Number:

Name, Surname, Rank:

Date:

Time:



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REPUBLIC OF SOUTH AFRICA

IPID POST MORTEM REPORT

(To be completed by IPID Investigator at the post mortem)

(SOP)
IPID Form 6

POST MORTEM DATA

1. Name of the deceased: _____

Body No: _____

2. Name of the Pathologist/Doctor: _____

3. Place and Date: _____

4. ID Number: _____ or Date of Birth _____

5. Observations: _____

5.1. IPID investigators requested Pathologist/Doctor to specifically look at/focus on:

6. Doctor's Findings: _____

7. Cause of Death: _____

8. Samples taken:

9. Other notes/observations:

10 Signature and date of the Pathologist/Doctor acknowledging that IPID investigator was present at Post Mortem:

Name of Pathologist/Doctor: _____

Signature: _____

Date: _____



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REPUBLIC OF SOUTH AFRICA

IPID CRIME SCENE REPORT

(To be completed by IPID Investigator at the scene)

(SOP)
IPID Form 7

1. REFERENCE NUMBERS

1.1. IPID Office: _____ CCN: _____

Standby Notification Reference Number: _____

1.2. SAPS/METRO Station Area: _____

CAS NO: _____

2. IPID PERSONNEL PRESENT

2.1. Investigative Supervisor:

2.2. IPID Investigator:

2.3. Other IPID Personnel:

3. SAPS/METRO MEMBERS PRESENT

3.1. Crime Scene Officer: Name:

Station:

Rank:

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3.2. SAPS/METRO Investigating Officer:

Name: _____

Station: _____

Rank: _____

4. ARRIVAL AT SCENE: Date: _____ Time: _____

5. SAPS MEMBER IN CHARGE OF THE SCENE: _____

6. ADDRESS/LOCALITY OF SCENE:

(Full address or locality of scene)

7. DESCRIPTION OF SCENE UPON ARRIVAL^o

- | | |
|--|--|
| 7.1. Indoors/Outdoors. | 7.2. Urban/Rural Area. |
| 7.3. House/Business Premises/ Warehouse/Police Station/Police cells/Field/Public Road/ Farm/ Other | |
| 7.4. Visibility: Good/Weak/Bad. | 7.5. Rain/Sunshine. |
| 7.6. Natural/Artificial Light. | 7.7. Open/Built up/Bush/Grass/ Water/ Other: |
| 7.8. Cordoned Off: Yes/No. | 7.9. Deceased/Victim on Scene: Yes/No. |
| 7.10. Injured Person on Scene: Yes/No. | 7.11. Exhibits on Scene: Yes/No. |
| 7.12. Forensic Experts on Scene: Yes/No. | 7.13. Witnesses at Scene: Yes/No. |
| 7.14. SAPS/METRO member(s) involved at Scene: Yes/No. | |

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8. PARTICULARS OF INJURED PERSONS

8.1. Name

Age: ____ Sex: _____ Telephone No: (H) _____ (W) _____

Address _____

8.2 Name:

Age: ____ Sex: _____ Telephone No: (H) _____ (W) _____

Address: _____

8.3 Name:

Age: ____ Sex: _____ Telephone No: (H) _____ (W) _____

Address: _____

9. PARTICULARS OF DECEASED*

9.1 Name:

Age: _____ Sex: _____ Race: _____

Address: _____

Confidential

9.1.1. Apparent Manner of Death:

(E.g. Gunshot/Knife Wound/Dog Bite/Asphyxiation)

9.1.2 Family of deceased identified? YES/ NO - If "Yes" provide details:

9.2. Name:

Age: _____ Sex: _____ Race: _____

Address:

9.2.1. Apparent Manner of Death:

(E.g. Gunshot/Knife Wound/Dog Bite/Asphyxiation)

9.2.2 Family of deceased identified? YES/ NO - If "Yes" provide details:

9.3. Name:

Age: _____ Sex: _____ Race: _____

Address:

9.3.1. Apparent Manner of Death:

Confidential

(E.g. Gunshot/ Knife Wound /Bite/Asphyxiation)

9.3.2 Family of deceased identified? YES/ NO - If "Yes" provide details:

10. PARTICULARS OF WITNESSES

10.1. Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

10.1.1 Interview arranged: YES/NO.

For: Date: _____ Time: _____

Venue:

10.2. Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

10.2.1. Interview arranged: YES/NO.

For: Date: _____ Time: _____

Venue:

Confidential

10.3. Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

10.3.1. Interview arranged: YES/NO.

For: Date: _____ Time: _____

Venue:

10.4. Name:

Address:

Tel. No. (H) _____ (W) _____ (Cell) _____

10.4.1. Interview arranged: YES/NO.

For: Date: _____ Time: _____

Venue:

11. PARTICULARS OF SAPS/METRO MEMBER/S INVOLVED

11.1. Name:

Service Number: _____ Rank: _____

Station: _____ Unit: _____

Confidential

11.2. Name:

Service Number: _____ Rank: _____

Station: _____ Unit: _____

11.3. Name:

Service Number: _____ Rank: _____

Station: _____ Unit: _____

12. **EXHIBITS ON THE SCENE:** (Describe each exhibit and the place where it was found)

12.1. _____

12.2. _____

12.3. _____

12.4. _____

12.5. _____

12.6. _____

12.7. _____

12.8. _____

12.9. _____

12.10. _____

12.11. _____

12.12. _____

13. MANNER OF DISPOSAL OF EXHIBITS

- 13.1. _____
- 13.2. _____
- 13.3. _____
- 13.4. _____
- 13.5. _____
- 13.6. _____
- 13.7. _____
- 13.8. _____
- 13.9. _____
- 13.10. _____
- 13.11. _____
- 13.12. _____

(E.g. Taken by SAPS/METRO investigating officer/Ballistic expert/Pathologist)

14. FORENSIC AND OTHER EXPERTS AT SCENE

14.1. Fingerprint:

Name and Contact details

14.2. Photographer:

Name and Contact details

14.3. Ballistic:

Name and Contact details

14.4. Pathologist:

Name and Contact details

Confidential

14.5. Other:

Name, Field of expertise, Organisation and Contact details

15. SHORT SUMMARY OF EVENTS AS DETERMINED AT SCENE

Confidential



Confidential

16. POST MORTEM DATA

16.1. Name of the deceased: _____

Body No: _____

16.2. Name of the Pathologist/Doctor: _____

16.3. Place and Date: _____

16.4. ID Number: _____ or Date of Birth _____

16.5. Observations: _____

16.5.1. IPID investigators requested Pathologist/Doctor to specifically look at/focus on: _____

16.6. Doctor's Findings: _____

16.7. Cause of Death: _____

16.8 Signature and date of the Pathologist/Doctor acknowledging that IPID investigator was present at Post Mortem:

Confidential

Name of Pathologist/Doctor: _____

Signature: _____

Date: _____

17. FAMILY LIAISON:

17.1 Name of family member communicated with: _____

17.2 Contact details of family member: _____

17.3 Information obtained from family member:

Confidential

Date: _____

Time: _____

Signature of IPID Investigator

- * Delete where not applicable
- * Continue on loose folios if necessary

Addendum to Form 7.2:

When arriving at scene:

In the event of a case as per Section 28(1)(a), (b), (d), (e) of (f):

Was a request made to the SAPS member in charge of the scene to provide assistance relating to:

<u>Yes</u>	<u>No</u>	<u>Type</u>
		Providing of crime kits
		Providing of forensic evidence bags
		Any other type of assistance:

Was failure to assist explained as a contravention of Section 29 of the IPID Act and those possible criminal actions can result in the event of a failure to assist?

Confidential

Yes	No

Response of SAPS member on scene:

Signature of IPID official:

Signature of SAPS official:

Name, Surname, Rank:

I, _____ hereby confirm that I attended the scene on (location) _____, at (time and date) _____ and that the following SAPS official _____, confirms my attendance on the date, time and location as indicated.

Signature of IPID official:

Signature of SAPS official:

SAPS Peral Number:

Name, Surname, Rank:

Date:

Time:



ipid

Department:
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

Private Bag X941, Pretoria, 0001, 114 Vermeulen Street (Madiba Street), City Forum Building, Pretoria

Tel: (012) 399 0156 Fax: 086 630 1057

Preliminary report relating to cases in terms of Section 28(1)(c) of the IPID Act, Act 1 of 2011 read with Regulation 6

Where cases are investigated in terms of Section 28 (1)(c) the Executive Director or relevant Provincial Head: "...must designate an investigator to investigate a complaint that a member of the South African Police or the Municipal Police Services has discharged an official firearm, irrespective of whether such a member had been on or off duty and whether any injury has been sustained as a result of such discharge or not." (Regulation 6(2))

The following matter was dealt with in terms of Regulation 6:

Discharge of official firearm:

Police Station: _____

CAS Number: _____

Criminal Charge: _____

PRELIMINARY INVESTIGATIVE REPORT RELATING TO SEC 28 (1)(C) MATTERS

COMPLAINANT DETAILS			
CCN			
Complaint received date		Suspect identification	
Preliminary report date		Investigator	
Complainant			
SAPS CR/CAS number			
Source of Complaint			
Summary Of Complaint			

Preliminary Investigation and Evaluation

Recommendation:

After reviewing the allegation as provided by SAPS/Complainant, the following decision was taken:
Will the matter be investigated by IPID in full:

Yes	No
-----	----

If "Yes", provide reason for decision: _____

If "No", provide method of disposal: _____

SIGNATURE OF INVESTIGATOR:

FULL NAMES OF IPID INVESTIGATOR:

RECOMMENDED /NOT RECOMMENDED

FULL NAMES OF IPID SUPERVISOR:

DATE : _____

SIGNATURE OF IPID SUPERVISOR:

APPROVED / NOT APPROVED

FULL NAMES OF IPID DIRECTOR INVESTIGATIONS:

SIGNATURE OF IPID DIRECTOR INVESTIGATIONS:

DATE : _____

- This form must be completed for all matters its Section 28 (1)(c)