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ANNEXURE "A"

THE PROCESS OF REPORTING CRIME

1. A crime is committed.
2. The complainant/victim/witness reports the crime to the police, either in person or telephonically, or the police otherwise become aware of it.
3. The member receiving the report or attending the crime scene has to interview the complainant or the person who reports the crime.
4. If a crime had indeed been committed, the member attending to the matter has to obtain a statement containing all the elements of such an alleged crime.
5. A case docket (SAPS 3M) with the relevant charge, based on the elements of the crime in terms of the Definitions of Crime manual, is opened.
6. The duly completed case docket is handed to the community service centre (CSC) commander for perusal. The latter checks the completeness of the docket and sees to it that the correct charge/charges is captured on the CAS.
7. If the case docket is complete, it is handed over to a data typist to capture the details on the CAS. Once this is done, a case number will automatically be generated and the data typist then has to record such case number manually in the allocated space on the case docket. The case number will also be electronically sent via SMS to the complainant's cellular telephone number provided on the case docket.
8. If the case docket is incomplete, it is handed back to the responsible member for rectification and then processed as indicated in step 7 above.
9. The case docket is electronically scanned to record the details on the E-Docket system.
10. The comments column on CAS function 8.1.1.1 is completed.
11. If the CAS is off line or not in operation, all newly-reported case dockets have to be recorded manually on the SAPS 441 form to allow the information recorded on this form to be captured on the CAS once the latter becomes operational.
12. If the crime was committed in another police station's precinct, the case docket still has to be opened and registered before being transferred to such police station both physically and on the CAS.
13. The case docket is then transferred to the Detective Service for further investigation. Receipt should be acknowledged on the CAS by the Detective Service member receiving the docket.