

NATIONAL INSTRUCTION 3/2006**INCENTIVES, DECORATIONS, MEDALS AND AWARDS****1. Purpose**

The purpose of this National Instruction is to regulate the incentive scheme of the Service and the conferment, issuing and forfeiture of decorations, medals and awards by the Service.


2. Definitions

In this National Instruction, unless the context otherwise indicates, —

- (a) "category" means the grouping that an employee belongs to in accordance with paragraph 4;
- (b) "*individual incentive*" means an incentive granted to an individual employee in recognition of his or her excellent performance during a specific evaluation period;
- (c) "*informal incentive*" means verbal or written recognition of an employee for noteworthy performance without payment of an amount of money; and
- (d) "*station incentive*" means an incentive granted to a group of employees, employed at a station under the direct command and control of the Station Commissioner in recognition of their excellent performance during a specific evaluation period;
- (e) "*team incentive*" means an incentive granted to a group of employees, attached to a team (generally appointed on an ad hoc basis to perform a specific task(s)) in recognition of their excellent performance during a specific evaluation period; and
- (f) "*unit incentive*" means an incentive granted to a group of employees, attached to a unit, component or section established in terms of a fixed structure, and who generally render operational or support services, either nationally or provincially or to more than one police station, in recognition of their excellent performance during a specific evaluation period.

3. Annual determination of the amount of money for incentives

- (1) The National Commissioner, in his or her sole discretion, may, on an annual basis, —

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- (a) determine an amount of money from the budget of the Service that will constitute the maximum amount that may be paid as incentives to employees of the Service during that financial year; and
 - (b) communicate by way of a national circular the maximum percentage of employees per salary level, band or rank that may be awarded an incentive and the maximum number of stations, units and teams that may be nominated for incentives.
- (2) The National Commissioner is under no obligation to award any incentive to any employee, station, unit or team even though an amount of money has been determined as set out in paragraph (1).

4. Categories of incentives

Incentives may be awarded in the following *categories* –

- (a) Informal incentives:
Managers may, verbally or in writing, recognize employees for incidences of noteworthy performance.
- (b) Performance excellence incentives in the following *categories*:
 - (i) *individual incentives*;
 - (ii) *station incentives*;
 - (iii) *unit incentives*; and
 - (iv) *team incentives*.
- (c) Prestige incentives of a non-monetary nature as determined by the National Commissioner or the relevant Divisional or Provincial Commissioner, may be awarded at national and provincial level.

5. Employees who may be considered for *individual incentives*

- (1) Only a full time employee of the Service appointed in terms of the South African Police Service Act or the Public Service Act, including an employee who has left the Service after having served in the Service during the evaluation cycle, may be considered for an *individual incentive* in terms of this Instruction.
- (2) An employee may only be considered for an incentive, if he or she, on 31 March of the relevant year, had completed a minimum period of 12 months' continuous service on one salary level or Band or on one rank and had received an annual rating of at least satisfactory in the relevant performance management system.

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- (3) A trainee may not be considered for an individual incentive during his or her period of training under contract.

6. Application for an individual incentive

- (1) Every employee or former employee referred to in paragraph 5(1), is personally responsible to ensure that he or she takes cognisance of the content of all circulars inviting applications for incentives. Every employee who is absent from duty or former employee must personally make regular enquiries at his or her commander or personnel office or former commander or personnel office to establish whether any such circulars have been received during his or her absence.
- (2) An employee who applies for an incentive must complete, sign and date the form determined by the National Commissioner, attach any required documentation thereto and submit the application to his or her commander or former commander.
- (3) The commander must verify the information on the application form and if he or she is –
 - (a) satisfied that the information in the application is correct in all respects, complete and sign the relevant certificate on the application form and hand it back to the employee; or,
 - (b) not so satisfied, complete the relevant part of the application setting out his or her reasons for certifying that the employee does not qualify for an incentive and hand it back to the employee.
- (4) Irrespective of whether the commander certified that the information in the application is correct in all respects or certified that the employee does not qualify for an incentive, the employee is himself or herself responsible to submit his or her application to the appropriate office determined by the relevant Divisional or Provincial Commissioner before the date determined by the National Commissioner.
- (5) A refusal by a commander to complete the relevant part of the application form, may result in disciplinary action being taken against the commander.
- (6) Should the commander not be available to certify the application or refuses to do so, the commander at the next higher level must certify the application as contemplated in subparagraph (3).
- (7) The commander of the appropriate office determined by the relevant Divisional or Provincial Commissioner, must ensure that all applications received by her or his office for incentives are registered on the PERSAP

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system. An employee is personally responsible to verify, through her or his personnel office, that her or his application has been registered on the system.

7. Nominations for *station, unit and team incentives*

- (1) At the request of the National Commissioner, a Divisional or Provincial Commissioner may nominate teams, units or stations within his or her sphere of responsibility, that should, in his or her view and in accordance with the criteria determined by the National Commissioner, be considered for performance excellence incentives and set out the reasons for their nomination.
- (2) The Divisional or Provincial Commissioner must attach to every nomination of a station, team or unit a list of names of the employees who had been attached to such station, unit or team for a period of at least six months during the evaluation period and had received an annual rating of at least satisfactory in terms of the relevant performance management system. The names of members who were not attached to that station, team or unit for a period of six months or more after the completion of their training in terms their trainee contract, may not be included in the said list of names.
- (3) A Divisional or Provincial Commissioner must, at the request of the National Commissioner, in his or her discretion but in accordance with the criteria determined by the National Commissioner, nominate employees within his or her sphere of responsibility, that should be considered for performance excellence incentives in addition to those employees already recommended for performance excellence incentives and set out the reasons for their nomination.

8. Evaluation committees

- (1) The National Commissioner, in his sole discretion, evaluates Deputy National Commissioners, Divisional and Provincial Commissioners to determine whether they or any of them qualify for an incentive.
- (2) The Deputy National Commissioners, or such number of them as may be determined by the National Commissioner, constitute an evaluation committee for the purpose of evaluating applications of Assistant Commissioners in the Provinces in accordance with this Instruction.
- (3) A Deputy National Commissioner and the Divisional Commissioners resorting under him or her, constitute the evaluation committees for the purpose of evaluating applications of Assistant Commissioners and Directors in those Divisions.

- (4) The Provincial Commissioner and the Assistant Commissioners designated by him or her, constitute the evaluation committee for the purpose of evaluating applications of Directors in that province.
- (5) The Divisional or Provincial Commissioner must designate an evaluation committee, comprising at least three but not more than five members and chaired by the relevant Divisional or Provincial Commissioner, to determine which employees in his or her division or province, if any, qualify for a prestige incentive.
- (6) Provincial Commissioners or Divisional Commissioners must designate evaluation committees to consider applications for incentives by employees on levels 1 - 12 and Band A - MMS, or instruct a member, holding the rank of at least Director, to designate such committees. The committees must, as far as reasonably possible, be representative. Committees must consist of no more than 5, but not less than 3 members, including the chairperson. At least one member of the committee must have relevant competence regarding the environment of the employees being assessed. The levels of chairpersons and members of the committees must be as follows:
 - Levels 1 - 6 and Band A Chairperson of the committee must at least be on the level of a Senior Superintendent or equivalent rank. Members of the committee must at least be on the level of a Captain or equivalent rank.
 - Levels 7 - 8 and Bands B1, B2 and C Chairperson of the committee must at least be on the level of a Senior Superintendent or equivalent rank. Members of the committee must at least be on the level of a Superintendent or equivalent rank.
 - Levels 9 - 10 and Band D Chairperson of the committee must at least be on the level of Director. Members of the committee must at least be on the level of a Senior Superintendent or equivalent rank.
 - Levels 11 - 12 and MMS Band Chairperson of the committee must at least be on the level of Assistant Commissioner. Members of the committee must at least be on the level of a Director or equivalent rank.
- (7) Notwithstanding paragraph (6), an evaluation committee, designated to evaluate applications for incentives from a police station or component, must, as far as reasonably possible, include the Station Commissioner or Component Head or a member nominated by the Station Commissioner or Component Head: Provided that a Station Commissioner or

Component Head, or the member nominated by him or her, may not be part of an evaluation committee where applications are considered of employees who are on the same or a higher rank than the Station Commissioner or Component Head or the member nominated by him or her.

- (8) A member of a committee must, before any applications are considered by the committee, declare any interest she or he has that could reasonably be perceived to be an interest that may influence her or his assessment of any one of the candidates, in which case the chairperson must replace such member by another employee. If a member fails to disclose such an interest and the chairperson becomes aware of this during the evaluation process, her or his evaluation of candidates may not be taken into consideration by the chairperson.
- (9) A secretary must be assigned to assist the evaluation committee by rendering administrative services during the evaluation process but does not form part of the evaluation committee. An applicant for an incentive in respect of which a committee has been designated may not be a member or secretary of the committee.
- (10) A member of the evaluation committee or the secretary of a committee may not reveal any information relating to the evaluation and any recommendations of the committee to any person whom it is not his or her duty to reveal it.

9. Evaluation and awarding of incentives

- (1) The National Commissioner will communicate the criteria and evaluation procedure to be followed by evaluation committees.
- (2) The National Commissioner, in his sole discretion, decides whether the Deputy National Commissioners, Divisional and Provincial Commissioners, or any of them, should receive an incentive.
- (3) The committee consisting of Deputy National Commissioners decide whether the Assistant Commissioners attached to provinces, or any of them, should receive an incentive.
- (4) A committee consisting of the Deputy National Commissioner and Divisional Commissioners resorting under him or her, decide whether the Assistant Commissioners and Directors attached to the relevant divisions, or any of them, should receive an incentive.

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- (5) The committee consisting of the Provincial Commissioner and the Assistant Commissioners designated by him or her, decide whether the Directors attached to the relevant province, or any of them, should receive an incentive.
- (6) A Divisional or Provincial Commissioner decides whether employees below the rank of Director attached to his or her division or province, or any of them, should receive an incentive.
- (7) An evaluation committee must conduct the evaluation of the applications of employees referred to it, in accordance with the criteria determined by the National Commissioner and, in the case of an evaluation committee in respect of applications of members below the rank of Director, recommend which employees qualify for a performance excellence incentive in terms of the annual allocation by the National Commissioner.
- (8) The fact that an applicant obtained the highest rating in his or her performance assessment as SMS member or highest marks or percentages during his or her PEP evaluation, or was recommended for an incentive by his or her commander or the evaluation committee, does not establish any right or legitimate expectation on the part of the applicant to receive an incentive.
- (9) An evaluation committee designated by a Divisional or Provincial Commissioner must record its recommendations in writing and submit them to the Divisional or Provincial Commissioner that designated the Committee.
- (10) If a Divisional or Provincial Commissioner considers not to award an incentive to an employee to whom an evaluation committee has recommended that an incentive be awarded, she or he must consult with the evaluation committee or the chairperson of that committee before taking the decision not to award the incentive. If a Divisional or Provincial Commissioner thereafter decides not to award the incentive to the employee, he or she must record the reason for her or his decision in writing and then either award the incentive to another employee, to whom the committee has recommended that no incentive be awarded, or decide that the incentive not be awarded to another employee.
- (11) After taking all the relevant information into consideration, the National Commissioner, a committee referred to in paragraph 9(3) - (5) or the relevant Divisional or Provincial Commissioner may approve the awarding of an incentive to an employee if she or he or the committee is satisfied that the employee deserves an incentive and that awarding the

incentive will be in accordance with the apportioned allocation by the National Commissioner.

- (12) The list of the names of employees to whom an incentive has been awarded, must be forwarded to the Divisional Commissioner: Personnel Services for implementation.
- (13) The National Commissioner, in his sole discretion and after having considered the teams, units and stations nominated by the Divisional and Provincial Commissioners in accordance with paragraph 7(1), decides which teams, units or stations, if any, receive a performance excellence incentive.
- (14) The National Commissioner, in his sole discretion and after having considered the employees nominated by the Divisional and Provincial Commissioners in accordance with paragraph 7(3), decides which employees, if any, receive a performance excellence incentive in addition to those employees who have already been awarded a performance excellence incentive.

10. Processing of the lists of approved incentives

- (1) The Divisional Commissioner: Personnel Services must ascertain that every list provided to him or her in accordance with paragraph 9(12) is in accordance with the apportioned allocation by the National Commissioner.
- (2) If the Divisional Commissioner: Personnel Services is not satisfied that a list, provided in accordance with paragraph 9(12), is in accordance with the apportioned allocation by the National Commissioner, she or he may refer it back to the relevant Divisional or Provincial Commissioner to bring it in line with the apportioned allocation by the National Commissioner and return it.
- (3) If the Divisional Commissioner: Personnel Services is satisfied that a list, provided in accordance with paragraph 9(12), is in accordance with the apportioned allocation by the National Commissioner, she or he must forward the list to the Divisional Commissioner: Financial Services to effect payment of the incentives.
- (4) An employee may, per financial year, only receive payment for one incentive in one of the *categories* of incentives set out in paragraph 4(b).

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- (5) The Divisional Commissioner: Personnel Services must ensure that an employee who has received an individual incentive, does not receive a station, unit or team incentive in the same financial year in addition thereto.
- (6) The Divisional Commissioner: Personnel Services must ensure that an employee, who has not received an individual incentive, but who has been awarded more than one station, unit or team incentive in the same financial year, is only paid one such incentive.

11. Record keeping

The Chairperson of an evaluation committee must ensure that all documents referred to the Committee, and all records of the proceedings of the Committee are kept safe for a period of at least 3 (three) years for audit purposes.

12. Decorations and Medals

The South African Police Service Act and Regulations issued in terms thereof, provide for the awarding of the following decorations and medals, in order of precedence, to members, dogs or horses, in accordance with the warrant issued in respect of each:

- (a) The South African Police Service Gold Cross for Bravery;
- (b) The South African Police Service Silver Cross for Bravery;
- (c) The South African Police Service Gold Medal for Outstanding Service;
- (d) The South African Police Service Silver Medal for Outstanding Service;
- (e) The South African Police Service Commendation Medal;
- (f) The South African Police Service Forty Year Loyal Service Medal;
- (g) The South African Police Service Thirty Year Loyal Service Medal;
- (h) The South African Police Service Twenty Year Loyal Service Medal;
- (i) The South African Police Service Ten Year Loyal Service Medal;
- (j) The South African Police Service Canine and Equine Star for Bravery: that may be awarded to dogs and horses and has no order of precedence.

13. Awarding of the South African Police Service Gold or Silver Cross for Bravery

The South African Police Service Gold or Silver Cross for Bravery may be awarded to a member of the Service who complies with the conferment requirements of the relevant Warrant. In considering recommendations for the Gold or Silver Cross for Bravery, the following must be taken into account:

- (a) the background to the particular situation;
- (b) whether the deed was performed during the execution of active duty or not;

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- (c) the degree of the dangerous circumstances and in the case of the –
 - (i) Gold Cross for Bravery whether it was an outstanding deed of bravery in extremely dangerous circumstances; or
 - (i) Silver Cross for Bravery whether it was an exceptional deed of bravery in dangerous circumstances;
- (d) whether the member imperilled his or her own life;
- (e) whether any lives were in danger, lost or saved;
- (f) what the consequence would have been had the deed of bravery not been performed;
- (g) particulars of an eye witness or witnesses who observed the deed of bravery;
- (h) whether the deed can be aligned to policing priorities;
- (i) how the deed affected the image of the Service with reference to, inter alia, the response from the community, publicity in media, etc.; and
- (j) whether the member has any pending investigations, criminal or disciplinary cases against him or her and, if so, the merits of the investigations or cases.

14. Awarding of the South African Police Service Gold or Silver Medal for Outstanding Service

The South African Police Service Gold Medal for Outstanding Service may be awarded to a member of the Service who complies with the conferment requirements of the relevant Warrant. In considering whether to recommend the awarding of either of these medals, the following must be taken into account:

- (a) the background to the particular situation;
- (b) the particular meritorious or exemplary nature of services rendered;
- (c) how the member distinguished himself or herself through outstanding resourcefulness, leadership and sense of duty; and
- (d) whether the member has any pending investigations, criminal or disciplinary cases against him or her and, if so, the merits of the investigations or cases.

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15. Awarding of the South African Police Service Commendation Medal

The South African Police Service Commendation Medal may be awarded to a member of the Service who complies with the conferment requirements of the relevant Warrant. In considering recommendations for the Commendation medal, the following must be taken into account:

- (a) the background to the particular situation;
- (b) whether the deed was performed during the execution of active duty or not;
- (c) the particular meritorious or exemplary nature of services rendered;
- (d) whether the member risked his or her life in protecting property or saving lives in dangerous circumstances;
- (e) what would the consequence have been had the member not risked his or her life;
- (f) whether the member distinguished himself or herself through outstanding resourcefulness and sense of duty; and
- (g) whether the member has any pending investigations, criminal or disciplinary cases against him or her and, if so, the merits of the investigations or cases.

16. Awarding of loyal service medals

- (1) Loyal service medals are not awarded solely on the basis of the number of years served by a member. A member must have displayed an irreproachable character and exemplary conduct during the relevant period as indicated in the conferment requirements set out in the warrant of the relevant medal.
- (2)
 - (a) A commander must consider a member for a loyal service medal on the basis of the conferment requirements set out in the warrant of the relevant loyal service medal and must submit the recommendation via the Station Commissioner or Head of the Component to the Provincial Commissioner or Divisional Commissioner.
 - (b) A member against whom an investigation (departmental or criminal) is pending, may only be considered for a loyal service medal once the investigation has been finalized and the Provincial Commissioner or Divisional Commissioner has satisfied himself or

herself that the member is suitable to be awarded a loyal service medal.

- (3) At the end of each quarter, a commander must identify members who qualified during that quarter for loyal service medals and submit a quarterly return containing a list of the said members to the Provincial or Divisional Commissioner.
- (4) The Provincial or Divisional Commissioner must ensure that the following documents are submitted to the Divisional Commissioner: Personnel Services before 15 January, 15 April, 15 July and 15 October of each year:
 - (i) a certificate stating that the particulars of the members have been verified, that the medals have not been awarded previously and that the members comply with the relevant conferment requirements; and
 - (ii) a consolidated list of names per medal of all members who qualify for loyal service medals in the relevant quarter.
- (5) The Divisional Commissioner: Personnel Services must submit a memorandum with the particulars of members who qualify for loyal service medals to the Minister via the National Commissioner for approval.
- (6) The Divisional Commissioner: Personnel Services must announce the particulars of members whose loyal service medals have been approved.
- (7) If the awarding of a loyal service medal has not been approved, the Divisional Commissioner: Personnel Services, must inform the Provincial or Divisional Commissioner in writing of the reasons for the decision and the period that must lapse before the matter may again be submitted for consideration, after which period the Provincial or Divisional Commissioner must again submit the application.
- (8)
 - (a) A member who believes that he or she qualifies for a loyal service medal must inform his or her commander thereof if he or she has not been identified for a loyal service medal.
 - (b) A member who qualified to be considered for a loyal service medal and to whom an award or medal has not been approved, may submit written representations to his or her commander. The representations must be submitted via the Station Commissioner or Head of Component and Provincial or Divisional Commissioner

together with their recommendations, to the Divisional Commissioner: Personnel Services.

- (c) The Divisional Commissioner: Personnel Services will submit all the documents referred to in subparagraph (a) together with his or her recommendations to the Minister for Safety and Security via the National Commissioner.
- (d) The Divisional Commissioner: Personnel Services must inform the Provincial or Divisional Commissioner and the member in writing of the decision on the representations.
- (9) The Divisional Commissioner: Personnel Services must submit a list of names of approved loyal service medals to the Divisional Commissioner: Supply Chain Management, who will be responsible for the issuing of the loyal service medals and certificates and sending it to the relevant Provincial or Divisional Commissioner.
- (10) Upon the receipt of the medals from Supply Chain Management, the relevant Divisional or Provincial commissioner must ensure that the serial number of each medal is captured on the relevant computer system against the name of the member to whom the medal was awarded.

17. Awarding of the South African Police Service Canine and Equine Star for Bravery

- (1) Applications for the awarding of the South African Police Service Canine and Equine Star for Bravery for dogs or horses in the Service must be submitted to the Divisional Commissioner: Visible Policing.
- (2) The Divisional Commissioner: Visible Policing must consider the recommendation in terms of the conferment requirements set out in the warrant of the medal.
- (3) If the Divisional Commissioner: Visible Policing supports the awarding of the medal, he or she must submit the recommendation to the Minister via the National Commissioner for approval.
- (4) If the Divisional Commissioner: Visible Policing does not support the awarding of the medal, he or she must recommend to the National Commissioner that an award or medal should not be awarded and supply the reasons for the recommendation.

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- (5) If the National Commissioner decides that an award or medal should not be awarded he will provide the reasons for his decision. The National Commissioner has the final say on whether the awarding of the medal should be recommended to the Minister.
- (6) If the Minister approves the awarding of the medal, the awarding of the South African Police Service Canine and Equine Star for Bravery must be arranged by the Divisional Commissioner: Visible Policing.

18. Non-Monetary Awards to employees of the Service and members of the public

The following non-monetary awards may be awarded to employees of the Service or members of the public:

- (a) A letter of appreciation by the Station Commissioner or Head of Component may be directed to an employee of the Service or a member of the public who has rendered services of a particular meritorious nature to the Service if the circumstances do not justify a higher commendation.
- (b) A certificate of appreciation by the Provincial Commissioner or Divisional Commissioner may be awarded to a member of the public and a certificate of commendation to an employee of the Service if such member of the public or employee of the Service has rendered services of a particular meritorious nature to the Service and if the circumstances justifies a higher commendation than that provided for in subparagraph (a).
- (c) A certificate of appreciation by the National Commissioner may be awarded to a member of the public and a certificate of commendation to an employee of the Service if such member of the public or employee of the Service has rendered services of a particular meritorious nature to the Service and if the circumstances justifies a higher commendation than that provided for in subparagraph (b).
- (d) A certificate of appreciation by the Minister may be awarded to a member of the public and a certificate of commendation to an employee of the Service if such member of the public or employee of the Service has rendered services of a particular meritorious nature to the Service and if the circumstances justifies a higher commendation than that provided for in subparagraph (c).

19. Monetary Awards

- (1) The National Commissioner or Minister may approve a cash amount as a reward to be paid to an employee of the Service or a member of the public together with the following awards:

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- (a) the South African Police Service Gold Cross for Bravery (PCFG) to a member of the Service.
 - (b) the South African Police Service Silver Cross for Bravery (PCFS) to a member of the Service;
 - (c) the South African Police Service Commendation medal to a member of the Service;
 - (d) a certificate of commendation by the Minister to an employee of the Service;
 - (e) a certificate of appreciation by the Minister to a member of the public;
 - (f) a certificate of commendation by the National Commissioner to an employee of the Service; and
 - (g) a certificate of appreciation by the National Commissioner to a member of the public.
- (2) The amount of money, if any, to be paid to an employee of the Service or member of the public in accordance with paragraph (1), must be determined –
- (a) in respect of an award approved by the Minister, by the Minister; and
 - (b) in respect of an award approved by the National Commissioner, by the National Commissioner.

20. Awarding of monetary or non-monetary awards or medals other than loyal service medals

- (1) A commander must consider any suggestion, improvement or invention of exceptional value to the Service or any service or deed of a particular meritorious nature rendered or performed by an employee under his or her command of which he or she is aware or which is reported to him or her by anyone and, if he or she is of the opinion that it should be considered for the awarding of an award or medal referred to in paragraphs 13, 14, 15 and 19, he or she must report it as soon as reasonably possible.
- (2) If a commander is satisfied that the suggestion, improvement or invention is of exceptional value to the Service or that any service or deed rendered or performed by an employee was of such a particular

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meritorious nature that he or she should be considered for one of the awards or medals referred to in paragraphs 13, 14, 15 and 19, the following process must be followed:

PHASE	DESCRIPTION
1	The commander of the member concerned must submit a full report to the Area Commissioner or Head of a Component (in the case of Head Office) together with a recommendation of the award or medal that should be awarded and, if applicable, affidavits of persons who witnessed the rendering of the service or performance of the deed.
2	The Station Commissioner or Head of Component must consider the report and — <ul style="list-style-type: none"><li data-bbox="614 835 1390 1010">• if he or she supports the awarding of an award or medal, make a recommendation to the Provincial Commissioner or Divisional Commissioner concerning the award or medal that should be awarded; or<li data-bbox="614 1010 1390 1189">• if he or she does not support the awarding of an award or medal, recommend to the Provincial Commissioner or Divisional Commissioner that a medal should not be awarded and supply the reasons for the recommendation.

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3	<p>The Divisional or Provincial Commissioner must designate a committee comprising, as far as possible, of all components in the division or province to consider the report and —</p> <ul style="list-style-type: none">• if the committee supports the awarding of an award or medal, make a recommendation concerning the award or medal that should be considered to the Divisional or Provincial Commissioner concerned, who must submit the recommendation to the Divisional Commissioner: Personnel Services if he or she agrees with the recommendation, or, if he or she does not agree with the recommendation, inform the Station Commissioner or Head of Component accordingly and supply the reasons for his or her decision; or• if the committee does not support the awarding of an award or medal, recommend to the Divisional or Provincial Commissioner that an award or medal not be awarded and supply the reasons for the recommendation, who must inform the Station Commissioner or Head of Component accordingly if he or she agrees with the recommendation, or, if he or she does not agree with the recommendation, submit his or her recommendation, together with that of the evaluation committee to the Divisional Commissioner: Personnel Services.
4	<p>The Divisional Commissioner: Personnel Services must submit a report, received from the Divisional or Provincial Commissioner concerned, to the National Monetary and Non-Monetary Evaluation Committee for consideration.</p>
5	<p>The National Monetary and Non-monetary Evaluation Committee, comprising of all Deputy National Commissioners, must consider the report and —</p> <ul style="list-style-type: none">• if the Committee supports the awarding of an award or medal, make a recommendation to the National Commissioner of the award or medal that should be considered; or• if the Committee does not support the awarding of an award or medal, supply the reasons for the decision to the Divisional or Provincial Commissioner concerned.

6	<p>If it is an award that may be awarded by the National Commissioner, the National Commissioner must either —</p> <ul style="list-style-type: none"> • approve that the award be conferred; or • if he or she does not approve that the award be conferred, supply the reasons for the decision.
7	<p>If it is an award that may be awarded by the Minister only, the National Commissioner must —</p> <ul style="list-style-type: none"> • if he or she supports that the award or medal be conferred, make a recommendation to the Minister of the award or medal that should be considered; or • if he or she does not support that the award or medal be conferred, supply the reasons for the decision.
8	<p>The Divisional Commissioner: Personnel Services must, with regard to reports submitted to Personnel Services, —</p> <ul style="list-style-type: none"> • inform the Provincial Commissioner or Divisional Commissioner of awards or medals approved or rejected, with reasons for the rejection; • obtain the medals awarded from the Divisional Commissioner: Supply Chain Management; • send the approved certificates and medals to the relevant Provincial Commissioner or Divisional Commissioner; and • arrange for the payment of any cash amount that may have been approved in respect of the approved award or medal.

- (3) The National Monetary and Non-Monetary Evaluation Committee will only consider a recommendation by a Divisional or Provincial Commissioner, if the suggestion, improvement or invention is of exceptional value to the Service or that the service or deed of a particular meritorious nature was rendered or performed within one year before the recommendation is received by the Divisional Commissioner: Personnel Services.

21. Handing-over of Decorations, Medals and Awards

- (1) The National Commissioner, a Divisional or Provincial Commissioner or a person designated by him or her, must hand-over decorations, medals and awards to a person upon whom it was conferred and, in the case of a posthumous conferment, to the next of kin, other relative or legal heir of the deceased person, during a suitable occasion and arrange for media coverage if the circumstances permit. Once an award, in respect of which a cash amount is approved, has been handed over to the recipient, it must be reported to the Divisional Commissioner: Personnel

Services who must arrange for the cash amount to be paid to the relevant person.

- (2) A member of the Service who receives a decoration or medal, except in posthumous conferment, must give a written undertaking that he or she will —
 - (a) not, at any time, give away, throw away, sell, pledge, barter or in any way other than by bequest, alienate such decoration, medal, bar, clasp including any miniature reproduction thereof or the certificate of award in respect thereof;
 - (b) immediately report the loss thereof to the National Commissioner in writing; and
 - (c) immediately return to the National Commissioner any such conferment, if cancelled, annulled or declared forfeited in terms of the Warrants.
- (3) Sub-paragraph (2)(a) shall not be interpreted as to prevent the next of kin, other relative or legal heir to possess the decoration or medal after the death of the recipient of the decoration or medal.
- (4) If the South African Police Service Canine and Equine Star for Bravery has been awarded to a dog or horse, the medal must be displayed and be safeguarded at the relevant unit.

22. Wearing of decorations and medals

- (1) A decoration, medal, bar, clasp and ribbon must be worn with due regard to the provisions of the warrants in terms of which they were instituted and the Dress Code and in order of precedence determined by the President and from time to time published in the Gazette.
- (2) A decoration or medal, as well as the bar, clasp and ribbon in respect thereof, may be worn only by a member to whom such an award has been made.
- (3) An employee may not, without the prior authorisation of the National Commissioner, wear a decoration or medal, or a bar, clasp or ribbon in respect thereof, awarded by an institution other than the Service.

23. Forfeiture of Decorations and Medals

The relevant Divisional or Provincial Commissioner must, within 30 days after a member, contemplated in regulation 4(1) of the Regulations regarding Medals and Decorations for the South African Police Service, 2005, deserts from the

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service, is discharged on account of misconduct or is convicted of a First Schedule offence in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), submit a full report to the Divisional Commissioner: Personnel Services. The Divisional Commissioner: Personnel Services must submit the report and recommendations for consideration by the Minister.

24. Discretion of the National Commissioner and Minister for Safety and Security

Decorations, medals, non-monetary awards and monetary awards are conferred by the National Commissioner or Minister for Safety and Security in their sole discretion and no member or employee of the Service or member of the public has any right that a decoration, medal, non-monetary award or monetary award be conferred upon him or her.