

From: WC:Prov HRD Head
Sent: 10 June 2013 04:00 PM
To: WC:Prov Heads; WC:Cluster Commanders; East:Station Commanders; West:Station Commanders; Boland:Station Commanders; Southern Cape:Station Commanders; East:Unit Commanders; Boland:Units
Subject: FW: Implementation of Skills Audit for members who deal with crime statistics: Division, Provincial, cluster and Station levels
Attachments: SKMBT_60113060715140.pdf; CIMO CRIME INFORMATION MANAGEMENT OFFICIAL QUESTIONNAIRE 20.pdf; MIC QUESTIONNAIRE 2013.pdf; DETECTIVE OFFICIAL QUESTIONNAIRE 2013.pdf; DATA TYPIST QUESTIONNAIRE 2013.pdf; RELIEF COMMANDER QUESTIONNAIRE 2013.pdf; CSC OFFICIAL QUESTIONNAIRE 2013.pdf; CIO CRIME INFORMATION OFFICEL QUESTIONNAIRE 2013.pdf; CIMO CRIME INTELLIGENCE QUESTIONNAIRE 2013.pdf; Audit Weekly Report.xlsx

REF: 11/1/3/1

.NQ: LT COL TERTIENS

ATT: ALL PROVINCIAL HEADS
ALL CLUSTER COMMANDERS
ALL STATION COMMANDERS
ALL UNIT COMMANDERS

1. Division HRD's evenly numbered letter dated 2013-06-03 refers.
2. The SAPS developed a policy on crime statistics. The policy aims at ensuring:
 - 2.1 Accurate capturing, recording, processing and dissemination of crime information.
 - 2.2 Optimal operational effectiveness and integrity of crime information.
3. To achieve these goals, Division HRD is embarking on:
 - 3.1 Identifying of skills gaps of all members contributing and working with statistics information.
 - 3.2 Identifying training needs of these members.
 - 3.3 Identifying the career aspirations and goals of these individuals.
 - 3.4 Plan and present individual training to these individuals.
4. The process that will be followed to achieve the above is a manual skills audit of the following categories:
 - 4.1 CIMO: Crime Information Management Official
 - 4.2 MIC: Management Information Centre
 - 4.3 IO: Investigation Official (All Investigation Officials) excluding Commanders
 - 4.4 CIO: Crime Information Official
 - 4.5 CIMO: Crime Information Management Official: Crime Intelligence
 - 4.6 DA: Data Typist
 - 4.7 Relief Commander: Community Service Centre
 - 4.8 Community Service Centre Official (Only Member working in the CSC: not Sector Members)
5. Attached please find the questionnaires for each of the above categories. These questionnaires must be printed (preferably both sided) and issued to the members, in accordance with their primary job description and completed before 2013-06-28.

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6. Skills Development Facilitators are requested to provide the number of candidates for each of these categories at their station, unit or provincial component as per attached proforma (Audit Weekly Report). Please ensure that your initial reported figures are correct as they will have to report weekly the progress of the audit. Any shortages will have to be substantiated with reasons.
 7. Your completed forms must be hand delivered to this office (room 236, 2nd floor, Customs House, Cape Town) on or before 2013-06-28.
Stations and Units in the Southern Cape must hand deliver their completed forms at George HRDC Masiminyani Complex, Plantation Road, George.
Please note that no extensions will be given.
 8. The following must be taken note of when packaging and delivering your questionnaires:
 - 8.1 ensure that Questionnaires are stapled sequentially and in the left upper corner.
 - 8.2 Ensure that questionnaires are bundled in their different categories and in bundles of 20 and bound with elastic bands.
 9. For any queries please contact Lt Col Tertiens at 021 467 8609/083 788 7684.

Brigadier W. B. Viljoen

Provincial Head: Human Resource Development
South African Police Service
Western Cape

Private Bag X9004 - Cape Town - 8000
Room 242 - 2nd Floor, Customs House - Heerengracht Street, Foreshore

From: Blaauw Fred - Colonel

Sent: 07 June 2013 03:49 PM

To: GP:Prov. Head HRD; GP:Prov. Training Skills Development; Mothobi Ellen - Brigadier; NorthWest:SDF; Thlapane KJR - Brigadier; LIM:Prov-HRD Mongwe EJ; LIM:Prov-HRD Cornelissen HMD; FS:PH HRD; FS:Provincial HRD Skills Development Facilitator; Clayton RW - Brigadier; Williams Peter - Colonel; Mwandla ST - Captain; EC:Prov Head HRD; Mweyi Thembisile Ernest - Colonel; Bean Johan - Brigadier; NC Prov HRD Col Pongolo; WC:Prov HRD Head; WC:Prov HRD SDF; MP Training : Brig Mokoena; MP Training : Lt Col Seitisho; Motsepe Samuel - Warrant Officer; Mokgadi Paulina - Lieutenant Colonel; Niemann Yolandé - Lieutenant Colonel; Mangaliso Mavis - Sergeant; Shongwane Wilson - Lieutenant; Tolsma Gerald - Warrant Officer

Cc: Zulu Bongwiwe - Major General; Hall Suzette - Brigadier; Division HRD ETD Skills Audit 1 - E Malatji; Division HRD ETD Skills Audit 2 - C Mokobane

Subject: Implementation of Skills Audit for members who deal with crime statistics: Division, Provincial, cluster and Station levels

Good day Brigadiers and Colleagues

Letter with attachments for your attention please.



South African Police Service

Fred Blaauw | Colonel;
Sub Section Commander: Skills Development

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South African Police Service**Suid-Afrikaanse Polisie**

Reference	11/1/3/1
Enquires	Maj Gen (Dr)BM Zulu Col Blaauw Lt Col Malatji
Telephone	(012) 334 3721 (012) 334 3987
Fax Number	(012) 334 3566

OFFICE OF THE DIVISIONAL COMMISSIONER:
 HUMAN RESOURCE DEVELOPMENT
 PRIVATE BAG X 177
 PRETORIA
 0001

- A. DEPUTY NATIONAL COMMISSIONER
DIRECTORATE FOR PRIORITY CRIME INVESTIGATION
- B. ALL THE PROVINCIAL COMMISSIONERS
- C. THE DIVISIONAL COMMISSIONER
CRIME INTELLIGENCE AND PROTECTION SERVICES
- D. THE DIVISIONAL COMMISSIONER
DETECTIVE SERVICES
- E. THE DIVISIONAL COMMISSIONER
VISIBLE POLICING

IMPLEMENTATION OF SKILLS AUDIT FOR MEMBERS WHO DEAL WITH CRIME STATISTICS: DIVISION, PROVINCIAL, CLUSTER AND STATION LEVELS

- A-D 1. Letter 11/1/3/1 dated 22 May 2013 has reference and is attached for easy reference.
- 2. The skills audit for members who deal with crime statistics will be conducted on hard copy questionnaires as from the 3rd June 2013.
 - 3. The skills audit questionnaires will be completed by the following members:
 - 3.1 Community Service Centre Officials, excluding members placed in Sector policing.
 - 3.2 Data Typists.
 - 3.3 Relief Commander Community Service Centre.
 - 3.4 Investigation Officials, excluding Detective Commanders.
 - 3.5 Crime Information Officials (CIO's).

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IMPLEMENTATION OF SKILLS AUDIT FOR MEMBERS WHO DEAL WITH CRIME STATISTICS: DIVISION, PROVINCIAL, CLUSTER AND STATIONS LEVELS

- 3.6 Management Information Centre members.
- 3.7 Crime Information Management Office
- 3.8 Crime Information Management Officers: Crime Intelligence.
4. The questionnaires mentioned in paragraph 2 are attached to the e-mail and you are requested to duplicate them.
5. Station, Cluster, Provincial and Division SDF's are requested to ensure that incumbents answer all questions. The skills audit should be completed by **28 June 2013**. The process will be co-ordinate by the appointed members as per table below:

Name of Province	Rank	Name and Surname	Office Number	Tel	Fax Number	E-mail Address
Free State	Col	JB Mahape	0514117830		05144848668	Fs: Provincial HRD Skills Development Facilitator/FS:PH HRD
Eastern Cape	Col	Gweyi	0406088420		0865756285	Ecprovtrainingsdf@saps.gov.za
Northern Cape	Col	Pongolo	0538070112		0866043956	PongoloSS@saps.gov.za
North West	Col	Oosthuizen	0182997787		0866595195	nwsdf@saps.org.za
Western Cape	Lt Col	Gavin Tertiens	0214678609		0214678510	Wcprov,train.sdf@saps.gov.za
Limpopo	Lt Col	EJ Mongwe	0152937002		0152937017	Lim;prov-HRD Mongwe
Gauteng	Lt Col	Gerber	0112747478		086547922	GP:Prov. Training Skills Development
Mpumalanga	Capt	Euginia Nkosi	0137624436		0866514783	MP Training:Lt Col Seitisho
Kwazulu-Natal	Capt	ST Mwandla	0313254937		0313254945	Mwandlas2@saps.gov.za

6. The analysis will be done by the Division: Human Resource Development at Head Office. All completed questionnaires must be marked clearly and separated according to stations and units.
7. The National units in Provinces are also requested to complete the skills audit as well and will be appreciated if Divisions can take responsibility for the audit of their members.
8. The completed questionnaires must be delivered to the **Division HRD, 429 Helen Joseph Street (Church) Shorburg Building ,7th Pretoria floor before or on the 12 July 2013**, to Lt Col ME Malatji.

IMPLEMENTATION OF SKILLS AUDIT FOR MEMBERS WHO DEAL WITH CRIME
STATISTICS: DIVISION, PROVINCIAL, CLUSTER AND STATIONS LEVELS

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9. For any enquiries please do not hesitate to contact Colonel F Blaauw telephone number (012) 334 3721, cell 0827782864, e-mail BlaauwF@saps.gov.za or Lt Col Malatji telephone number (012) 334 3987, cell 0829238742 e-mail malatjie@saps.gov.za.

Kind regards

E. For your information


LIEUTENANT GENERAL
DIVISIONAL COMMISSIONER: HUMAN RESOURCE DEVELOPMENT
CN MBEKELA

DATE: 2013/06/03