

PROCEDURES WHEN VISITING YOUR LOCAL POLICE STATION

“REMEMBER THAT TO REPORT AN INCIDENT OF CRIME, IS VITAL IN COMBATING ACTS OF CRIMINAL INTENT, IT MUST BE REPORTED IRRESPECTIVE OF HOW MUCH OF A WASTE OF TIME IT MAY SEEM”

If you are a **Victim of Crime**, make your way to the **Police Station** that governs the area where the **incident took place**.

NOTE: You may go to any police station to report an incident of crime although the delay and the possible frustration in not receiving immediate action will be due to such station having to send the information across to the correct station before any course of action can or will take place and just like any business, information could be lost or misplaced.

STEP 1: ARE YOU A VICTIM OF CRIME – IF ANSWER is YES, then the following must take place;

Visit the Community Service Centre (CSC), all Police Station have one, in short, it is the general reception area when entering any Police Station, has a desk and Police Officers in uniform

- State the reason for your visit is, keep it short and precise, “I am here to report a theft of abicycle”
- Remember what transpired, i.e. what, where, how, description, time (very important aspect of any crime, is time)
- Have a copy of your ID or any other means of identification, example: Driver’s Licence
- If personal items were stolen, possibly have a picture on hand, special markings, certificate, full description
- When providing the officer with your statement, please remember that he or she may not be fully bilingual in your chosen language, although they will have a good understanding of either English or Afrikaans, try and keep your command of said language fairly simple and straightforward, this approach will most definitely avoid any frustration and or miscommunication
- When statement is completed, take the time to read through, if you are not happy with the spelling, use of words, amend accordingly and sign as per each correction, you may bring said corrections to the Officer’s attention, **do not attempt** to educate the Officer, this will bring about hostility and a waste of valuable time
- Take the prescribed oath and request a copy (by having a copy on hand could assist you later on, if required to attend court or when visited by a detective investigating your case)
- Take down the Officer’s name and rank for your records (this too, will assist if required to re-trace your steps)

NB: Please remember that by taking the prescribed oath, it is a declaration that you are telling the truth and one can be charged if it be discovered that you are in fact making a false statement under oath.

STEP 2: SUSPICION OF ANY POSSIBLE ILLEGAL ACTIVITY

If you are wanting to report something suspicious or about a member of a particular Police Station, there are several avenues to pursue;

Something suspicious – Follow the same procedure as above or call the Police Station involved and speak to the VISPOL HEAD, please bear in mind that you do not have to make a statement if you are wishing to alert the authorities to something suspicious, just inform the officer of said suspicion and be on your way. If you wish to receive feedback, then you must at least be prepared to divulge your details and possible statement under oath.

STEP 3: REPORTING AN OFFICER / MEMBER

If reporting about an Officer of the Police Service – Request a meeting with the VISPOL HEAD (CRIME HEAD / OPERATIONAL HEAD) or the STATION COMMISSIONER, do not discuss said matter with any member whilst in the CSC, even if you have to return or make a phone call, unless you have been invited to discuss the matter with a senior ranking official whilst at the CSC.

STEP 4: LOGISTICS – VEHICLES

If you wish to raise issues pertaining to the condition of Police Vehicles, you may either call the Police Station involved or if you have the time, visit the Police Station and request to see the **HEAD OF LOGISTICS**. Once again, please be precise and to the point, if you have any visual material to assist with your claim, please provide when given the opportunity to do so.

PLEASE REMEMBER THE FOLLOWING:

Each Police Station varies in their ability to ensure swift action, therefore it is through the provision of accurate and genuine information from you as the complainant that brings about change which in the end will reduce and combat criminal intent.