

## **REPORTING A CRIME TO SAPS**

Reporting crime to the South African Police Services is very important and unfortunately many people feel that it often isn't worth the effort. Yes, it will take up some of your time, but it is also your duty to those around you to do so, because by not reporting your crime you are allowing a criminal to continue without a worry and government will allocate resources to where they feel it is most needed.

SAPS has provided us with a detailed description of how to report a crime and we list a few points that we feel are important below:

### **Condition/Service Description:**

This service is provided to any person who is a victim of crime.

The SAPS will open a case docket and investigate the crime, effecting arrests of suspects and presenting the case to courts for prosecution.

### **Process:**

- When a person has been a victim of crime he/she can contact the police by dialing 10111 or visit their nearest police station. If a police official attends the crime scene he/she will obtain a statement from the complainant and witnesses if possible.
- The police official will then go to the police station and register the case in the SAPS Crime Administration System (CAS) and give the complainant the reference which is called a CAS number.
- The complainant must ensure that he/she retains this CAS number as a reference for future enquiries regarding the criminal case.
- If the complainant visits the local police station to report the crime he/she will be attended to in the Community Service Centre by a police official
- The police official will first interview and then take a statement from the complainant and register the reported crime into the CAS file.
- The complainant will then be given a CAS number which must be used for all enquiries regarding the reported criminal case.
- The completed case docket is then allocated to a police detective who will carry out the investigation and all enquiries can then be directed to this detective.
- The detective in charge of the particular case will complete the investigation and present the docket to the relevant court for prosecution.
- The complainant will be notified by the detective when he/she is to attend the court hearings.

### **Cost:**

There is no charge for this service.

**Legal Instrument:**

South African Police Service Act 68/1995

**Contact and Location:**

10111, Local police stations (SAPS Buitenkant Street 021 467 8001/6)

**Service standard:**

The case once officially registered would be assigned immediately to the Detectives for investigation.