

QUESTION	YES	NO	DETAILS, IF YES
3. Has the Department introduced an Employee Assistance or Health Promotion Programme for its employees? If so, indicate the key elements/ services of this programme.	U		The Employment Assistance Programme (EAP) is a worksite-based programme designed to assist in the early identification and resolution of performance difficulties associated with employees who are impaired by personal and work-related concerns. These concerns include, but are not limited to, health concerns (for example, HIV/AIDS and disabilities), emotional issues (depression, anxiety, stress, grief), financial difficulties, career concerns, marital dysfunction, relationship difficulties, family conflicts, child care issues, learning problems, legal problems, and alcohol and drug dependency.
4. Has the Department established a committee as contemplated in Part VI E.5 (e), Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholders whom the committee represents.	U		The SAPS National Forum on HIV/AIDS was established on 26 June 2002 and consists of all 13 divisions of the SAPS, and representatives of Organized Labour, Polmed and Mx Health. Divisional commissioners or their representatives attend the meetings of the Forum. Meetings are convened bimonthly. Similar forums have also been established in the provinces
5. Has the Department reviewed its employment policies and practices to ensure that they do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices that have been reviewed.	U		The Policy on Employees of the SAPS Living with HIV/AIDS was implemented.
6. Has the Department introduced measures to protect HIV-positive employees or those perceived to be HIV positive from discrimination? If so, list the key elements of these measures.	U		The Policy on Employees of the SAPS Living with HIV/AIDS was approved in August 2001. The policy clearly protects the rights and interests of employees who are living with HIV/AIDS.
7. Does the Department encourage its employees to go for voluntary counselling and testing? If so, list the results that the Department has achieved.	U		The Voluntary Counselling and Testing (VCT) Programme was officially launched in the SAPS on 31 January 2003. VCT programmes have also been launched in divisions and provinces
8. Has the Department developed measures/ indicators to monitor and evaluate the impact of its health promotion programme? If so, list these measures/indicators.	U		Organizational indicators, eg suicide rates and trends regarding referrals and medical boards, are constantly monitored.

11 - Labour relations

The following collective agreements were entered into with trade unions within the Department.

Table 11.1 - Collective agreements: 1 April 2002 to 31 March 2003

Subject	Date
Working hours in the SAPS (Agreement 5/2002)	8 May 2002
Special daily allowance for duties at the World Summit on Sustainable Development (Agreement 6/2002)	16 August 2002
Amendment to Agreement 5/1999: Transfer Policy and Procedure (Agreement 7/2002)	11 September 2002
Implementation of Kirstein Arbitration Award - shifting of rank/legislation promotion dates (Agreement 8/2002)	23 October 2002
Appointment and utilization of full-time shop stewards (Agreement 1/2003)	7 February 2002
Total number of collective agreements: five	

The following table reflects the outcome of disciplinary hearings that were held in the Department during the year under review.

Table 11.2 - Disciplinary hearings for misconduct finalised: 1 April 2002 to 31 March 2003

Outcome of disciplinary hearing	Number	Percentage of total
Correctional counselling	0*	0
Verbal warning	1 181	25,55
Written warning	522	11,29
Final written warning	57	1,23
Suspended without pay	445	9,63
Fine	0	0
Demotion	0	0
Dismissal	362	7,83
Not guilty	880	19,04
Case withdrawn	1 176	25,44
Total	4 623	100

* Information not available.

Table 11.3 - Types of misconduct dealt with at disciplinary hearings

NATURE OF MISCONDUCT - MEMBERS OF THE SAPS			
Regulation18		Number	Percentage of total
(1)	"Performs any act or fails to perform any act with the intention -		
	(a) to cause harm to or prejudice the interest of the Service, be it financial or otherwise	112	3
	(b) to undermine the policy of the Service	23	0,05
	(c) not to comply with his or her duties or responsibilities	99	2,3
(2)	Performs any act or fails to perform any act which constitutes a contravention of any provision of or fails to comply with an order issued in terms of -		
	(a) the South African Police Service Rationalisation Proclamation, 1995	22	0,51
	(b) this Act	1	0,02
(3)	Performs any act or fails to perform any act which constitutes an offence	754	17
(4)	Fails to comply with or contravenes any National or Provincial Order or other lawful order or instruction	384	9
(5)	Takes part in, commits, incites or conspires with any other person or employee to cause a mutiny, strike, riot or revolt and/or fails to report all the facts relevant thereto which the employee knows, without delay to his or her commander or superior	6	0,16
(6)	(a) Assaults, or threatens to assault any other employee or person employed by the Service	63	1,5
	(b) Uses threatening or insulting language or adopts a disdainful, recalcitrant or insolent attitude to any other employee or person employed by the Service	88	2
(7)	Falsely imputes improper demeanour or improper conduct to an employee or person employed by the Service	4	0,09
(8)	Treats a lower ranking employee or person employed by the Service in a tyrannical or oppressive manner	5	0,12

NATURE OF MISCONDUCT - MEMBERS OF THE SAPS			
Regulation18		Number	Percentage of total
(9)	Knowingly makes a false accusation against any employee or person employed by the Service, or during an investigation, trial or inquiry makes a false statement or wilfully suppresses or conceals material facts	5	0,12
(10)	Withholds or unreasonably delays any complaint or an adverse communication in connection with another employee or person employed by the Service	3	0,07
(11)	Deserts the Service, refuses to serve in or carry out the functions of the Service or incites, persuades or aids and abets any other employee to desert, refuse to serve in or to carry out the functions of the Service	12	0,3
(12)	Absents himself or herself from duty without leave	635	15
(13)	Fails without sufficient cause, to report for duty at a stipulated time at his or her station, place of work or any other place stipulated by a commander or his or her superior	83	1,9
(14)	Contrary to an order or instruction or without first having obtained permission from an employee who is authorized to give such permission, goes off duty before being relieved	57	1,3
(15)	Contrary to a lawful order or instruction, absents himself or herself from his or her quarters or dwelling without leave or other valid cause	5	0,12
(16)	Intentionally causes an unnecessary disturbance, gives a false alarm, makes a false report, or spreads false rumours prejudicial to the interest of the Service	2	0,05
(17)	(a) Unlawfully and intentionally partakes in the use of a narcotic drug, regardless of whether the employee is on or off duty	40	0,9
	(b) Unlawfully and intentionally partakes of liquor while on duty	145	3,4
	(c) Is under the influence of liquor whilst off duty in a public place and behaves himself or herself in a manner which is detrimental to the interest of the Service	53	1,2
	(d) Renders himself or herself unfit for duty or for duty or for the performance of his or her functions by the use of liquor or narcotic drugs	413	10
(18)	(a) Malingers or feigns or pretends to be ill, infirm, indisposed, injured or suffering from pain	10	0,23
	(b) Obtains or attempts to obtain exemption from duty by advancing a false or exaggerated excuse on the grounds of illness, infirmity, indisposition, injury or pain	8	0,19
	(c) Wilfully causes illness, infirmity, indisposition, injury or pain or wilfully maims or injures himself or herself or any other employee, whether at the request of such employee or not, or wilfully causes himself or herself to be maimed or injured by any other person with the intention of rendering himself or herself or such other employee unfit for duty or the performance of his or her functions	0	0
(19)	Fails to notify his or her commander without delay that he or she is suffering from any disease which is notifiable under the law	0	0
(20)	Sleeps on duty	23	0,53
(21)	Neglects his or her duty or performs his or her functions in an improper manner	415	9,6
(22)	Without proper authority, releases a prisoner or other person in custody or wilfully or negligently allows him or her to escape	394	9
(23)	Uses unlawful force against a prisoner or other person in custody or otherwise ill-treats such person	6	0,14
(24)	Accepts or demands in respect of the discharge, or the failure to discharge functions, any commission, fee or reward, pecuniary or otherwise (not being the emoluments payable to him or her in respect of his or her official duties)	18	0,42
(25)	Demands, solicits, receives or accepts any discount, commission, gift, fee, reward or other consideration or advantage, whether pecuniary or otherwise (except his or her official remuneration), in respect of the acquisition, purchase, sale or disposal of any stores and other equipment or any other requisites of whatever nature, required for use in, or being the property of the Service, a club, mess or any other institution of the Service	1	0,02
(26)	Misappropriates, withholds, misapplies, makes unauthorised use of or wilfully damages or negligently loses any public property, including property issued to him or her or to another employee at public expense for personal use in the execution of his or her or such employee's functions, or property in the possession or under control of the State or for which the State is responsible or any other property belonging to another employee, a club, mess or any other institution of the Service, a prisoner or other person in custody, or any exhibit in a criminal case, or property abandoned, lost or unclaimed and found or taken into safekeeping by an employee or being in his possession	293	6,78
(27)	Ill-treats or neglects any animal which is the property of the State or in the possession of or under control of the State or for which the State is responsible		
(28)	In the exercise of his or her functions, displays gross discourtesy towards any person	27	0,62
(29)	Knowingly makes false or incorrect comments in public as to the administration of the Service or any other State department or makes grievances public prior to exhausting internal procedures	2	0,05

NATURE OF MISCONDUCT - MEMBERS OF THE SAPS			
Regulation18		Number	Percentage of total
(30)	With intent to deceive or prejudice any person and/or the Service, suppresses, conceals, withholds, defaces, alters, destroys or does away with any property, evidence, report, return, register, book, record, from, claim, letter or any other document in the Service, obliterates anything therein, or makes, causes or allows to be made or connives at the making of any false, misleading, incomplete or inaccurate statement, record or entry therein	33	0,76
(31)	Directly or indirectly borrows any money from or through an employee holding a lower rank than himself or herself	1	0,05
(32)	Without the written permission of the National and/or Provincial Commissioner -		
	(a) Engages directly or indirectly in any trade or business	5	0,12
	(b) Undertakes or takes part in any commercial, industrial, farming or other agricultural activity	1	0,02
	(c) Undertakes any private agency or private work connected with the performance of his or her functions or the carrying out of his or her duties in the Service	0	0
	(d) Performs any remunerative work, except his or her functions in the Service	1	0,02
(33)	Fails to comply with any official code of conduct of the Service	49	1,1
(34)	(a) Sexually harasses another employee or person employed by the Service	8	0,19
	(b) For the purposes of this paragraph sexual harassment includes but shall not be limited to -	0	0
	(i) A sexual demand, the non-compliance of which could result in specific action being taken by the harasser	0	0
	(ii) Comment or conduct of a sexual nature which the harasser ought reasonably to have known would have been objectionable to the harassed employee or person	1	0,02
	(iii) Comment or conduct resulting in the creation of a work environment in which the dignity of a person is impaired	2	0,05
(35)	Victimizes any employee or person employed by the Service	1	0,02
(36)	Unlawfully discriminates against any employee or person employed by the Service	2	0,05
(37)	In respect of disciplinary proceedings, misleads, knowingly gives false information, forces, brings pressure to bear upon or wrongfully influences an employee to act contrary to such employee's interest	2	0,05
(38)	Knowingly conducts himself or herself towards an employee in a manner that is not conducive to sound principles of labour relations"	4	0,09
			TOTAL: 4 321

Table 11.4 - Grievances lodged: 1 April 2002 to 31 March 2003

	Number	Percentage of total
Number of grievances resolved	886	83
Number of grievances not resolved	182	17
Total number of grievances lodged	1 068	100

Table 11.5 - Disputes lodged with councils: 1 April 2002 to 31 March 2003

	Number	Percentage of total
Number of disputes upheld	319	25,5
Number of disputes dismissed	930	74,5
Total number of disputes lodged	1249	100

Table 11.6 - Strike actions: 1 April 2002 to 31 March 2003

Total number of working days lost	10
Total cost (R'000) of working days lost	1 601,68
Amount (R'000) recovered as a result of 'no work, no pay' policy	1 601,68

Table 11.7 - Precautionary suspensions: 1 April 2002 to 31 March 2003

Number of employees suspended	872
Number of employees whose suspension exceeded 30 days	769
Average number of days for which employees were suspended	125
Amount recovered as a result of 'no work, no pay' policy	Approximately R1 357 177

12 - Skills development

The following table reflects the efforts of the Department regarding skills development.

Table 12.1 - Training needs identified: 1 April 2002 to 31 March 2003

Occupational category	Gender	Number of employees as on 1 April 2002	Training needs identified at start of reporting period*			
			Learnerships	Skills programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	47				
	Male	377				
Professionals	Female	1 102				
	Male	1 296				
Technicians and associate professionals	Female	248				
	Male	337				
Clerks	Female	12 235				
	Male	2 219				
Service and sales workers	Female	12 748				
	Male	83 854				
Skilled agriculture and fishery workers	Female	0				
	Male	1				
Craft and related trades workers	Female	10				
	Male	204				
Plant and machine operators and assemblers	Female	0				
	Male	25				
Elementary occupations	Female	1 948				
	Male	3 927				
Sub Total	Female	28 338				
	Male	92 240				
Total		120 578		975	137	

* The skills audit process is being refined to make provision for requested information.

Table 12.2 - Training provided: 1 April 2002 to 31 March 2003

Occupational category	Gender	Number of employees as on 1 April 2002	Training needs identified at start of reporting period*			
			Learnerships	Skills programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	47		134	171	305
	Male	354		202	330	532
Professionals	Female	2 416		347	286	633
	Male	2 847		931	433	1 364
Technicians and associate professionals	Female	834		174	116	290
	Male	1 018		878	250	1 128
Clerks	Female	16 287		6 129	1 962	8 091
	Male	4 449		7 193	2 305	9 498
Service and sales workers	Female	13 127		12 693	7 055	19 748
	Male	83 392		26 032	11 610	37 642
Skilled agricultural and fishery workers	Female	0		0	0	0
	Male	0		0	0	0
Crafts and related trades workers	Female	20		6	0	6
	Male	472		77	45	122
Plant and machine operators and assemblers	Female	0		0	0	0
	Male	39		14	0	14
Elementary occupations	Female	2 115		293	230	523
	Male	4 152		291	218	509
Subtotal	Female	34 846		19 667	9 820	29 596
	Male	96 723		35 618	15 191	50 809
Total		131 569		55 394	25 011	80 405

* No learnership training has been registered.

13 - Injuries on duty

The following tables provide basic information regarding injuries employees sustained while they were on duty.

Table 13.1 - Injuries on duty: 1 April 2002 to 31 March 2003

Nature of injury on duty	Number	Percentage of total
Required basic medical attention only	*	*
Temporary total disablement	552	60
Permanent disablement	294	32
Fatal	71	8
Total	917	-

* The information is not available.

14. Services of consultants

Table 14. 1: Actual expenditure regarding services of consultants: 2002/2003

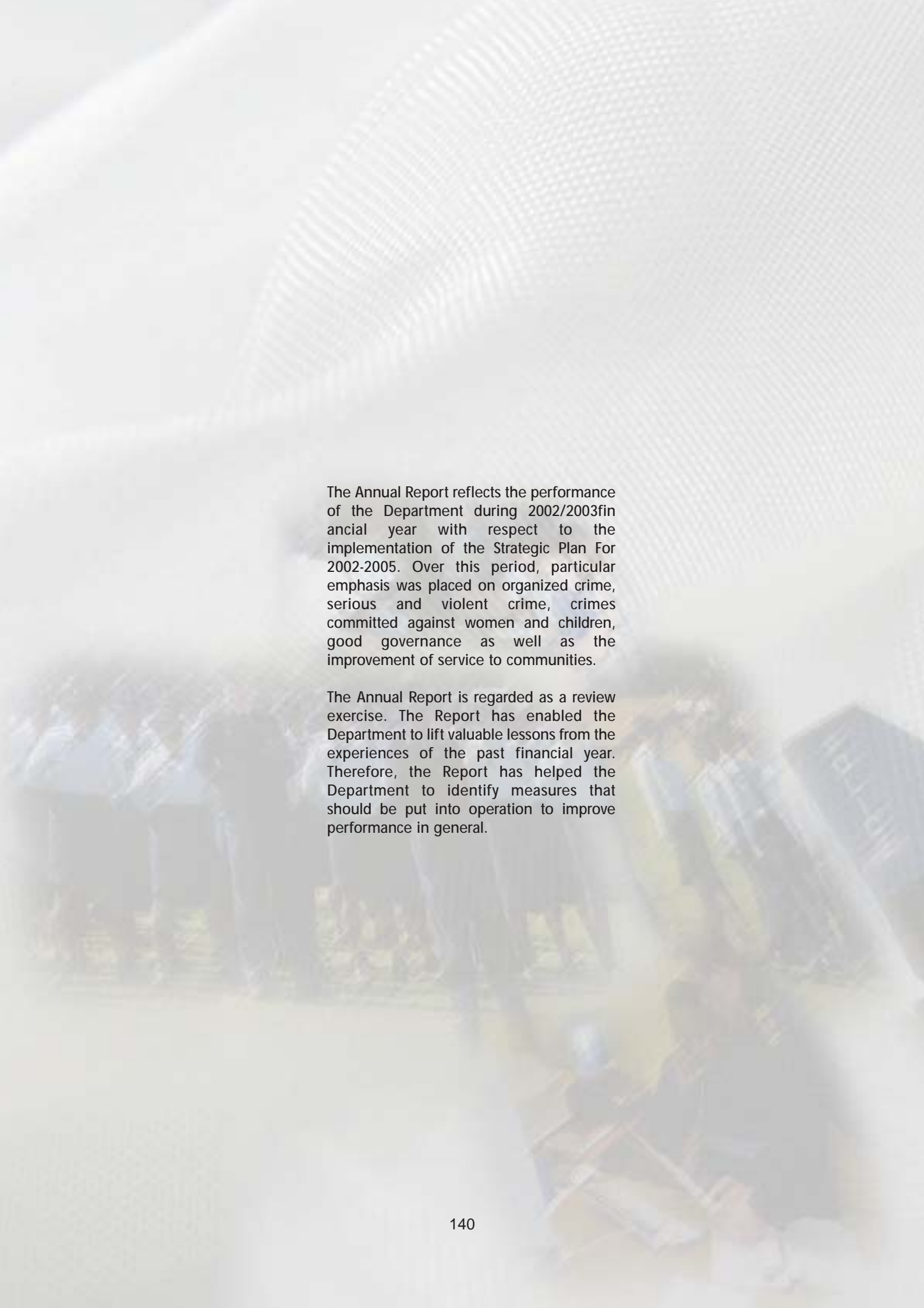
Programme	Actual expenditure regarding services of consultants*
1. Administration	R1 308 278
2. Crime Prevention	R611 943
3. Operational Response Services	R183 178
4. Detective Service and Crime Intelligence	R19 575
5. Protection and Security Services	-
6. Special functions: Authorized losses	-
Total	R2 122 974

* Concerning Tables 14.1 - 14.4, the Department is only in the position to report on the actual expenditure regarding consultants' services.



CONCLUSION





The Annual Report reflects the performance of the Department during 2002/2003 financial year with respect to the implementation of the Strategic Plan For 2002-2005. Over this period, particular emphasis was placed on organized crime, serious and violent crime, crimes committed against women and children, good governance as well as the improvement of service to communities.

The Annual Report is regarded as a review exercise. The Report has enabled the Department to lift valuable lessons from the experiences of the past financial year. Therefore, the Report has helped the Department to identify measures that should be put into operation to improve performance in general.

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