



## ANNEXURE

## DETAILED PROCEDURES TO BE FOLLOWED IN THE PROCESSING AND RECEIVING OF FIREARMS

### 1. Actions to be taken when unlawful firearm(s) and or ammunition and or firearm parts are handed over at police stations:

STEPS	ACTION
1	<p><b>Make Safe:</b> Ensure that the <i>firearm</i> and magazine are unloaded, when taking possession of the <i>firearm(s)</i>, <i>ammunition and/ or firearm parts and take possession</i>.</p> <p><b>Note:</b> The firearm must be made safe at an identified safe area away from the public and members of the Service.</p>
2	<p>Complete SAPS 522(a) and SAPS 522(b) in triplicate            ↓ one for the owner (acknowledgement receipt)            ↓ one for the SAPS 13 (F) file            ↓ one remain with the firearm</p> <p>Make an entry in the SAPS 10: Occurrence Book            The person surrendering the firearm must sign and date column F3 of SAPS 522(a).</p> <p><b>Copy of Identification:</b>            Make Photostat copy of the Identity document/Passport of the owner of the firearm (if no identification a statement must be taken).</p> <p><b>Firearm Licences:</b>            Take possession of all firearm licences and make copies thereof. (if no licence card is handed in for the specific firearm a statement must be taken)</p> <p>Complete SAPS 523 acknowledgement form in receipt of firearms documentation</p>
3	<p><b>SAPS 13 Register:</b>            Enter the <i>firearm(s)</i> <i>ammunition and/ or firearm parts</i> in the SAPS 13 register.</p> <p>Endorse the words "<b>Surrendered Terminated Licence/ Firearms</b>" in column 2 of the SAPS 13 Register.</p>

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	The person surrendering the firearm must sign column 4.4 of the SAPS 13 Register.
4	<p><b>SAPS 13 Label:</b> Attach a SAPS 13(a) label to the specific <i>firearm(s), ammunition and/ or firearm parts</i> which must contain the SAPS 13 number with the wording <b>“Surrendered Terminated Licence/ Firearms”</b></p> <p><b>NB: Safeguarding:</b> Place the <i>firearm(s), ammunition and/ or firearm parts</i> in the a firearm safeguarding facility that conform to the standards</p>
5	<p><b>SAPS 13 (f) Firearm File:</b> Open a Firearm File wherein all the necessary correspondence and documentation relating to the surrendering of the <i>firearm(s), ammunition and/ or firearm parts</i> by the specific identified person must be placed in the SAPS 13(f) firearm file. The SAPS 13 (f) firearm file must be endorsed in the right hand corner with the words <b>“Surrendered Terminated Licence/ Firearms”</b> with a red pen.</p>
6	<p><b>EFRS 10.5: (Enhance Firearm Register System):</b> Establish ownership and status of the firearm on EFRS and make print out. (The print out must also be filed in the SAPS13 (f) Firearm File).</p>
7	<p><b>SAPS 594: OPAM:</b> Complete the SAPS 594 form and hand over to the OPAM data capturer. Ensure capturing with certification and supporting documentation as proof of the capturing.</p>
8	<p><b>Daily Situation Form:</b> Complete and forward the daily situation report to the Provincial Operational Command Centre (POCC) via Fax or e-mail and obtain documentation of proof and file in the SAPS 13(f) Firearm File. POCC receive and verify situation report and forward the daily situation report to the National Operational Command Centre (NOCC) via Fax or e-mail and obtain documentation of proof and file in the SAPS 13(f) Firearm File.</p>
9	<p><b>Capturing on the system:</b> DFO/SAPS 13 Exhibit official captured on State Department 46: CONST. COURT JUDGEMENT 2018 “VOLUNTARY SURRENDERED”. and enquire on the EFRS function 10.5 to verify information</p>

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10	<p><b>Forwarding documents to the provincial FLASH:</b> Forward a copy of the SAPS 522(a) and SAPS 522(b) marked as <b>"Surrendered Terminated Licence/ Firearms"</b> to Provincial FLASH</p>
11	<p><b>Transfer of firearms on the system</b> Provincial DFO transfer firearm from name of person, company or institution on EFRS system function 22.4.1. Certify the transfer of the firearm on the first page of the SAPS 522(b).</p> <p>Endorse the State Department code followed by a full official signature and date stamp. The EFRS system report and the copy of the SAPS 522(b) are send back to the police station.</p> <p>Provincial DFO capture details of firearm on Enhanced Firearm Register System (EFRS) to Government Department 1</p>
12	<p><b>Packaging and transportation (within 14 days)</b></p> <p>Packaging of firearms must be done in terms of: SO (G) 337: Dispatching of Firearms and Ammunition.</p> <p>NI 3/ 2002: Voluntary surrendering of Firearms.</p> <p>Complete a packaging note SAPS 498 and make 3 copies thereof. Original form must be kept at the station.</p> <p>Send Firearms with a packaging note SAPS 498 to the Centralised Firearms Storage facility in terms of NI 6/2017: Handling of hazardous substances.</p> <p><b>Firearm Transfer Register (FTR):</b></p> <p>Transfer the SAPS13 entry to Firearm Transfer Register (FTR) with cross references.</p> <p>Transfer the firearm/s and ammunition together with the necessary documentation in terms of SO (G) 337 to the Provincial Centralised Storage Facility and obtain a signed SAPS498 Packing Note as acknowledgement receipt.</p>
13	<p><b>Closing SAPS13 Entry:</b> After the SAPS 498 Packing Note has been received at the Police Station, column 6 of SAPS13 Register must be completed to finalize the entry.</p>

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14	<p><b>Integrated Ballistic Identification System (IBIS): Testing of the firearms (within 7 days)</b></p> <p><b>Centralised Firearms Storage Official</b> arrange task teams to conduct IBIS testing (within 7 days of receiving firearm).</p>
15	<p><b>Integrated Ballistic Identification System (IBIS) results:</b></p> <p>IBIS results must be submitted back to the police station <b>within 30 days</b> after testing. IBIS test result print out must also be filed in the SAPS13 (f) Firearm File). Open a case docket for firearms with positive links and activate Detectives teams or DPCI to investigate.</p> <p>Firearms will remain at the centralised storage until disposal.</p>

### 2. Important Information to note:

- 2.1 The **Designated Firearm Official** must ensure that a SAPS 13(f) Firearm File is opened for each *firearm, ammunition and/ or firearm parts*. All correspondence and documentation relating to the surrendering of the *firearm(s), ammunition and/ or firearm parts* by the specific identified person must be placed in the SAPS 13(f) firearm file. The SAPS 13 (f) firearm file must be endorsed in the right hand corner with the words **“Surrendered Terminated Licence/ Firearms”** with a red pen. The applicable OB number and SAPS 13 number must be recorded on the face of the file.
- 2.2 All steps taken relating to the surrendering of the *firearm(s), ammunition and/ or firearm parts* must be recorded chronologically on the Investigation Diary on the inside of the Firearm File. Every entry on the Investigation Diary must be signed and dated by the person who makes such entry. If the entry was not made by the Designated Firearm Official, it must be checked and countersigned by him or her.
- 2.3 **Safeguarding of the *firearm(s) and or ammunition and or firearm parts***
  - 2.3.1 The **Designated Firearm Official** must ensure that the –
  - 2.3.2 Details of the *firearm(s), ammunition and/ or firearm parts* are entered into the SAPS 13 register;
  - 2.3.3 The serial number of the SAPS 13 register entry is cross-referenced, by writing it on the front cover of the SAPS 13 (f) firearm file.
  - 2.3.4 The Station Commander or member responsible for the safe custody of the property must enter the phrase: **“Surrendered Terminated Licence/ Firearms”** on the SAPS 13(a) label.

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- 2.3.5 The *firearm(s), ammunition and/ or firearm parts* must be safeguarded as provided for in National Instruction 8 of 2017. It may only be removed in accordance hereof by the Designated Firearm Official or SAPS 13 official, for the purposes of dealing with it in terms of this circular.
- 2.3.6 Firearms which are to be IBIS tested are properly sorted and the SAPS 13 Firearms IBIS Request Form is completed.
- 2.3.7 The Station Commander must ensure that all *firearm(s), ammunition and/ or firearm parts* surrendered are safe guarded and forwarded at least within thirty (30) days to the Provincial Centralised Firearms Storage Facility as identified by the Provincial Commissioner. It is important that sufficient safe storage facilities are made available by the respective Provincial Commissioners to ensure the safe custody of *firearm(s), ammunition and/ or firearm parts*.

### 3. Ballistic testing of firearm

- 3.1 The provincial or cluster co-ordinators for Integrated Ballistic Identification System (IBIS) testing or persons designated by him or her, must ensure that the test firing of these firearm(s) are done within 7 working days and comply with the following minimum requirements:
- 3.2 All the firearms that have been tested must immediately be marked with a red cable tie through the trigger guard;
- 3.3 All ammunition needed for the test firing must be available at the sites where the firearms are tested.
- 3.4 All sealing evidence bags into which the firearms must be placed must be marked with the SAPS 13 number and the serial number of the firearm(s) and or ammunition tested; and
- 3.5 The IBIS delivery forms must be completed during the test firing and care must be taken so that the person who actually did the test firing can be identified later. The IBIS request form must be marked with the words **“Surrendered Terminated Licence/ Firearms”** in red.
- 3.6 The firearm(s) may only be test-fired by the police official who has been trained by members of the Ballistic Unit. Special emphasis must be placed on the safe handling of the firearms during testing. Police officials must ensure that precautionary measures are taken to ensure their safety.
- 3.7 All firearms received from the Ballistic Unit must be kept at the Provincial Centralized Firearms Storage Facility until a disposal instruction is issued.

### 4. Monitoring

- 4.1 Daily situational report must be forwarded to the Provincial Operational Command Centre (POCC) via Fax or e-mail.

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4.2 The POCC must forward the consolidated report to National Operational Command Centre (POCC) via Fax or e-mail.

### 5. Inspections

5.1 The firearms must physically be inspected monthly.

5.2 The Registers must be inspected Daily, Weekly and monthly according to SO (G) 225.

5.3 The SAPS13 (f) Firearm File must firstly be inspected on a 24 hours basis, weekly and thereafter monthly together with all the relevant documentation.

6. It must be emphasized that this procedure concerns only the unlawful possession of firearm(s), ammunition and or firearm parts and does not apply to any offence, for example, robbery committed using the firearm(s) and or ammunition and the perpetrator of such crimes must still be prosecuted.

7. It is re-iterated that no person may be turned away from any police station where such person intends to surrender or voluntarily hand in firearms, ammunition and/ or firearm parts.

8. Any enquiries may be communicated to the following officials:

Brigadier LJ Mabule	<a href="mailto:MabuleL@saps.gov.za">MabuleL@saps.gov.za</a>	012 353 6104
Brigadier LS Bopape	<a href="mailto:BopapeLS@saps.gov.za">BopapeLS@saps.gov.za</a>	012 393 9300
Colonel S Sohan	<a href="mailto:SohanS@saps.gov.za">SohanS@saps.gov.za</a>	012 421 8215