

NATIONAL INSTRUCTION 2/1999

STOCK THEFT

1. Background

The purpose of this Instruction is to regulate matters relating to stock theft.

2. Definitions

In this Instruction, unless the context otherwise indicates, —

- (a) “*enquiry docket*” means a Stock Theft Enquiry Docket (SAPS 507); and
- (b) “*slaughter for the pot*” means slaughtering for own domestic use. If parts of the carcass are sold or given away, this does not qualify as “slaughter for the pot”.

3. Correspondence

- (1) The abbreviation STU for the expression “Stock Theft Unit” has been approved and may be used in official correspondence.
- (2) When first referring to this Unit in internal correspondence, the Unit's name must be written out in full, with the abbreviation in brackets. The approved abbreviation may then be used. In all other correspondence, the use of abbreviations must be avoided.
- (3) The logo of the Stock Theft Unit may not be used in any official correspondence.

4. Activities

(1) Operational activities

- (a) The *enquiry docket* must be used for all operational activities that are not part of the investigation into existing cases.
- (b) Every enquiry that is opened must be linked to legislation that has bearing on the investigation. The commander must make an entry in the enquiry docket's investigation diary (SAPS 5) accordingly.
- (c) Enquiries must be registered for the following operational activities:

	ACTIVITIES	LEGISLATION
1	Livestock auctions Feedlots Livestock pounds Dealers in skin and hides Stock posts Community Grounds	- Stock Theft Act, 1959 (Act No. 57 of 1959) - Animal Identification Act, 2002 (Act No. 6 of 2002) - Animal Protection Act, 1962 (Act No. 71 of 1962)
2	Butcheries Bush slaughtering	- Stock Theft Act, 1959 (Act No. 57 of 1959) - Game Theft Act, 1991 (Act No. 105 of 1991). - Meat Safety Act, 2000 (Act No. 40 of 2000)
3	Speculators Abattoirs Tuck Shops (where meat is sold) Roadside stands Funeral parlours Pension Pay Points	- Stock Theft Act, 1959 (Act No. 57 of 1959) - Animal Identification Act, 2002 (Act No. 6 of 2002) - Meat Safety Act, 2000 (Act No. 40 of 2000) - Animal Protection Act, 1962 (Act No. 71 of 1962)

4	Patrols - International - Internal Operations - Internal - International Road blocks Import and export of animals, animal produce and genetic material Investigations - Internal - International	- Stock Theft Act, 1959 (Act No. 57 of 1959) - Animal Identification Act, 2002 (Act No. 6 of 2002) - Animal Improvement Act, 1998 (Act No. 62 of 1998)
5	Stray animals	- Stock Theft Act, 1959 (Act No. 57 of 1959) - Animal Identification Act, 2002 (Act No. 6 of 2002) - National Instruction 2/1999

- (d) The investigation of stock theft cases must receive high priority and the officers and members at the Stock Theft Unit must ensure that every case is investigated professionally.
- (e) To enable every Stock Theft Unit to do adequate operational planning, operational maps of the various areas in which services are rendered must be available at every Stock Theft Unit.
- (f) The purpose of the Stock Theft Act, 1959 (Act No. 57 of 1959) is to control the movement of livestock and produce across the country. This means that Stock Theft Units have to operate across provincial borders and service areas to successfully address the difficulties that are experienced with stock theft. It will also be necessary for joint intelligence driven operations to be held across provincial and international borders.

- (g) The Stock Theft Units must investigate all reported stock theft related cases without any exemption.
 - (h) Commanders of the Stock Theft Units must at all times report stock theft cases (cattle, sheep and goats) where the number of livestock stolen are 10 cattle, 20 sheep/goats and more to the various Provincial Stock Theft Coordinators in the form of a factual report. Whereby the Provincial Stock Theft Coordinator must submit a copy of the factual report to Stock Theft Unit: Head Office.
 - (i) The commander of a Stock Theft Unit must at all times, taking into account the size of the area, be well informed of all stock theft activities in his or her service area. He or she must regularly meet and hold discussions with the respective station commanders and commanders of Detective Services in his or her service area.
- (2) A member must preferably not be allocated more than eight new case dockets per month, to enable him or her to perform the additional functions referred to in subparagraph 4(1) above, taking into account the varying patterns of stock theft, weather patterns, economic pressures, unemployment, risk factors, the topography of the area, etc.

5. Administrative duties

- (1) The *enquiry docket* may not, under any circumstances, be used to record administrative matters such as —
- (a) liaising and cooperating with the police forces of neighbouring countries concerning matters relating to stock theft;
 - (b) establishing and managing Stock Theft Information Centres;
 - (c) cooperating and liaising with other Government departments regarding law enforcement and the investigation of crimes in terms of relevant legislation;
 - (d) attending and addressing:
 - Farm Watch meetings;
 - Livestock committees in residential areas;
 - Farmers' Association meetings;
 - District Agricultural Unions;
 - Headmen;
 - Tribal authorities;
 - Community Policing Forum meetings
 - Rural Safety meetings; and
 - Peace Committee meetings
 - (e) completing returns that may be required from time to time; and

- (f) updating of computer records that may be required from time to time.
- (2) Diaries or pocket books (SAPS 206) must be used to record the administrative matters indicated above.

6. Registration of activities of the Stock Theft Unit

- (1) A case docket must be opened for each crime reported to the police station and which relates to stock theft and must immediately be registered on the Crime Administration System.
- (2) Cases of stock theft and enquiries must be recorded on the Crime Administration System (CAS). If the system is offline the information must be in the meanwhile registered in the Backup Information Registration of Offence Register (SAPS 441).
- (3) An *enquiry docket* for every operational task performed (see paragraph 4(1)(c)) excluding the activities mentioned in paragraph 5(1), must be registered on the CAS.
- (4) Activities mentioned in paragraph 4(1)(c), which resulted from the investigation of a case, must not be seen as a separate enquiry and no enquiry docket may be registered for this service or task.

7. Receipt of an enquiry docket

The member who receives an *enquiry docket* for further investigation, must acknowledge receipt of the docket on the Crime Administration System (CAS).

8. Classification of an enquiry docket

The *enquiry docket* must be subdivided into the following divisions:

- (1) **Division "A"**
 - (a) In this division, the following must be filed —
 - (i) all statements;
 - (ii) information;
 - (iii) reports;
 - (iv) documentary evidence;
 - (v) photographs; and
 - (vi) any other documents of evidential value.
 - (b) All the documents that are filed in this division must be:
 - (i) numbered in the order in which they will be filed, namely A1, A2, A3, etc.; and
 - (ii) endorsed with the name of the Stock Theft Unit and the enquiry docket's CAS number (e.g Cullinan Stock Theft Unit CAS 20/12/2010) at the top of the documents.

(2) **Division “B”**

- (a) In this division, the following must be filed —
- (i) all the correspondence relating to the investigation or enquiry, eg the SAPS 11;
 - (ii) correspondence from and to other police stations;
 - (iii) newspaper clippings; and
 - (iv) any other documents that do not fall under divisions A or C.
- (b) All the documents that are filed in this division must be —
- (i) numbered in the order in which they will be filed, namely B1, B2, B3, etc; and
 - (ii) endorsed with the name of the Stock Theft Unit and the enquiry docket’s reference number at the top of the documents.

(3) **Division “C”**

Investigation diary (SAPS 5) and SO(G) 323 is also applicable to the *enquiry docket*.

9. Closing of an enquiry docket

- (1) If an enquiry docket is closed an officer or member appointed as the commander of the Stock Theft Unit must on the front page of the enquiry docket in the space “Disposal of Enquiry” close the enquiry docket as follows:
- (a) “File”, or
 - (b) “File - Register case docket”. Mention in the remarks column that the content of the enquiry docket is transferred to a case docket. The name of the station and CAS number must also be recorded.,or
 - (c) “File - Bring Forward”. Record the date when the enquiry docket must be submitted.
- (2) The officer or appointed member as the commander of the Stock Theft Unit must write his/her signature with his/her initials and surname in print or name stamp.
- (3) If an *enquiry docket* is transferred to a case docket or if a further period of safekeeping is determined, the provisions of paragraphs 10, 11, 12 and 13 below, must be complied with.

10. Transforming of an enquiry docket into a case docket

- (1) In all of the instances in which an *enquiry docket* is transformed or transferred into a case docket (SAPS 3/SAPS 3M) (regardless of whether it is an existing docket or whether it will be registered as a new docket), the following procedure must be followed:

Step	Action
1	Transfer all the documents that are filed in divisions A, B and C of the <i>enquiry docket</i> to the case docket and leave certified copies of the documents in the enquiry file.
2	Renumber the transferred documents, if necessary, so that they fit into the order of the existing documents in the case docket.
3	File a certified copy of the front page of the used <i>enquiry docket</i> under division B of the case docket.
4	File the <i>enquiry docket</i> with the original front page and the certified copies (Step 1 above), at the Stock theft Unit of origin.

- (2) If an *enquiry docket* is transformed into a case docket, the provisions of SO(G) 321 to 326, relating to case dockets, are applicable.

11. Procedure for submitting a diarised Enquiry file (“Bring forward system”)

In order to ensure that an *enquiry docket* receives attention on the date that was endorsed on it, the following procedure must be followed:

Step	Action			
1	Keep 12 files that are marked from January to December in which the <i>enquiry dockets</i> are filed.			
2	Keep a register that is divided from January to December, together with the 12 files.			
3	Divide the register into the following four columns:			
	Enquiry file and Case Control Register No	Date on which the file must be submitted	Date and signature of commander	Date returned

12. Filing of enquiry dockets

- (1) All concluded *enquiry dockets* must be filed at the Stock Theft Unit from which they originated (see SO(G) 326 - Filing of case dockets). The concluded *enquiry dockets* that were closed with the words "File" or "File - Registered Case Docket" and do not bear a bring forward date, must be stored in chronological order according to the month in which they were registered.

- (2) The following procedure must be followed if an *enquiry docket* bearing a date on which the file must be submitted for further attention, must be filed:

Step	Action
1	Write the following under the relevant month in the bring forward register (See par. 10 step 3): <ul style="list-style-type: none"> - Column 1 - the number of the <i>enquiry docket</i> or the case control register; and - Column 2 - the date endorsed on the <i>enquiry docket</i> on which the file must be submitted for further attention.
2	File the <i>enquiry docket</i> in the file of the month concerned (See par. 10 - step 1).
3	Draw the <i>enquiry dockets</i> each month according to the date on which they must be submitted for further attention.
4	Place a strip of paper in the file concerned in the place of the <i>enquiry docket</i> that was removed, indicating the following particulars: <ul style="list-style-type: none"> - the CAS number of the <i>enquiry docket</i>; - the signature of the member who removed the docket; and; - The date of the removal
5	Hand the <i>enquiry docket</i> over to the commander of the Stock Theft Unit concerned, who must acknowledge receipt of the docket by signing for it and writing the date in column 3 of the register in which the dockets are diarised (See par 10 - step 3).
6	Receive the <i>enquiry docket</i> for further filing and – <ul style="list-style-type: none"> – remove the strip of paper mentioned in step 4 above; and – write the date in column 4 against the entry concerned.
7	Repeat steps 1 to 6 if another date on which the file must be submitted for attention (“Bring forward date”) is endorsed on the <i>enquiry docket</i> .

13. Disposal of an enquiry docket

An *enquiry docket* may only be disposed of three years after the month in which it was registered.

14. Completion of the, Crime Administration System (CAS) and Case docket

In all cases of stock theft, the entry on the CAS and docket must be as follows:

“Stock Theft”

15. Complaints in addition to stock theft

- (1) In cases where cruelty towards animals occurs, a further complaint must be added to the docket in terms of the Animal Protection Act, 1962 (Act No. 71 of 1962). If the offenders cannot be found guilty on a charge of stock theft, they may be found guilty on a charge of cruelty against animals.
- (2) Additional charges in terms of the Fencing Act, 1963 (Act No. 31 of 1963) if applicable must also be added in addition to stock theft.

16. Reporting of stray animals to the Service by the public

- (1) The following procedure must be followed when a member of the public reports the presence of unknown or stray animals to a member of the Service or at the community service centre:
 - (a) The commander of the relevant Community Service Centre or the member to whom it was reported, must make an entry to this effect in the occurrence book and immediately request a policeman from the station to attend to the matter.
 - (b) The details of the strange or stray animals and the occurrence book entry number must, as soon as possible, be reported by telephone to the office of the Stock Theft Unit or the member on standby rendering a service in the area in which the relevant police station is situated.
 - (c) The member of the Stock Theft Unit to whom the details were reported, must register an enquiry which has to be investigated if a docket has not yet been registered in respect of the strange or stray animals.
 - (d) The rank and name of the member of the Stock Theft Unit to whom the details have been reported, as well as the CAS number, must be obtained. A further occurrence book entry, with a cross reference to the first entry, must be made to the effect that the details have been reported. This entry must also confirm the feedback from the member attending to the matter to the relevant member of the Stock Theft Unit.
- (2) The following procedure must be followed when the presence of strange or stray livestock is reported directly to a Stock Theft Unit:
 - (a) The member to whom it was reported must immediately contact the commander of the Community Service Centre or the member on duty at the relevant police station and requested him/her to immediately attend to the strange or stray animals.

- (b) The commander of the Community Service Centre or the member to whom it was reported must make an entry to this effect in the occurrence book. The member of the Community Service Centre dealing with the request must make a cross entry as soon as he/she received feedback from the member who attend to the matter and give feedback to the relevant member of the Stock Theft Unit.
 - (c) The member of the Stock Theft Unit to whom the details were reported must register an enquiry on the CAS which has to be investigated if there is no existing case docket registered in respect of the strange or stray animals.
- (3) If strange or stray animals are found they must be dealt with in accordance with the provisions of the Provincial Ordinance or Statues concerning the impounding of animals in that area (see Standing Orders (G) 333 and 332).

17. Dealing with livestock or livestock produce as exhibits

- (1) The matter must be dealt with in accordance with the following Standing Orders:
- (a) Standing Order (G) 323 (Investigation dairy (SAPS 5)).
 - (b) Standing Order (G) 324 (Checking of case dockets).
 - (c) Standing Order (G) 333 (Exhibits).
- (2) **Animal diseases: Handling of exhibits**
- (a) The impact on the economy of the inappropriate handling of animals with diseases which are put in quarantine, is astronomical, in particular at international level.
 - (b) In order to establish whether an area is affected by a notifiable animal disease, enquiries must be directed to the local state veterinarian.
 - (c) Members must take great care when animals are transported, moved or impounded as exhibits. Enquiries about such cases, and all further enquiries regarding animal diseases must be directed to the local state veterinarian, who can, if necessary, assist where animals must be put in quarantine.
- (3) **Forensic Investigations**
- (a) The utilisation of forensics as exhibits is dealt with in National Instruction 21 of 1998.

18. External Stock Theft Forums

- (1) **National Stock Theft Forum**
- (a) On 1 December 1995 a National Stock Theft Forum was established in Pretoria to deal with all national issues regarding stock theft that cannot be resolved satisfactorily by the Provincial Stock Theft

Forum or to obtain information from the departments referred to in subparagraph (c) below.

- (b) A member who wishes to refer a matter to the National Stock Theft Forum must submit a written request to a representative of the Service at the relevant Provincial Stock Theft Forum, with the request that the matter be referred to the National Stock Theft Forum.
 - (c) The following departments/institutions are represented on this Forum:
 - (i) The Department of Justice and Constitutional Development;
 - (ii) The Department of Correctional Services;
 - (iii) Department of International Relations and Cooperation;
 - (iv) The Department of Agriculture, Forestry and Fisheries;
 - (v) The South African National Defence Force;
 - (vi) The South African Police Service;
 - (vii) Organized Agriculture;
 - (viii) The National Prosecuting Authority/Directorate of Public Prosecutions;
 - (ix) The various commodity organizations concerned;
 - (x) Any institution that might be co-opted from time to time; and
 - (xi) Any other person in an advisory capacity that can advise the Forum on related matters.
- (2) **Provincial Stock Theft Forum**
- (a) A Provincial Stock Theft Forum has been established in every province to deal with all provincial issues regarding stock theft that cannot be resolved at local level. The Provincial Stock Theft Forum can engage with the existing provincial agricultural structures (for example the Security Committee) as long as the organizations or parties concerned (mentioned in paragraph 18(1)(c)) are represented and the difficulties experienced with stock theft are receiving attention.
 - (b) Senior officers at provincial level who have sufficient knowledge of stock theft, must represent the Service on the Provincial Stock Theft Forum, and the most senior commander of the Stock Theft Unit in the province must accompany this officer.
- (3) **Stock Theft Information Centres (STIC)**
- (a) **Purpose**
 - (i) A Stock Theft Information Centre serves as a forum between the local livestock owners, the Stock Theft Units and other interested organisations.
 - (ii) Stock Theft Information Centres must, in conjunction with the relevant Stock Theft Units, be established at the request of livestock owners in order to give the community (livestock owners) the opportunity to make a positive contribution to effective policing of stock theft.

- (iii) The above centres must be established only with a view of addressing matters regarding stock theft, and may be managed in an informal manner.
 - (iv) The Stock Theft Information Centre may be part of the existing local agricultural structures (for example the Farmers Associations) as long as the relevant organizations and parties concerned are represented and the discussions must be treated as confidential.
- (b) **Guidelines for establishing a Stock Theft Information Centre (STIC)**
- (i) **Frame of reference**

The frame of reference is the motivation of livestock owners so that they can become involved in the prevention of stock theft and tighten their own security by —

 - (aa) gathering information about stock theft, suspects and crime trends in their own environment, and the passing on of this information to identified members of the Service;
 - (bb) receiving information regarding stock theft, suspects and crime trends in their own area from the identified members of the Service;
 - (cc) assisting in the identification of livestock, which are difficult to identify;
 - (dd) combatting stock theft by means of liaison between the livestock owner and the Service through crime prevention patrols and holding informative meetings;
 - (ee) identifying serious crime trends in stock theft in the relevant community, identifying problem areas and areas where stock theft is suspected and initiating operational planning to combat these crimes; and
 - (ff) liaise on a continuous basis with the prosecutors to identify any shortcomings in all aspects of the case to ensure a proper trial.
 - (ii) **Composition of role-players of a Stock Theft Information Centre**

A Stock Theft Information Centre comprises of the following role-players:

 - (aa) Agricultural Unions/Farmers' associations;
 - (bb) State Prosecutor;
 - (cc) The commander of the Stock Theft Unit or the relevant investigating officer responsible for the area;
 - (dd) The station commander;
 - (ee) Any other person in an advisory capacity that can advise the Stock Theft Information Centre on stock theft related matters;
 - (ff) Any interested livestock or livestock trade institutions;
 - (gg) Any government department that might be co-opted from time to time; and

- (hh) Any institution that might be co-opted from time to time.
- (iii) **Administration**
 - (aa) Minutes must be kept of the meetings.
 - (bb) All information received by the Stock Theft Information Centre must be treated as confidential.
 - (cc) Feedback must be given regularly by all the parties to the Stock Theft Information Centre.
 - (dd) Any problems, decisions etc, must be reported in writing to the Provincial Stock Theft Forum.
 - (ee) Officials from an acknowledged organisation as appointed by the STIC, will be responsible to the STIC for secretarial and organisational services.
 - (ff) Minutes must be kept of every meeting held by the STIC and kept safe by the committee. A copy thereof must be sent to the Provincial Stock Theft Forum.
 - (gg) No sensitive information regarding stock theft intelligence must be mentioned in the minutes.
 - (hh) Complaints to the STIC must be handed in writing or can be done orally by the person making the complaint.
 - (ii) Complaints dealt with during a meeting held by the STIC, must be kept on the minutes until they have been dealt with satisfactorily.
 - (jj) The STIC must only deal with matters of livestock owners in the service area with regard to problems with livestock and livestock produce.

19. Internal Forums for Stock Theft units

(1) Forums for Unit Commanders of Stock Theft units

- (a) All commanders of Stock Theft Units in a province are members of the above forum.
- (b) The objectives of this forum are to —
 - (i) discuss and exchange information on crime relating to livestock;
 - (ii) identify problem areas;
 - (iii) plan organized operations to combat stock-theft related crime in problem areas;
 - (iv) plan organized livestock theft operations within the provinces;
 - (v) discuss relevant legislation and amendments to legislation;
 - (vi) discuss the activities of the Stock Theft Units in the various areas and the province;
 - (vii) evaluate problems encountered during inspections;
 - (viii) discuss computer programmes, such as the Animal Identification System, the circulation System (livestock port) and the INKWAZI programme;

- (ix) discuss the investigation of cases and the use of scientific aids; and
 - (x) discuss how exhibits must be dealt with.
- (c) This discussion forum is held four times per year (once every quarter) at a central venue.
- (d) The Stock Theft Unit: Head Office must attend at least two meetings per year per province - preferably one meeting every six months.
- (2) **Forums consisting of Stock Theft Units and neighbouring countries**
- (a) The commanders of Stock Theft Units rendering a service in areas bordering on neighbouring countries and their counterparts in such neighbouring countries, together form this forum, which must be held on a regular basis and be extended.
- (b) At these forums, the following aspects of stock theft matters must receive attention:
- (i) discussing and exchanging information regarding cross-border stock theft;
 - (ii) identifying problem areas and the access routes used by stock thieves;
 - (iii) joint planning on how to deal with problem areas;
 - (iv) launching joint stock theft operations; and
 - (v) discussing how exhibits should be dealt with.
- (c) Officers and commanders must, in conjunction with the office of the Provincial Commissioner create sufficient opportunities for this forum to be held. Every possible effort must be made to assist neighbouring countries with the investigation of cases of cross-border stock theft.
- (d) This forum must be held four times a year (once every quarter) at a central venue and be attended by members from the Stock Theft Unit: Head Office on an ad hoc basis.
- (e) The forum must be attended by a limited number of officers and members having a real interest in a forum of this kind.
- (f) In every instance where discussions regarding stock theft are held with neighbouring countries, copies of all the correspondence, as well as the minutes mentioned in paragraph 19(4)(b), must be submitted to the Stock Theft Unit: Head Office.
- (3) **Forums to be held during or after provincial, national or international operations**

- (a) During or after provincial or national operations, it is sometimes essential for the unit commanders of the various provinces, whose areas in which they render services, are adjacent to that of other unit commanders, to meet in order to discuss certain aspects of crime concerning their units.
 - (b) If the Stock Theft Unit: Head Office identify a need for such a forum to be held, the matter must be discussed with the various Provincial Heads: Detective Service before a joint forum is arranged.
 - (c) If a province identify a need of this kind, it may use its discretion in organizing such a forum.
 - (d) This forum must be held at a central venue and the forum must be attended on an ad hoc basis by a member of the Stock Theft Unit: Head Office.
- (4) **General rules**
- The following rules apply to the holding of all forums:
- (a) A senior officer at a Stock Theft Unit, together with the Provincial Commander: General investigations of each province, must arrange the above forums.
 - (b) Minutes must be kept of all meetings of the various forums. Agendas and minutes of forums must, without delay, be made available to the Commander: Stock Theft Unit, Head Office. A permanent secretary (which may be a member or an employee who has been appointed in terms of the Public Service Act, 1994 (Act No. 103 of 1994) and who is stationed at a Stock Theft unit) must preferably be designated to draw up agendas and to keep the minutes.
 - (c) The dates on which the forums will be held, must be submitted to the Commander: Stock Theft Unit, Head Office as soon as they have been set, to enable him or her to make the necessary arrangements to attend these forums.
 - (d) If the programme of the Head: General Investigations allows it, he or she will, after consultation with the various Provincial Heads: Detective Service, attend some of these forums.
 - (e) The minutes of each forum must reach the Stock Theft Unit: Head Office within 14 days after the forum was held.

20. Co-ordination of stock theft activities

- (1) The senior officer at a Stock Theft Unit in each province, may, in the absence of the provincial **coordinator** be designated to evaluate and coordinate the activities of Stock Theft Units in the province together with the Provincial Commander: General Investigations.

- (2) The Provincial **Coordinator**: Stock Theft Unit is responsible to:
- (a) plan, coordinate and attend organized intelligence driven actions in the province in order to evaluate results and to provide feedback to the Provincial Commissioner;
 - (b) plan and coordinate organized cross-border stock theft intelligence driven actions in co-ordination with the police forces of the various neighbouring countries;
 - (c) promote mutual trust with neighbouring countries by means of discussion and mutual cooperation;
 - (d) through the forums, establish effective liaison between various levels of the chain of command of the Stock Theft Unit to ensure that acceptable working conditions are created and maintained for the members at the lower levels;
 - (e) liaise and cooperate with all officials forming part of the chain of command in the Service and the community by means of meetings, forums and personal contact;
 - (f) assist with the strategic planning by Stock Theft Units in the province;
 - (g) continuously liaise with provincial co-ordinators from other provinces should there be problems of mutual concern and monitor the various goals of the Stock Theft units in the province by giving continuous feedback and to provide advice and support, if necessary;
 - (h) organize forums in accordance with this Instruction;
 - (i) represent and accompany the Provincial Commissioner on the Provincial Stock Theft Forum;
 - (j) attend meetings of organized agriculture and dealing with stock theft matters at these meetings in the provinces. Meetings of the District Agricultural Union/Farmers' Association should only be attended if difficulties regarding stock theft occur that cannot be solved by the local unit commander;
 - (k) assist in establishing Stock Theft Information Centres, should such a need exist;
 - (l) as a duty officer, be available for events that may take place at Stock Theft Units in the province;

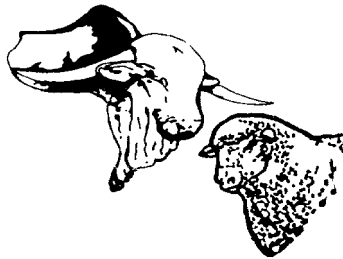
- (m) regularly inform and advise the Provincial Commissioner and the Provincial Head: **Detective Service** on matters concerning stock theft and the identification and placement of suitable unit commanders;
- (n) regularly liaise with the Commander: Stock Theft Unit, Head Office to co-ordinate activities;
- (o) continuously liaise with the Crime Information Analysis Centre (CIAC) to gather and evaluate statistics and to determine trends in order to plan organized intelligence driven actions effectively;
- (p) carry out inspections and visits at least once every six months at all the Stock Theft Units in the province to ensure that vehicles, animals and equipment are used and cared for in accordance with these instructions and that the Stock Theft Units perform their duties as set out in this Instruction;
- (q) regularly monitor and evaluate —
 - (i) the distribution and use of mechanical transport and aids through the Stock Theft Units;
 - (ii) the post structure and establishment of Stock Theft Units in the province, in accordance with the Personnel Plan of the Service; and
 - (iii) the effective use and suitability of available accommodation.
- (r) regularly assist with the training of and determining the training needs of new members of Stock Theft Units, the Detective Service and the Uniform Branches at station level regarding stock theft investigations; and
- (s) continuously liaise with the members of the Detective Service who have successfully completed a course for stock theft investigating officers and who are used for investigating stock theft cases.
- (t) Monitoring the use of scientific aids by the Stock Theft Units
- (u) Monitoring of data integrity
- (v) Monitoring the performance of each Stock Theft Unit
- (w) Assist with the procurement procedures regarding the impoundment of animals as exhibits



21. Movement of recovered livestock to and from the country through designated or non-designated ports of exit and entry.

- (1) The form SAPS 507(a) attached hereto must be used by members of the Stock Theft Unit who police the border posts to control movement of recovered livestock to and from the country.
- (2) The various provincial coordinators of the Stock Theft Units must ensure that this form is copied, as it is not available as a standard item from Supply Chain Management, and distributed to all the Stock Theft Units under their command.
- (3) The following must be done when a SAPS 507(a) is used:
 - (a) The investigating officer must complete the form in triplicate, sign it and stamp the original and copies of the form in the appropriate spaces.
 - (b) The member who receives the livestock in the neighbouring country must have the original and the two copies of the SAPS 507(a).
- (4) Upon receipt of livestock at the pound, the member of the police of the neighbouring country who is present when livestock is received, must —
 - (a) fully complete the relevant section on the original and the two copies of SAPS 507 (a); and
 - (b) stamp the documents with a date-stamp.
- (5) The police or custom official at the port of exit must —
 - (a) check and sign the original and both copies of the SAPS 507 (a);
 - (b) print his or her initials and surname on the forms;
 - (c) stamp the forms with the official date stamp;
 - (d) file a copy of the SAPS 507(a); and
 - (e) hand the original and the other copy of the SAPS 507(a) to the investigating officer.
- (6) The police or custom official at the port of entry must —
 - (a) check and sign the original and the copy of the SAPS 507(a);
 - (b) print his or her initials and surname on the forms;
 - (c) stamp the forms with the official date stamp;
 - (d) file the copy of the SAPS 507(a); and
 - (e) hand the original of the SAPS 507(a) back to the investigating officer.
- (7) The investigating officer must file the original in the case docket or enquiry docket.

22. Logo

- (1) Authorization is hereby granted to the Stock Theft Units to use the logo depicted below.



- (2) The logo consists of a representation of the head and shoulders of an Afrikaner bull, and the head of a Merino sheep. The two heads face one another, the head of the bull being in a higher position than that of the sheep.
- (3) The logo is woven on clothing as follows:
- (a) Navy blue tie 
- | | |
|--|----------------|
| (i) Background | : navy blue |
| (ii) Afrikaner bull's head and shoulders | : brown |
| (iii) Merino sheep's head | : red and grey |
- (b) Maroon tie 
- | | |
|--|------------------|
| (i) Background | : maroon |
| (ii) Afrikaner bull's head and shoulders | : brown |
| (iii) Merino sheep's head | : grey and white |
- (c) On the shirts, caps and jerseys a black or a white logo is woven against the background of the item of clothing.