



FIRST INFORMATION OF CRIME / INVESTIGATION PROCEDURE

PHASE 1 Report Crime

Secure & protect any evidence at the scene, arrange emergency and or medical assistance for injured, fire etc.
 Contact 10111 (Cell phone Emergency 112) (Do not contact Station or personal cell phones)

➤ Give the following information:

Name and Surname	
Plot No	
Area Name	
Street Name	
24hrs Contact No	
Type of Crime	
Short Description;	
(If a vehicle is involved the operator will require the following; time, registration, make and model, colour last known direction and if there is a tracking device and company involved?)	
Police Area	Pretoria Kameeldrift - KD (Kilo Delta)

➤ Request the following information.

Operators Name	
IR No (Incident Report no)	
Time (Report of the Crime)	

➤ While you are waiting for Response Vehicle

Get your ID document
Determine the time line of the occurrence of the crime (time and date or between what time/date)
Make a list of damaged or missing items – with approximate values, Model info and serial no etc)
Vehicle registration papers and details
Firearm licenses, type and serial numbers

PHASE 2 Opening of Case Docket

➤ Police vehicle arrives at scene

Show – entry and escape routes, damaged property, locks, windows, cupboards, Safes etc.
Show – possible finger prints on smooth surfaces, footprints, blood or anything left behind by the criminals
Assist Police Officials by offering them a table to sit at so that they may write and complete the Case Docket
Give IR No and show your ID Document, Licenses and or Registration Documentation etc
Read and ensure that the statement taken is correct prior to signing
Sign 3 documents – 3M(a), 3M(b) and FIOC Statement (A1)/ Any Additional Documentation for firearms, vehicle
Make a copy of the whole docket if possible / statements is the most important

➤ Information to obtain at the scene

Rank & Name of the Official writing	
Shift Commander's – Rank and Name	
Standby Detective's – Rank and Name	

➤ Information to be obtained from KD CSC (Station)

Wait approx 1 hour then contact Station	Tel:0128080817
Obtain CAS No Case from Shift Commander	
Evidence handed in – SAP13 No (Stores)	
Fingerprints arranged – Ref No (OR No)	

Phase 3 Follow up on Case Docket

➤ Next Morning, Office Hours

Contact local Police Station, ask for Crime Investigation Dept	
Quote CAS No	
Investigation Official	
Do not give additional statements to anyone refer to original FIOC statement, consult a lawyer	
Arrange or query for witness statements, photographers, forensic tests, blood tests or any other specialist required	
Identification Parade	
Court Dates	