



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act, No.2 of 2000) [Regulation 5A]

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000	MANNER OF ACCESS TO RECORDS (e.g. website) SECTION 15 (1)(a)
FOR INSPECTION IN TERMS OF SECTION 15 (1)(a)(i)	
<p>ABOUT THE DEPARTMENT</p> <ul style="list-style-type: none">- Vision, Mission, Strategic objectives, Values, Roles- Political Leaders- Senior Management in the Department- Centres of Excellence- Service Delivery Model- Statistical Information- Programmes- History overview- Museum information- Holiday accommodation- Vacancies <p>PUBLICATIONS</p> <ul style="list-style-type: none">- Strategic plans- Annual reports- Annual performance plans- Technical Indicator Descriptions- White paper on Corrections- White paper on Remand Detention Management in South Africa- Service Delivery Charter- Maximum incarceration periods of remand detainees- Risk Management Charter- Risk Management Strategy and Policy- Gazettes- Circulars- Legislations and Acts- Legal Services Policy and Procedures Manual- Human Resource Policies	<p>Records listed are available at Departmental offices and or on the DCS website homepage: www.dcs.gov.za</p>

- Grievance Procedures
- Supply Chain Policies
- Logistics Admin Policy and Procedure Manual
- Supply Chain Management Standard Operating Procedures
- Asset Procedure Manual
- Financial Administration Procedure Manual
- Tenders
- Procurement Plan
- Remand Detention Policies
- Risk Profile Management Policy and Procedures
- Strategic Management Policies
- Incarceration and Corrections Policies
- Standard Operating Procedures for Inmate Management
- Standard Operating Procedures on LGBTIQA
- Community Corrections Policies
- Records Management Framework
- Information Management Framework
- Knowledge Management Framework
- DCS Governance Committees Manual
- Volume 5- Revised Procedure Manual: Supervision
- Correctional Supervision orientation pamphlet
- Parole supervision orientation pamphlet
- Community Corrections in South Africa (broacher)
- Victim Offender Dialogue (VOD) pamphlet
- DCS monthly News Letter
- Formal Education Policy
- Formal Education Policy Procedure
- Circular on Compulsory Education
- Skills Development Policy for Offenders
- Skills Development Procedure Manual
- Internal Assessment and Moderation Policy Framework

NEWS

- Media Releases
- Speeches
- Articles
- Video recordings
- Audio recordings

- Event calendar
- Event based reports

FORMS

- Job application form Z83
- Bursary application
- Internship / learnership application
- Tenders – general conditions and procedures
- Central Supplier Database registration forms
- Transfer Form G 114

SERVICES

- Correctional Supervision and Parole Boards
- Offender Assessment
- NCCS
- Correctional Programmes
- Social Work Services
- Psychological Services
- Skills Development Programmes and Services
- Sport, Recreation, Arts, Culture Library programmes and services
- Community Corrections
 - Halfway Houses
- Formal Education
- Health Services
- Research
 - Application forms
 - Approved research reports
 - Research Agenda
- Complaints / Victims of Crime
 - Victim Notification
 - Information on Complainant Involvement in Parole Boards
 - Directives on Complainant Involvement in Parole Boards
 - Minimum Standards for Victims
 - Service Charter on Minimum Standards for Victims
- Sport, Recreation, Arts and Culture
- Social Re-integration
- Judicial Inspectorate

VISITING OFFENDERS

- Offender visitation information
- Correctional Centre information

<ul style="list-style-type: none"> - Correctional Centre map - Visiting hours <p>PAIA</p> <ul style="list-style-type: none"> - Section 32 reports - Section 14 manuals - Section 15 records (Form D) - Form 2 – Access to Information - Form 4 – Internal appeal - Form 3 - Outcome of the request and fees payable - Form 5 - Complaints - Guide on PAIA <p>CONTACT US</p> <ul style="list-style-type: none"> - Contact information - Anti-corruption hotline - Address list 	
FOR PURCHASE IN TERMS OF SECTION 15 (1)(a)(ii)	
Only reproduction costs are applicable	
FOR COPYING IN TERMS OF SECTION 15 (1)(a)(ii)	
See records for Inspection in terms of Section 15 (1)(a)(i) on the DCS website homepage: www.dcs.gov.za	Visit the departmental offices or website at www.dcs.gov.za
<p>Copies to be provided against payment of R.60 per page</p> <p>Deputy Information Officer: KJ Katenga, W F Nkomo Street, Pretoria 0001, Private bag X 136, Pretoria, 0001</p> <p>Tel: (012) 307 2407, Fax: (012) 323 8270, E-mail: Joseph.Katenga@dcs.gov.za</p> <p>PAIA Contact: R Khoza, W F Nkomo Street, Pretoria, 0001, Private bag X 136, Pretoria, 0001</p> <p>Tel: (012) 305 8234, Fax: (012) 326 1564, E-mail: robvn.khoza@dcs.gov.za</p>	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1)(a)(iii)	
<ul style="list-style-type: none"> - SA Corrections Today - Corrections @Work - Team Mangaung - Budget Vote Speech - NCEA Newsletter - Parole public pamphlet - Formal Education pamphlet - Application forms for employment and services - PAIA request Form 2, 3 and 4 - Strategic plans - Annual reports - Annual performance plans 	Visit the departmental offices

AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION	
- Memorandum of incorporation	Companies Act 71 of 2008
- PAIA	Promotion of Access to Information Act 2 of 2000
- POPIA	Protection of Personal Information Act