

THE LAW SCHOOL OF TANZANIA

LS 109: BASIC LEADERSHIP, MANAGEMENT AND ACCOUNTING FOR LAWYERS

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SUMMARY OF GROUP NUMBER 2:

QUESTION: List and describe the records that can be created, received, used, stored and preserved in Police Force Office:

There are important records that are created, received, used, stored and preserved in Police Force Office these includes:

i) The Charge sheets:

It is a formal Complaint which has been defined for under s. 2 of the Criminal Procedure Act Cap 20 [R.E 2002] to mean ‘an allegation that some person known or an known, has committed an offence’ in other words it is a statement of facts surrounding an allegation that a crime has been committed. For the charge sheet to suffice it must have important information which are: Name of the Court, Parties of the case, Particulars of the offence, Statement of the offence, Particulars of the accused and it should be signed, dated and showing the officer who prepared the same.

This is an important document which a police station create, use, store and preserve.

ii) Case file records

These are different files that contains evidence and material facts of the investigations of different cases. These files records and store different cases and complaints.

iii) Report Book (RB)

It is a special book which contains complaints about commission of crimes.

iv) Police Form No. 3 (PF 3)

It is a formal form/document issued by the police force to any person who is injured in an accident or any crime for him/her to present to the hospital/medical officer to get a treatment.

v) **Exhibit Register**

This is a Register used to register different exhibits from suspects for courts of law proceedings.

vi) **Search and seizure warrant**

This is an order issued by the police to conduct a search in any premise of the person who is a suspect of crime and whenever necessary to seizure any property found in that premise for further processes.

vii) **Search and Seizure Order**

This is an order issued by the Court directed to the police force to conduct a search in any premise of the person who is a suspected to commit a crime and whenever necessary to seizure any property found in that premise for further processes.

viii) **Crime and incident Report**

It is a special report book kept and used by the police force which is used to record any information or report received by the police from any person who is reporting any commission of any crime or any occurred incident.

ix) **Certificate of loose (Lose Report)**

This is a document issued by the police to any person who reported theft of the property or lost any of his/her property.

x) **Certificate of search**

It is a document issued by the police or the owner of the suspected area which was searched. It shows what the police found in that particular search. It must be signed

by the police officer who conducted a search, the person who was searched and an independent witness.

xi) **Supervisee Register**

It is a special book signed by a person who has been ordered by the Court or Police to be under supervision of police for the reporting to the police in a specified time and days.

xii) **Armour Register**

It is a register book showing the movement of arms and ammunition within the police station.

These are just some of the records that are created, received, used, stored and preserved in Police Force, there are other records within the police stations which may include: statement sheet, identification report, postmortem report, dispatch books and so on.