

YOUR VIEWS COUNT

- We continuously strive to improve our standards. To do this, we need to know what kind of service you want;
- We promise to consider your views when setting our service standards;
- Inform us if you are not satisfied and are unhappy with our service delivery; and
- Give us your comments so that we can improve our service.

WHAT WE ASK OF YOU

The quality of service we can provide to you depends on various issues including input and co-operation we receive. We therefore request you to:

- Be honest, polite and patient;
- Be timely in providing required and accurate information to the Division;
- Comply with existing Legislations, Regulations and Procedures; and
- Treat our staff members with the necessary respect.

When you communicate with us, please provide the following information:

- Your full name
- Postal address/ email address/ telephone number/fax number
- Provide a clear description of your particular concern/s or need/s
- Keep a record of the issue at stake and the person in our Division whom you dealt with as well as the date and the time of the communication to improve our services.

FEEDBACK, COMMENTS AND COMPLAINTS

If you have any comment, suggestion or a request about the activities or services of the Division you should contact:

The Head of INTERPOL- NCB Division
Namibian Police Force
Police National Headquarters
2nd Floor, Old Building, West Wing
C/O Julius Nyerere & Jan Jonker Road

Private Bag 12024
Ausspännplatz
Windhoek
Namibia

Phone: +264 61 209 3269/3270/3720

Fax: +264 61 246 617

E-mail: ncbWindhoek@nampol.na

- If you are not satisfied with the response from the Division you may approach the Office of the Inspector General Namibian Police Force.
- Should you still not be satisfied you may approach the Office of the Executive Director.
- Should you still not be satisfied you may approach the Office of the Minister.
- If still not satisfied you may approach the Office of the Ombudsman



Ministry of Home Affairs,
Immigration, Safety and
Security

CUSTOMER SERVICE CHARTER NAMIBIAN POLICE FORCE

DIVISION: INTERPOL-NATIONAL CENTRAL BUREAU (NCB) WINDHOEK

The Division serves as the national point of contact for INTERPOL Member Countries.



THIS CHARTER

- Outlines the services we provide (What we do)
- Defines who are our Customers
- Reflects our commitments
- Sets standard of services that you can expect from us at all times
- State what we will do if you contact us
- States that your views count
- Indicates what we ask of you
- Explains how to provide us with feedback and how to make a complaint, if you are not satisfied with our service

WHAT WE DO

- Liaise and coordinate domestic and International crime and other matters requiring International Investigations support;
- Facilitate the exchange of information and intelligence;
- Promote and facilitate the expansion of INTERPOL Policing Capabilities;
- Trace and apprehend fugitives
- Coordinate and facilitate extradition and mutual legal assistance requests; and
- Coordinate meetings, conferences, workshops and specialized trainings;

OUR CUSTOMERS

- INTERPOL and AFRIPOL member countries
- Namibian Police Force Staff members
- O/M/As and RCs
- Other Law Enforcement Agencies
- Private sectors
- Members of the Public

OUR COMMITMENT TO YOU

- ✓ Our commitment to our customers is the provision of effective and accurate communications services.
- ✓ We strive to execute our duties within the following

Value	Description
Synergy	Value team work, effective communication and coordination towards achieving our vision.
Ethics	Provide reliable and quality service with dignity, honesty, confidentially and integrity
Efficiency	Strive to achieve more with available resources whilst maximising output.
Patriotism	Showing devoted love, support and being loyal to our country.
Accessibility	Cultivate a culture of access to information, and services without prejudice
Innovation	Foster continuous improvement through technological advancement research and evidence based practices
Customer centric	Serve with courtesy, politeness, humility, respect, helpfulness

OUR SERVICE PROMISE/STANDARDS

We will:

- liaise and coordinate domestic and International crime and other matters requiring International Investigations support within seven (7) working days upon receipt of request;
- facilitate the exchange of information and intelligence with other INTERPOL member countries, General Secretariat and stakeholders according to INTERPOL Quality Standards (**Flash:** immediately, **Urgent:** within seven (7) days, **Normal:** within thirty (30) days)
- conduct awareness on INTERPOL Policing capabilities bi-annually or when need arise;
- trace and apprehend fugitives within thirty (30) days upon request;
- coordinate and facilitate extradition and mutual legal assistance at all times upon requests; and

- coordinate INTERPOL, AFRIPOL, SADC, SARPCCO and Statutory meetings, conferences, workshops and specialized trainings within seven (7) working days.

WHEN YOU CONTACT US

If you phone us

- We will answer to your call within 3 rings;
- We will return your call within 2 days if we can't provide an answer immediately.

If you write to us

- We will acknowledge receipt within 2 working days, provide you with an explanation of how we are handling your case and inform you when to expect an answer.

If you visit us

- We will attend to you within 5 Minutes if you have an appointment with us;
- We will respond to your questions while you are with us, if we cannot we will let you know why, and when you can expect an answer;
- If you need referral, we will do it on your behalf by phone or by email and copy it to you, and provide you with the name of the person to contact, address and contact details.