

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 Directorate;
- 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 Directorate 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 Directorate you should contact:

The Head of Policy Planning and Development
Directorate
Namibian Police Force
Police National Headquarters
5th Floor, New Building, West Wing
C/O Jan Jonker Road and Galilei Street

Private Bag 12024
Ausspannplatz
Windhoek
Namibia

Phone: +264 61 209 3398/3250 /3255

Fax: +264 61 220621

Email: ppdd@nampol.na

- If you are not satisfied with the response from the Directorate you may approach the office of the Deputy Inspector General for Administration.
- Should you still not be satisfied you may approach the Office of the Inspector General of the 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



DIRECTORATE: POLICY, PLANNING AND DEVELOPMENT

The Directorate is responsible for coordinating policy and organizational development, planning and project management.



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

- Conduct research;
- Coordinate the development and review of policies;
- Develop and review Police books, registers and forms;
- Coordinate the review of NamPol structure and establishment;
- Facilitate strategic planning processes;
- Monitor and evaluate the implementation of strategic plans, programmes, projects and activities;
- Facilitate the implementation of Customer Service Charter and Business Process Re-engineering Initiatives;
- Conduct inspections;
- Evaluate organisational compliance with policies, regulations and procedures;
- Facilitate the handing and taking over of offices;
- Coordinate the implementation of projects;
- Conduct training on NamPol projects, and
- Update and monitor databases.

OUR CUSTOMERS

- Namibian Police Force staff members
- O/M/As and RCs
- Members of the public
- Private and public Institutions

OUR COMMITMENT TO YOU

- ✓ Our commitment to our customers is the provision of effective services.
- ✓ We strive to execute our duties within the following guiding **VALUES**:

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:

- conduct at least one research per annum on police matters or when a need arise;
- coordinate the development of policies, Police books, registers and forms at all times or when the need arises;
- coordinate review of policies, Police books, registers and forms after every three (3) years or when need arise;
- coordinate the review of the NamPol structure and establishment after every five (5) years or when need arise;
- facilitate the development of strategic plans, six (6) months prior to the expiry of the preceding strategic plan and according to the approved framework;
- facilitate the development and review of the annual plans and Performance Agreements as per the PMS calendar;
- monitor the implementation of plans, programmes, projects and activities on a quarterly basis,
- conduct evaluation on plans, programmes, projects and activities when need arise;

- conduct administration and financial inspections locally on a quarterly basis and international offices annually;
- analyse regional inspection reports and provide feedback on a quarterly basis or when need arises;
- facilitate the handing and taking over of offices as prescribed in Treasury Instruction, KA 12000 prior to the last day of service;
- evaluate organisational compliance with policies, regulations and procedures annually;
- coordinate the implementation of projects at all times, upon request or when need arise;
- conduct training on NamPol projects on a quarterly basis or at all times upon request;
- update case docket database backlog daily; and
- compile report on case docket database monthly

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.