

Tutorial Letter 101/3/2018

Forensic Methods and Techniques FOR1501

Semesters 1 and 2

Department of Police Practice

This tutorial letter contains important information
about your module.

BARCODE

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Dear Student

1 INTRODUCTION

Welcome to the Department of Police Practice. I hope you will find module FOR1501 interesting and beneficial and that the knowledge you acquire will be useful in your daily work. The extensive nature of investigation activities in South Africa makes tertiary studies essential for efficiency and professionalism in the field of forensic and criminal investigation. Take note that, throughout this course, you will be required to supplement your theoretical studies with practical observations and your own research. I will do my best to support you in your studies.

You will be well on your way to success if you start to study early in the semester. It is important to start early with the assignments and to submit them in good time. This tutorial letter contains important information about this module; read it carefully and keep it at hand while working through the study material, doing the assignments and preparing for the examination. You should also have this tutorial letter with you when contacting your lecturer about the study material. The assignments that you must complete for the module are included in this tutorial letter along with instructions on how to prepare for the assignments and submit them. I have also included information about the prescribed study material and on how to obtain it. Study this information carefully and make sure that you receive all your study material.

Because this is a blended module, you need to use myUnisa to access the discussion forums in order to do the self-reflective activities for this course. You need to visit the FOR1501 website on myUnisa frequently. The website for your module is FOR1501-18-S1. "S1" indicates that you are registered for Semester 1. A website for the second semester will be created during the course of the year.

Furthermore, by "blended module", we mean that everything that you have received in hard copy (tutorial letters or study guide) is also available online. Go to the website at <https://my.unisa.ac.za> and log in with your student number and password. You will see [**Module site FOR1501-18-S1**] in the row of modules in the orange blocks across the top of the webpage. Remember to click on the **More** tab if you cannot find the module code in the orange blocks. Then click on the module you want to open.

All study material for this module will be available on myUnisa. It is thus very important that you register on myUnisa and access the module site on a regular basis. You must be registered on myUnisa to be able to submit your assignments; gain access to various learning resources; "chat" with your lecturer and fellow students about your studies and the challenges that you might encounter; and participate in online discussion forums. Please consult the *Study @ Unisa* brochure for more information on the activation of your myLife e-mail address and for obtaining access to the myUnisa module site.

Tutorial Letter 101 contains important information about the scheme of work, resources and assignments for this module. As a registered Unisa student, you have access to the myUnisa electronic portal/module site. From this site, you can access various online resources to assist

you in your studies. You will find the assignments for the semester, as well as instructions on the preparation and submission of the assignments, in Tutorial Letter 101.

I have also included general and administrative information about this module. Study this section of the tutorial letter carefully. Right from the start, I would like to point out that you must read all the tutorial letters you receive immediately and carefully, since they always contain important information. You are welcome to contact me regarding any subject-related information or guidance.

I wish you all success in your studies. Remember, with hard work, perseverance and dedication, anything is possible.

Kind regards

Rirhandzu Hlungwane,

Lecturer: FOR1501

2 PURPOSE AND OUTCOMES

2.1 Purpose

This module will provide an overview of the field of forensic investigation whilst highlighting the interrelated principles and procedures of criminal investigation. It will provide an overview of forensic investigative terminology, basic principles, methods, techniques and concepts. The module aims to develop investigation competencies regarding forensic investigation methods and techniques in respect of crimes and other irregularities/incidents. The focus will be on practical investigative work by an investigator who functions in the public, private and corporate environment and not that of the forensic scientist who functions in a laboratory. A student credited with this module will be able to

- understand the role, responsibilities and mandate of a forensic investigator
- describe the theory that underpins forensic investigation
- identify the methods and techniques relevant to the investigation process
- identify and analyse problem situations and make use of the necessary resources during the investigative process
- obtain and record relevant information for a successful investigation
- understand the presentation of information/evidence during criminal, civil or departmental proceedings

- demonstrate an understanding of the basic principles and procedures relating to the investigation of crimes, incidents and transgressions that may occur in the public, private or corporate environment
- identify and analyse a situation as constituting a crime, incident or transgression in order to determine the resources that must be activated and the procedures that must be followed

2.2 Outcomes

On completion of this module, you should be able to

- demonstrate an understanding of the basic principles and procedures relating to the investigation of crimes, incidents and transgressions that may occur in the public, private or corporate environment
- identify and analyse a situation as constituting a crime, incident or transgression in order to determine the resources that must be activated and the procedures that must be followed

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

I am Ms Rirhandzu Hlungwane from the Department of Police Practice at the University of South Africa (Unisa), and I am your lecturer for this module. If you have any academic or specific inquiries about the module, you are welcome to contact me. If you would like to see me in person, you are welcome to do so by prior appointment on weekdays in room G030 on the ground floor of Brooklyn House, which is at 337 Veale Street, Brooklyn, Pretoria. Alternatively, you may phone me on +27 (0)12 433 9416 or send me an e-mail at hlungrp@unisa.ac.za.

3.2 Department

Department of Police Practice

Brooklyn Campus

Veale Street, Brooklyn, Pretoria

Telephone: 012 433 9410

3.3 University

If you need to contact the University about matters not related to the content of this module, consult the brochure, *Study @ Unisa*, which you received with your study material. This publication contains information on how to contact the University (whom to contact, important telephone and fax numbers, addresses, and details of the times during which the relevant facilities are open).

Make a clear distinction between registration/administrative matters and those matters that are relevant to the lecturing of this module. You should phone your lecturer only regarding the subject matter or content of the study material.

Physical address of the University	Postal address
University of South Africa (Unisa)	University of South Africa (Unisa)
Preller Street	PO Box 392
Muckleneuk	Unisa
Pretoria	0003
City of Tshwane	

All other matters must be directed to the following:

E-mail:	study-info@unisa.ac.za
SMS:	32695 (students in South Africa)
Online address:	http://my.unisa.ac.za

NB: Always have your student number and the nature of your enquiry at hand when contacting the University.

4 RESOURCES

4.1 Prescribed books

There are **no prescribed textbooks** for module FOR1501, Forensic Methods and Techniques. This means that you do not need to buy any additional books. You need to study your **study guide and tutorial letters** only.

4.2 Recommended books

- Becker, RF. 2009. *Criminal investigation*. 3rd edition. Boston: Jones and Bartlett.
- Gilbert, JN. 2010. *Criminal investigation*. 8th edition. Prentice Hall: New Jersey.
- Joubert, C. (ed). 2013. *Applied law for police officials*. 4th edition. Cape Town: Juta.
- Lochner, H. 2014. *Taking effective witness statements*. Claremont: Juta.
- Ogle, RR. 2012. *Crime scene investigation and reconstruction*. 3rd edition. Boston: Prentice Hall.
- Van der Westhuizen, J (ed). 1996. *Forensic criminalistics*. 2nd edition. Johannesburg: Heinemann.
- Zinn, R & Dintwe, S (ed). 2015. *Forensic investigation: legislative principles and investigative practice*. Claremont: Juta.

4.3 Electronic reserves (e-reserves)

There are no e-reserves for this module. I have posted all additional reading under **Additional Resources**.

FURTHERMORE, YOU HAVE TO TAKE NOTE OF THE FOLLOWING:

Official study material

You can access the study guide for Forensic Methods and Techniques (FOR1501) and Tutorial Letter 101/3/2018 in electronic format in the official study material menu option on your myUnisa module site.

4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills

- how to contact the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

5 STUDENT SUPPORT SERVICES

For information on the various student support systems and services available at Unisa (student counselling, tutorial classes, language support, and so forth), consult the *Study @ Unisa* brochure, which you have received with your study material.

6 STUDY PLAN

Use the *Study @ Unisa* brochure for general time-management and planning skills. The following information serves merely as a guideline:

Take note that it is of utmost importance that you take ownership of your studies. The personal circumstances that each of you, as lifelong learners, has may differ in many respects. Among other things, these circumstances may include working hours (office hours or shifts), family responsibilities (children and chores at home), and numerous other professional and social commitments.

Remember: "Failing to plan is planning to fail".

The manner in which you, as a student, manage your time is crucial. You will have to devise a strategy to allocate sufficient time to your studies. You will also have to consider all the other factors (as mentioned above) that require your attention. The key is to strive towards a healthy balance between these factors and your commitment to your studies. Always remember that everything that is worthwhile involves a cost.

The cost of success in your studies is discipline, perseverance and hard work. Remember that you are more than welcome to contact your lecturer for any advice or guidance on suggestions for time management and planning. Below, we provide a simple suggestion for planning a schedule for your studies.

Weekly plan: time allocated for studies

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
04:30–06:00	04:30–06:00	Rest	04:30–06:00	Rest	07:00–10:00	Rest
20:00–21:00	Gym	20:00–21:00	Family time	Social time	13:00–15:00	Family time

Record important dates such as due dates for assignments and the date at which you will be writing your examination. Make sure you start your preparation well in advance, and always remember that life can be very unpredictable. You never know when an unexpected work or family commitment will demand more of your time and energy. If you are in the fortunate position of being afforded annual study leave by your employer, arrange for this in good time

and inform your employer of your study goals. Always remember that learning is a journey and not a destination.

Part of your journey is managing your time in such a manner that you will be able to submit assignments of a high standard – and to complete the examination paper knowing that you are well prepared.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There are no practical sessions for this module.

8 ASSESSMENT

8.1 Assessment plan

There are two **compulsory** assignments for this module; you are expected to do both. Submit these two assignments for assessment on or before the **due dates**.

NO EXTENSION WILL BE GRANTED — LATE ASSIGNMENTS WILL BE RETURNED UNASSESSED.

If you do not submit both assignments, you will not gain examination admission and you will have to re-register for this module. Both the **compulsory assignments** contribute to your semester mark.

This tutorial letter contains **TWO assignments** for each semester (**FIRST SEMESTER** and **SECOND SEMESTER**), and both must be submitted to the University to be assessed.

These assignments consist of the following:

- Assignment 01/2018: This written assignment **must be submitted** to the University on or before the stipulated due date to be assessed. Assignment 01 counts 30 marks.
- Assignment 02/2018: This written assignment **must be submitted** to the University on or before the stipulated due date to be assessed. Assignment 02 counts 100 marks.

You have to complete **BOTH** assignments for Selected Forensic Methods and Techniques (FOR1501) and **submit them by the correct due dates** in order to gain admission to the final examination. Please note that if you submit the assignment cover only, it will not be accepted as an assignment. Your assignment marks will be used to calculate your final semester mark for the module, and will form an important part of your examination mark. Therefore, your marks for the assignments form a vital part of your final mark for the module. Please use the envelope provided to send in your assignments OR submit your assignments online. Owing to the problems being experienced with the postal system, I urge you rather to submit your assignment online.

You should note the following:

- **First semester students** must submit their assignments, clearly marked "**First semester**".
- **Second semester students** must submit their assignments, clearly marked "**Second semester**".

You may submit your assignments either by post or electronically via myUnisa. You may **not** submit any assignments by fax or e-mail. For detailed information on and requirements for assignments, consult the *Study @ Unisa* brochure. Ensure that you keep a copy of each assignment you have submitted. It is preferable that you do all your assignments on a computer when you submit them online and print them when you submit them by post. Please remember when you **submit the original assignment** to keep a copy for your own record.

Post your assignments to the following address:

Assignment Section
PO Box 392
Unisa
0003

To submit an assignment **via myUnisa**, do the following:

- Go to myUnisa.
- Log in using your student number and password.
- Select the module.
- Click on **Assignments** on the left-hand menu.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen.

8.2 Assignment numbers

8.2.1 General assignment numbers

Assignments are numbered consecutively per module, starting from 01. This means that for the first semester, you will be submitting two assignments called "Assignment 01" and "Assignment 02". Similarly, if you are registered for the second semester, you will also submit two assignments called "Assignment 01" and "Assignment 02". It is very important to indicate correctly for which semester you are registered and to take note of the unique numbers that are applicable.

8.2.2 Unique assignment numbers

Assignment 01	Unique number
First semester	823795
Second semester	767105
Assignment 02	Unique number
First semester	713697
Second semester	688027

8.3 Assignment due dates

The closing dates for the submission of assignments are as follows:

Assignments for first semester

ASSIGNMENT	DUE DATE	MARKS
01	16 March 2018	30
02	6 April 2018	100

Assignments for second semester

ASSIGNMENT	DUE DATE	MARKS
01	10 August 2018	30
02	14 September 2018	100

8.4 Submission of assignments

PLEASE NOTE

Your assignments are done in English. Through your use of this language, you will show the lecturer what you know (knowledge), what you can do (skills), and how you approach forensic investigation (attitude). It is therefore important that you write in a clear and understandable manner. Try to submit all your assignments online, following the instructions above. If this is impossible for you, then you may post your assignment as indicated above. Remember that the due date is the date that your assignment must reach Unisa (regional office).

8.4.1 Guidelines on completing Assignment 01

Assignment 01 is compulsory. If you do not submit this assignment, your registration will be cancelled automatically. No late assignments will be accepted. The information that follows is extremely important. It provides instructions on how to complete and submit the assignment, and deals with the content and purpose of the assignment. **Read this information very carefully before starting with your assignment.**

Assignment 01

Assignment 01 counts 50 marks. The assignment must be typed; it consists of questions requiring short to medium answers. These questions will cover all study units in the module and you will therefore have to read your entire study guide. There will also be questions that relate to the contents of this tutorial letter. Some of you often do not study your tutorial letters. Therefore, questions related to the tutorial letter will be included in Assignment 01. Compile a cover page for Assignment 01, which comprises the following information:

- student name and number
- name and code of subject/module
- assignment number, unique number, and semester number and year

8.4.2 Guidelines on completing Assignment 02

Assignment 02 must also be submitted in typed format. The marks allocated to questions range between 3 and 20 marks. The assignment counts 100 marks. The marks that you obtain for Assignment 02 will form part of your semester mark and will count towards your final mark if you obtain a sub-minimum of 40% in the examination. Compile a cover page for Assignment 02, which comprises the following information:

- student name and number
- name and code of subject/module
- assignment number, unique number, and semester number and year

8.4.3 Mark allocation

The marks allocated to each activity in an assignment will give you an indication of how much detail you have to include in your answer. If an activity counts many marks, more information will be required to obtain those marks. An activity that counts 10 marks cannot be answered satisfactorily in half a page. Similarly, an activity worth 5 marks does not justify a three-page answer.

8.4.4 The paragraph-type activity

These activities count 3 to 15 marks. The purpose of this type of activity is to teach you to provide answers that are concise, yet complete. These activities require you to obtain essential information and then to compare and logically integrate it into the various sections of the work.

Take note

- The activity determines the **structure** of your answer.
- Follow the **exact** instructions of the activity. Avoid introductory remarks, generalisations or digressions – it is not an essay.
- Write the answer in your **own words**. (In other words, formulate the information you have obtained from different sources in your own words.)
- The answer must be concise.

- Avoid the telegram style; use well-formulated and **complete sentences**.
- **Do not use headings** in a paragraph. A paragraph is a unit. Statements and supporting arguments must follow one another logically.
- You may include **quotations** in this type of answer. Provide **in-text references** and a detailed **list of references** at the end of the assignment.

8.4.5 Standard of work required

You are expected to submit work of a high standard. It is unacceptable to merely reproduce sections of the learning material that you consider relevant. Give specific answers that are as comprehensive as possible. Elaborate on the subject by drawing on relevant material from your learning guide and practical research. Avoid simply rewriting a paragraph as a complete answer. Lecturers frequently emphasise originality. However, originality does not mean that you have to think up brilliant new ideas and present them in a novel way. Studying involves consulting your study material and reference works. Nevertheless, you can show originality by the way in which you approach and integrate this information. This includes the following:

- **Plan** your answer independently, that is, do not be bound by the way in which the material is organised in the sources you have consulted.
- **Use** your own words and do not be bound by the way in which the information is formulated in the sources.
- **Combine/integrate** material from different sources logically.
- **Present** a coherent and cohesive discussion.

It is not easy to organise and present information from other sources in an original way. In order to do this the following is required:

- Study a topic thoroughly beforehand in order to understand it fully.
- Do independent planning with a view to answering the question.
- Do a critical and independent evaluation or assessment of information, conclusions or implications.
 - Always give reasoned criticism, even if your criticism is not based on scientific sources.
 - Use your own examples, if necessary.

Your facts have to be presented **logically** and should be **relevant** to the question. Your ultimate task is to show the marker that you have **insight** into the situation presented by the question; that you understand the problems involved; and that you know and can logically explain the action to be taken or the procedure to be followed in order to deal with the matter in a satisfactory manner.

Pay special attention to your sentence construction when answering the questions. Some of you write vague sentences and we simply do not know what they mean.

We also consider the following when assessing your assignments:

- the format of your answer
- your language usage
- the presentation of your assignment
- your insight into the learning material
- additional practical examples from your working environment
- external sources consulted in addition to your learning material
- the accuracy of the reference technique

Practical examples are important in determining whether you **understand** the tutorial matter and can **apply your knowledge**. If you cannot provide an example, you can give reasons why a method or instruction is the way it is. You may also enclose examples of completed forms, if you wish to. However, no original forms may be used, only copies. Keep in mind that a general discussion, with no reference to the facts given in the question, will earn you very few marks.

8.4.6 *Plagiarism and academic dishonesty*

Please note: Although you may work together when preparing assignments, each of you will have to write and submit his or her own individual assignment. In other words, each of you must submit his or her own work. It is unacceptable for students to submit identical assignments based on having worked together, as this would amount to plagiarism and such assignments will not be assessed. Furthermore, these students may be penalised or subjected to the University's disciplinary proceedings.

Plagiarism is the act of taking words, ideas and thoughts of others and passing them off as your own. It is a form of theft involving a number of dishonest academic activities. If you copy your assignment answers verbatim (word for word) from the learning guide or another source, you will be awarded 0%. The *Disciplinary code for students* (2004) is given to all of you when you register. You are advised to study the *Code*, especially sections 2.1.13 and 2.1.4 (2004:3-4). Kindly read the University's *Policy on copyright infringement and plagiarism*.

Academic dishonesty can take many forms, but the following are some of the most common:

- *Copying/cutting and pasting/patch writing*: This type of dishonesty involves just copying someone else's work, either word for word or changing it slightly, without indicating that it is copied by, for example, putting it in inverted commas or indenting it in the prescribed manner. This form of dishonesty is easiest to detect since plagiarism software will pick it up.
- *Absence of references*: This is a very common type of dishonesty that involves using someone else's ideas, thoughts, insights or data without acknowledging that they are not your own. In essence, this is just a more refined version of the copying referred to above, since the words are changed, but the intent is the same.

- *Cheating/falsifying information*: This can take the form of manufacturing data that do not exist or leaving out contradictory evidence. It is also sometimes called cherry picking, which refers to representing only the data or opinions that support your point of view.
- *Padding*: This refers to the practice of referring to sources that have not been consulted, but which make the footnotes and/or bibliography seem more impressive. This practice supports academic laziness, in that a person consults only secondary sources, but uses the primary sources referred to in such works. A reference that refers to a source "as cited by xxxx" is not acceptable.
- *Too many quotes*: This form of dishonesty, where more than 15% of the work consists of quotes, is indicative of someone who has not mastered the subject at hand and, therefore, cannot represent ideas in his or her own words. Such a practice is compounded by too great a reliance on a single author or a limited number of authors.
- *Incorrect referencing*: As stated above, incorrect referencing shows a lack of rigour and disciplinary expertise. Correct referencing is a requirement of academic integrity and it should therefore not be taken lightly. Make use of the referencing style guidelines of the School of Criminal Justice.

PLAGIARISM AND ACADEMIC DISHONESTY, AS DISCUSSED ABOVE, WILL RESULT IN A ZERO MARK AND DISCIPLINARY ACTIONS BEING INSTITUTED.

8.4.7 Feedback on assessed assignments

The feedback on the compulsory assignments **will be sent to all of you who are registered for this module**. After the due date of your last assignment, you will receive a tutorial letter containing suggested solutions to the questions, and feedback on how your assignments have been answered. As soon as you have received the comments, check your answers. The assignments and the comments on these assignments constitute an important part of your study material for the examination. Please note that the number of ticks (✓) is not necessarily an indication of the marks awarded for an answer.

However, if the marks appear to have been added up incorrectly, you may return the assignment to the lecturer concerned, together with your comments, for the marks to be adjusted. Compare your assessed assignments to the suggested solutions in the tutorial letter. Should you be dissatisfied with the way in which your assignment was assessed, you may resubmit it to the responsible lecturer together with your comments. This needs to be done **within 14 days** of the assignment being returned to you. Your comments should include a detailed explanation of why you disagree with the marker.

It sometimes happens that you submit the incorrect assignment online. These are returned to you and an e-mail message is sent to your myLife e-mail account. If you do not monitor your e-mails regularly, you may miss the message that your assignment has been returned unmarked. You may then be too late to resubmit the assignment and may end up failing the module. Monitor your myLife e-mail account daily for messages.

8.5 The assignments

FIRST SEMESTER COMPULSORY ASSIGNMENTS

ASSIGNMENT 01 (SEMESTER 1)

DUE DATE: 16 MARCH 2018

TOTAL: 50 MARKS

QUESTION 1: The following questions relate to your tutorial letter

- 1.1. List three forms of academic dishonesty as discussed in your tutorial letter. (3)
- 1.2. What are the due dates for Assignment 01 and 02, Semester 01? (2)
- 1.3. Who is the lecturer for this module and what is this person's contact details? (2)
- 1.4. What is plagiarism? (3)

QUESTION 2

List and discuss the various ways or methods of taking notes. [5]

QUESTION 3

List the general rules that apply to interviewing and taking statements from suspects. [8]

QUESTION 4

Indicate whether the following statements are true or false:

- 4.1 The investigator is a private, corporate or law enforcement official/person who investigates and gathers information and evidence about possible crimes, irregularities, transgressions or other wrongdoing. (1)
 - 4.2 Corporate investigators are public investigators who are in full-time employ of an organisation/company or a bank. (1)
 - 4.3 The commissioner of oaths must sign the declaration and print his/her name and business address below his/her signature. (1)
 - 4.4 The focus of an investigator's efforts at the scene of crime is to gather and protect information and evidence. (1)
 - 4.5 Section 35(1) of the Constitution provides for the rights of arrested persons. (1)
- [5]

QUESTION 5

Define the concept of continuity of possession. [3]

QUESTION 6

Discuss certification and the conclusion of the statement. [5]

QUESTION 7

Briefly discuss testimony by the investigator under the following headings:

7.1 Conduct in court (8)

7.2 Notes (6)

[18]

[TOTAL: 50]

FIRST SEMESTER COMPULSORY ASSIGNMENT

ASSIGNMENT 02 (SEMESTER 1)

DUE DATE: 6 APRIL 2018

TOTAL: 100 MARKS

QUESTION 1

Briefly explain the following concepts:

1.1 Confession (2)

1.2 Criminal investigation (2)

1.3 Information (2)

1.4 Sworn statement (2)

1.5 Crime scene (2)

[10]

QUESTION 2

List the number of aspects that an investigator should consider, which will help the investigator to be better prepared for court testimony. **[9]**

QUESTION 3

Briefly discuss Locard's exchange principle. **[5]**

QUESTION 4

List the **seven (7)** broad steps that make up the investigative process. **[7]**

QUESTION 5

List the information that must be included in the preamble of a statement. **[5]**

QUESTION 6

Explain the purpose of investigation and provide relevant, practical examples. **[7]**

QUESTION 7

Discuss what an investigator can do, upon receiving a report of a crime or an incident, before attending the scene. **[10]**

QUESTION 8

Explain the difference between private, corporate and statutory investigators. **[15]**

QUESTION 9

List the categories of people who are "peace officers" in terms of the provisions of section 334 of the Criminal Procedure Act 51 of 1977. **[5]**

QUESTION 10

The "five whiskeys and one hotel" (5WH) principle is fundamental to any investigator who endeavours to obtain complete information in a well-structured and systematic manner. Discuss this principle by providing a relevant example for the question associated with each category.

[12]

QUESTION 11

Briefly describe the techniques in obtaining information.

[8]

QUESTION 12

Distinguish between cooperative and uncooperative witnesses.

[7]

[TOTAL: 100]

SECOND SEMESTER COMPULSORY ASSIGNMENT

ASSIGNMENT 01 (SEMESTER 2)

DUE DATE: 10 AUGUST 2018

TOTAL: 50 MARKS

Indicate the correct options for questions 1 to 4. Write down the number of the question and the correct answer next to it, for example question 1: 5

QUESTION 1

Different categories or types of investigators include the following: **[2]**

1. Private, intelligence and peace officers as well as corporate and statutory investigators
2. Police detectives and public, civil, criminal and undercover investigators
3. Criminal and peace officers as well as private, corporate and statutory investigators
4. Statutory, criminal and secret agents, peace officers, and private investigators

QUESTION 2

The identification and continued safe possession of physical evidence from the moment it has been found to the time that it is accepted as evidence in court refers to **[2]**

1. Individualisation
2. Continuity of possession
3. Identification
4. Locard's exchange principle

QUESTION 3

Van der Westhuizen (1996:5) highlights one of the following as direct sources of information: **[2]**

1. Suspects, bystanders and onlookers
2. Victims and accomplices
3. Perpetrators and complainants
4. Witnesses directly involved in the events

QUESTION 4

There are various ways or methods of taking notes. The most common in line with the study guide refers to the following: **[2]**

1. Note taking, direct observations and video recording
2. Audio or visual recordings, interviewing and interrogation
3. Audio or visual recordings and written notes
4. Visual recording, imaginative art and written notes

QUESTION 5

Give an exposition of the rights of an accused person as set out in section 35(3) of the Constitution of the Republic of South Africa, 1996. **[10]**

QUESTION 6

The following questions relate to your tutorial letter

- 6.1. Who is the lecturer for this module and what is this person's contact details? **(2)**
 - 6.2. What is plagiarism? **(3)**
 - 6.3. How many assignments do you have to submit before being admitted to the examination? **(1)**
- [6]**

QUESTION 7

Name and explain the **TED** principle with reference to conducting an interview, using your own, relevant examples. **[8]**

QUESTION 8

Name and discuss direct sources of information. **[8]**

QUESTION 9

List and discuss the information that must be included in the preamble of a statement.

[10]

[TOTAL: 50]

SECOND SEMESTER COMPULSORY ASSIGNMENT

ASSIGNMENT 02 (SEMESTER 2)

DUE DATE: 14 SEPTEMBER 2018

TOTAL: 100 MARKS

QUESTION 1

Define the following concepts:

- 1.1. Individualisation (2)
 - 1.2. Locard's exchange principle (2)
 - 1.3. Continuity of possession (2)
 - 1.4. The *audi alteram partem* rule (2)
 - 1.5. Dying declaration (2)
- [10]

QUESTION 2

List and briefly discuss the methods of taking notes. [6]

QUESTION 3

In terms of section 35(1) of the Constitution, everyone who is arrested for allegedly committing an offence has certain rights. List these rights. [10]

QUESTION 4

- 4.1 Working outside the scope of a specific mandate can expose investigators to a range of problems because of illegal or unethical conduct. Give four examples of such problems. (4)
 - 4.2 List any of the things that investigators should not do on a crime scene. (5)
- [9]

QUESTION 5

- 5.1 Briefly discuss a sworn witness statement. (7)
- 5.2 Name and discuss the requirements for a complete, well-organised and professionally written sworn statement. (10)
- [17]

QUESTION 6

Distinguish between cooperative and uncooperative witnesses. [8]

QUESTION 7

Name and explain direct sources of information with reference to people. [6]

QUESTION 8

- 8.1 Explain the purpose of investigation, providing relevant, practical examples. (7)
- 8.2 State the difference between criminal and civil investigations. (8)
- [15]

QUESTION 9

- 9.1 Discuss assessing and entering a crime scene. (5)
- 9.2 Discuss the evidence found at a crime scene. (5)
- [10]

QUESTION 11

List the number of aspects that an investigator should consider which would help the investigator prepare better for his/her court testimony. [9]

[TOTAL: 100]

8.6 Other assessment methods

For general information on and requirements for assignments, see the *Study @ Unisa* brochure. You need to submit **BOTH** assignments in order to gain admission to the examination.

Self-assessment activities are included in every unit of the module. They are also featured within the study guide. The relevant instruction in your study guide will indicate to which discussion forum you should proceed to take part in the self-assessment activities. NONE of the self-assessment activities are compulsory, but you may find some of these activities included in the examination at the end of the semester.

8.7 The examination

First semester: If you are registered for the first semester, it means that you will write the examination in May/June 2018. Supplementary examinations will be written in October/November 2018.

Second semester: If you are registered for the second semester, it means that you will write the examination in October/November 2018. Supplementary examinations will be written in May/June 2019.

During the course of the semester, the Examination Section will provide you with information on the examination in general, examination venues, examination dates and examination times. This information is also available on myUnisa.

8.7.1 Examination paper

You will write **one two-hour paper**. The paper counts **100 marks**. **The questions in the examination paper are compiled from the following sources:**

- study guide for Forensic Methods and Techniques (FOR1501)
- Tutorial Letter FOR1501/101/3/2018
- feedback tutorial letters

PLEASE NOTE

- No examination results will be given to you on the telephone.
- You need to submit **BOTH** assignments in order to gain admission to the examination.
- Remember, you have to obtain a sub-minimum of **40%** in the **examination** before your semester mark (made up of your assignment marks) is taken into account.
- If you have acceptable reasons for failing to write the examination and you can provide written proof of your circumstances, you will be able to apply for permission to write the examination later.

The following reasons are considered acceptable:

- illness/an accident, substantiated by an acceptable medical certificate
- compassionate reasons – relating to death/illness/an accident involving an **immediate** family member; it must also be substantiated by acceptable documentation

Previous examination papers are not available to you on myUnisa. However, you may accept that your examination questions will be similar to the questions asked in the activities in your study guide and in the assignments. To help you with your preparation for the examination, you will receive a tutorial letter that will explain the format of the examination paper; give examples of questions that you may expect; and set out clearly what material you have to study for examination purposes.

9 FREQUENTLY ASKED QUESTIONS

The **FAQs** tool on the myUnisa module site provides questions and answers relating to general Unisa matters, as well as module-related information. The **FAQs** also contain information on Tutorial Letter 101/3/2018. In addition to this, the brochure, *Study @ Unisa*, contains an A to Z guide of the most relevant study information. Consult this guide.

10 SOURCES CONSULTED

None

11 IN CLOSING

You have embarked on an exciting journey, but it will require of you to work hard. Hard work always pays off in the long term. Do not hesitate to contact me for assistance with your studies.

Warm regards

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12 ADDENDUM

None