

# Tutorial Letter 101/3/2019

## Forensic Methods and Techniques

### Module A

## FOR2601

### Semester 1 and 2

## Department of Police Practice

#### IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail addresses and make sure that you have regular access to the myUnisa module website, FOR2601-2019-S1/S2, as well as your group website.

Note: This is a blended module and therefore it is available on myUnisa. However, in order to support you in your learning process, you will also receive some study material in printed format.

BARCODE

# CONTENTS

	<i>Page</i>
<b>1 INTRODUCTION .....</b>	<b>3</b>
1.1 Getting started .....	3
<b>2 OVERVIEW OF FOR2601 .....</b>	<b>3</b>
2.1 Purpose .....	3
2.2 Outcomes .....	4
<b>3 LECTURER AND CONTACT DETAILS .....</b>	<b>4</b>
3.1 Lecturer.....	4
3.2 Department.....	4
3.3 University .....	5
<b>4 RESOURCES .....</b>	<b>5</b>
4.1 Joining myUnisa.....	5
4.2 Other resources – printed support material .....	5
4.3 Library services and resource information.....	5
4.4 Recommended books.....	6
<b>5 HOW TO STUDY ONLINE.....</b>	<b>6</b>
5.1 What does it mean to study a blended module?.....	6
5.2 The myUnisa tools you will use .....	6
<b>6 ASSESSMENT .....</b>	<b>7</b>
6.1 Assessment plan.....	7
6.2 Assessment numbers.....	9
6.3 General assignment numbers.....	9
6.4 Unique assignment numbers.....	9
6.5 Assignment due dates.....	9
6.6 Year mark and final examination .....	9
<b>7 THE ASSIGNMENTS.....</b>	<b>10</b>
<b>7 CONCLUSION.....</b>	<b>19</b>

# 1 INTRODUCTION

Dear Student

Congratulations on taking the next step in furthering your studies and registering for Module FOR2601, Forensic Methods and Techniques.

This is an exciting module in what we hope will be another exciting academic semester. We trust that you will find your studies rewarding and that the knowledge you acquire will be useful in your daily duties. Since the investigation of crime, transgression and incidents is so extensive, post-matriculation studies are essential if you wish to perform your work as a forensic investigator efficiently and professionally. You are required to supplement your theoretical studies with practical observation and research.

We will do our best to help you succeed in this module. You will be well on your way to success if you start to study early in the semester and resolve to do the assignments properly.

This tutorial letter contains important information about this module. We urge you to read it carefully and to keep it at hand when you work through the study material, complete the assignments, prepare for the examination and address questions to your lecturer.

This tutorial letter contains the assignments for both semesters and instructions for the preparation and submission of the assignments. It also contains general and administrative information about this module. Please study this section of the tutorial letter carefully.

Right from the start, we have to point out that you must read all the tutorial letters that you receive during the semester immediately and carefully, as they will always contain important and sometimes urgent information.

Because this is a blended module, you will need to use myUnisa to study and complete the learning activities for this module. Visit the website for FOR2601 on myUnisa frequently. The website for your module is FOR2601-2019-S1 or FOR2601-2019-S2.

## 1.1 Getting started

Owing to the nature of this module, you can read about the module and find your study material online. Go to the website at <https://my.unisa.ac.za> and log in using your student number and password. You will see FOR2601-19-S1/S2 in the row of modules displayed in the orange blocks at the top of the webpage. Select the **More** tab if you cannot find the module you require in the orange blocks. Then click on the module you want to open.

You will receive this tutorial letter and a printed copy of the online study material for your module. While the printed material may appear different from the online study material, it is the same.

We wish you much success in your studies!

# 2 OVERVIEW OF FOR2601

## 2.1 Purpose

This module will be useful to students in the private and public investigation environments who make use of forensic investigation methods, techniques and concepts during the investigative process. This module will give you an overview of the field of forensic

investigation while highlighting the interrelated principles and procedures of criminal investigation. It will also give you an overview of forensic investigative terminology, basic principles, methods, techniques and concepts. The module is aimed at developing investigation competencies regarding forensic investigation methods and techniques in respect of crimes and other irregularities/incidents. The focus is on the practical investigative work of an investigator who functions in the public, private and corporate environment, and not that of the forensic scientist who functions in a laboratory.

Students who complete this module will be able to apply the following appropriate methods and techniques during the forensic investigation of a crime or other incident:

- Display professional conduct during a forensic investigation into criminal/civil transgressions/incidents within the private and public investigation environment.
- Demonstrate an understanding of advanced investigative principles and procedures required for a successful forensic investigation into criminal/civil transgressions/incidents.

## **2.2 Outcomes**

On completion of this module, you should be able to

- display professional conduct during a forensic investigation into criminal/civil transgressions/incidents within the private and public investigation environment
- 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

## **3 LECTURER AND CONTACT DETAILS**

### **3.1 Lecturer**

The primary lecturer for this module is; Mr Fanie Bierman

Department of Police Practice

Telephone: 012 433 9421

E-mail: [biermsj@unisa.ac.za](mailto:biermsj@unisa.ac.za)

Office: Room G060

Brooklyn House

337 Veale Street

Brooklyn, Pretoria

### **3.2 Department**

You can contact the Department of Police practice:

Department of Police Practice

Telephone: 012 433 9410

Brooklyn Campus

337 Veale Street

Brooklyn, Pretoria

### 3.3 University

To contact the University follow the instructions in the brochure **Study @ Unisa**. Remember to have your student number available whenever you contact the University.

Whenever you write to a lecturer, please include your student number to enable the lecturer to help you more effectively.

## 4 RESOURCES

### 4.1 Joining myUnisa

If you have access to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is the University's online campus that will help you communicate with your lecturers, with other students and with the administrative departments at Unisa.

You can start at the main Unisa website at <http://www.unisa.ac.za> and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to <https://my.unisa.ac.za>. Click on the **Claim UNISA Login** on the top of the screen on the myUnisa website. You will then be prompted to give your student number in order to claim your initial myUnisa details as well as your myLife e-mail login details.

For more information on myUnisa, consult the brochure **Study @ Unisa**, which you received with your study material.

### 4.2 Other resources – printed support material

Because we want you to be successful in this blended module, we also provide you with some of the study material in printed format. This will allow you to read the study material even if you are not online.

The printed study material will be sent to you at the beginning of the semester, but you do not have to wait for it before you start studying – you can go online as soon as you have registered and find all your study material there. The material we will send you is an **offline** copy of the formal content for the online part of the module.

### 4.3 Library services and resource information

For brief information, go to [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies)

For detailed information, go to the Unisa website at <http://www.unisa.ac.za/> and click on **Library**.

For research support and services of personal librarians, go to <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>.

The Library has compiled numerous 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 research – [http://libguides.unisa.ac.za/Research\\_Skills](http://libguides.unisa.ac.za/Research_Skills)
- contacting the Library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

#### 4.4 Recommended books

The books below are **additional** reading material. You can consult these books when you complete your assignments and for your own research purposes.

Becker, RF. 2009. *Criminal investigation*. 3rd edition. Boston: Jones & Bartlett Publishers.

Joubert, C (ed). 2010. *Applied law for police officials*. 3rd edition. Cape Town: Juta.

Marais, CW. 1992. *Physical evidence in crime investigation*. Pretoria: Henmar.

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. 2015. *Forensic Investigation: Legislative principles and investigative practice*. Claremont: Juta.

## 5 HOW TO STUDY ONLINE

### 5.1 What does it mean to study a blended module?

Studying a blended module might differ completely from studying some of your other modules at Unisa.

- **All your study material and learning activities for blended and fully online modules are designed to be delivered online on myUnisa.** Although we supply blended modules with printed material as well, the module is designed to be delivered online.
- **All of the communication between you and the University happens online.** Lecturers will communicate to you by e-mail, sms and using the **Announcements**, the **Discussion Forums** and the **Questions and Answers** tools. You can also use all of these ways to ask questions and contact your lecturers.

## 5.2 The myUnisa tools you will use

It is very important that you log in to myUnisa regularly. We recommend that you log in at least once a week to do the following:

- **Check for new announcements.** You can also set your myLife e-mail account to receive the announcement e-mails on your cell phone.
- **Do the Discussion Forum activities.** When you do the activities for each learning unit, we want you to share your answers with the other students in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your messages. We have also provided the **Social Cafe** where you can socialise with the other students in the module.
- **Do other online activities.** For some of the learning unit activities you might need to post something on the **Blog tool**, take a quiz or complete a survey under the **Self-Assessment** tool. Do not skip these activities because they will help you complete the assignments and the activities for the module.
- One of the main tools that we use is the **Lessons tool**. The content and assessments of your module will be provided in this tool. At times you will be directed to join discussions with fellow students and complete activities and assessments before you can continue with the content of the module.

We hope that by giving you extra ways to study the material and practise all of the activities, this system will help you succeed in the blended module. To get the most out of the blended module you **MUST** go online regularly to complete the activities and assignments on time.

## 6 ASSESSMENT

### 6.1 Assessment plan

There are **TWO assignments** for each semester (**FIRST SEMESTER** and **SECOND SEMESTER**) which must be submitted to the university to be marked. These assignments are as follows:

- Assignment 01 contains multiple-choice questions (MCQ) and counts 20 marks.
- Assignment 02 is a written assignment and counts 100 marks.

You have to complete **BOTH** these assignments and **submit both them by their correct due dates** to gain admission to the examination (Summative assessment). 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 semester mark for the module and will be an important part of your examination mark. Your marks for the assignments will therefore form a vital part of your final mark for the module. Before completing your assignment please read general Tutorial Letter SCHJALL/301/4/2019. This will supply information on the completing of assignments, reference methods and plagiarism.

**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 the written assignment either by post or electronically via myUnisa. Please note that the electronic or online submission of assignments is more convenient for all of us and is preferred. Assignments may **not** be submitted by fax or e-mail. For detailed information on and the requirements for assignments, please consult *Study @ Unisa*. Please ensure that you keep a copy of each assignment that you submit. If your assignment is handwritten, **submit the original assignment** and keep the copy for your records.

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

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

## **6.2 Assignment numbers**

### **6.3 General assignment numbers**

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

### **6.4 Unique assignment numbers**

The unique numbers for Assignment 01 and Assignment 02 are as follows:

<b>Assignment 01</b>	<b>Unique number</b>
<b>First semester</b>	<b>843685</b>

<b>Second semester</b>	<b>848129</b>
<b>Assignment 02</b>	<b>Unique number</b>
<b>First semester</b>	<b>893313</b>
<b>Second semester</b>	<b>786151</b>

### 6.5 Assignment due dates

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

#### Assignments for the first semester

ASSIGNMENT	UNIQUE NUMBER	DUE DATE	MARKS
01	843685	2019-03-15	20
02	893313	2019-04-12	100

#### Assignments for the second semester

ASSIGNMENT	UNIQUE NUMBER	DUE DATE	MARKS
01	848129	2019-08-16	20
02	786151	2019-09-13	100

### 6.6 Year mark and final examination

This module (FOR2601) is a semester module in 2019.

- *First semester:* If you are registered for the first semester, you will write the examination in May/June 2019. The supplementary examination will be written in October/November 2019.
- *Second semester:* If you are registered for the second semester, you will write the examination in October/November 2019. The supplementary examinations will be written in May/June 2020.

During the semester, the Examination Section will provide you with information on the examination in general, the examination venue, and the examination date and duration. This information is also available on myUnisa.

### **Examination paper**

You will write **one two-hour paper**, which will count **100 marks**. **The examination questions have been compiled from the following sources:**

- Study guide: Forensic Methods and Techniques (FOR2601)
- Feedback tutorial letters
- Self-assessment activities and questions in the study guide

Your semester mark for this module is as follows:

- weighting of the course: Your semester mark will count 20% and your final exam mark will count 80% towards your final mark for the module.
- You have to submit both the assignments (formative) for the semester for which you are registered to obtain a year mark and so be allowed to sit for the final examination.

## **7. THE ASSIGNMENTS**

### **First Semester Compulsory Assignments**

#### **FIRST SEMESTER ASSIGNMENT 01**

**DUE DATE: 15 MARCH 2019**

**UNIQUE NUMBER: 843685**

**Please use the mark-reading sheet provided with the study material.**

**Choose the correct answer.**

1. The public entity Eskom is known as;
  - a) The Electricity Supply Commission.
  - b) The Electricity supply company.
  - c) The Electricity support company.
  - d) The Electric supply consortium.

(2)

2. Indicate the branch of law that regulates the relations between individuals in a community.
- a) criminal law
  - b) common law
  - c) constitutional law
  - d) private law
- (2)
3. Which one of the following is a Chapter 9 institution?
- a) the Department of Home Affairs
  - b) the South African Police Service
  - c) the public protector
  - d) Eskom
- (2)
4. Which section of the Constitution deals with the rights of arrested, detained and accused persons?
- a) section 10
  - b) section 28
  - c) section 205
  - d) section 35
- (2)
5. Identify the law of natural justice that provides for the right of both parties to be heard:
- a) *ad litem*
  - b) *consensus ad idem*
  - c) *amicus curiae*
  - d) *audi alteram partem*
- (2)
6. Which of the following is one of the dangers or pitfalls that an investigator must be aware of during an investigation?
- a) Lack of salary on the part of the investigator
  - b) Theft of the case docket
  - c) Inadequate office space
  - d) Queries made by the Public Prosecutor
- (2)
7. Every investigator should be aware of the dangers inherent in an investigation.
- a) Reducing resistance
  - b) Extraction of information by applying physical methods

- c) Obtaining an admission
- d) Developing the admission (2)

8. A tactic in forensic investigation refers to \_\_\_\_\_.

- a) a non-conceptual action to achieve a specific objective
- b) the art of disposing troops or warships during a celebration
- c) a conceptual action to achieve a specific objective
- d) a conceptual action which forms part of a SWOT analysis (2)

9. Which of the following is not an example of the type of conduct that may be reported using the company hotline

- a) Sexual harassment
- b) Nepotism
- c) Ethical conduct
- d) Misuse of company assets or funds (2)

10. One of the types of people whom you may have to interview during an investigation is....

- a) a prosecutor in a fraud case
- b) a victim in a murder case
- c) a complainant in a fraud case
- d) a magistrate in a murder case (2)

**[20]**

**FIRST SEMESTER ASSIGNMENT 02****DUE DATE: 12 APRIL 2019****UNIQUE NUMBER: 893313****QUESTION 1**

- 1.1 Identify and briefly describe four instances or bodies that can be investigated by the public protector. (8)
- 1.2 What are three requirements that a search and seizure warrant by the public protector must meet? (6)
- 1.3 Provide a brief description of the “no-knock” rule as provided for by section 7A of the Public Protector Act 23 of 1994. (2)
- 1.4 Explain the establishment of the office of the public protector, including the body that they report to. (4)

**[20]****QUESTION 2**

- 2.1 What is the difference between criminal law and private law? (4)
- 2.2 Provide three instances where section 7(1) of the Promotion of Access to Information Act 2 of 2000 are not applicable to a particular record which may be requested. (6)
- 2.3 Define the following concepts: (10)
- a) method
  - b) technique
  - c) tactic
  - d) tact
  - e) private body
- 2.4 There are several public entities in South Africa. Use the acronyms below to provide the full names of the public entities.
- a) CCMA
  - b) SARB
  - c) FSB
  - d) SAPS
  - e) SETA
  - f) NASFAS
  - g) CSIR
  - h) NRF
  - i) NERSA
  - j) SALGA

(10)

**[30]**

### **QUESTION 3**

- 3.1 Identify five dangers or pitfalls that are likely to impact an investigation negatively during the investigation process.  
(10)
- 3.2 Provide a specific term for the following descriptions:
- a) An anonymous activity by a person with the intention of disclosing information in the public interest which may be regarding a crime or a transgression in an organisation.
  - b) An act of accepting, agreeing or offering to accept any gratification from any other person whether for the benefit of self or the other person that leads to unauthorised or improper inducement to do or not to do something.
  - c) An association of employees whose principal purpose is to regulate the relations between employees and employers including any employers' organisation.
  - d) Any number of employers associated together for the purpose of regulating relations between employers and employees or trade unions.
  - e) A process by which employers and organised employees seek to reconcile their differences through a process of demands and concede to reach an agreement.  
(10)
- 3.3 Provide the purpose of the following pieces of legislation as it relates to the investigation of corruption and Fraud.
- a) Public Finance Management Act.
  - b) Municipal Finance Management Act.
  - c) Criminal Procedure Act.
  - d) Promotion of Access to Information Act
  - e) Financial Services Board Act  
(15)

**[35]**

### **QUESTION 4**

- 4.1 The investigation process follows a series of sequential actions. What are the six main events of the investigation process?  
(12)
- 4.2 During the interview process the investigator may interview different types of people. Name three types of people that may be involved in this process  
(3)

**[15]**

**TOTAL: 100**

**SECOND SEMESTER COMPULSORY ASSIGNMENTS****SECOND SEMESTER ASSIGNMENT 01****DUE DATE: 16 AUGUST 2019****UNIQUE NUMBER: 848129****Please use the mark-reading sheet provided with the study material.****Choose the correct answer.**

1. A “forensic investigator” can be defined as;

- a) scientist in a forensic laboratory.
- b) crime scene investigator.
- c) investigator in financial matters.
- d) investigator who investigates with the intention of taking the matter to court. (2)

2. The public protector can be best described as;

- a) a government entity.
- b) a Chapter 9 institution.
- c) a Chapter 2 institution.
- d) an investigation agency. (2)

3. Section 181 of the Constitution of the Republic of South Africa, 1996 makes provision for the establishment of state institutions to strengthen the constitutional democracy of the Republic of South Africa, one of these are;

- a) Public Protector.
- b) South African Bureau of Standards.
- c) South African Police Service.
- d) National Intelligence agency. (2)

4. The Latin legal term “nolle prosequi” means;

- a) prosecute to the fullest extent of the law.
- b) refusal to prosecute.
- c) do not prosecute until all evidence has been obtained.
- d) prosecute only in a Regional Court. (2)

5. Identify the law of natural justice which provides for the right of both parties to be heard:

- a) *ad litem*.
- b) *consensus ad idem*.
- c) *amicus curiae*.
- d) *audi alteram partem*. (2)

6. Which one of the following is a main event in the investigation process?
- a) case construction.
  - b) preliminary research.
  - c) release of the suspect.
  - d) giving evidence in court. (2)
7. Which one of the following is a means of detection of crimes, transgressions or incidents?
- a) statutory reporting obligations.
  - b) statutory reports.
  - c) accounting responsibilities.
  - d) corporate gossip. (2)
8. Which one of the following is an example of a red flag?
- a) corporate system.
  - b) behaviour.
  - c) switching off.
  - d) bank statements. (2)
9. Which one of the following organisations hosts the National Anti-Corruption Hotline?
- a) Special Investigating Unit.
  - b) South African Police Service.
  - c) Public Service Commission.
  - d) National Prosecuting Authority. (2)
10. Financial management in the local government sphere is regulated by the;
- a) Public Finance Management Act.
  - b) Local Government Transition Act.
  - c) Prohibition and Combatting of Corrupt Activities Act.
  - d) Municipal Finance Management Act. (2)

**[20]**

**SECOND SEMESTER ASSIGNMENT 02****DUE DATE: 13 SEPTEMBER 2019****UNIQUE NUMBER: 786151****QUESTION 1**

There are different types of people whom you are likely to interview and who can provide you with information regarding an investigation. Choose and list five types of these people from the list below.

1.1 forensic field worker	1.6 complainant
1.2 pathologist	1.7 patroller
1.3 victim	1.8 forensic analyst
1.4 accused	1.9 witness
1.5 photographer	1.10 suspect

**[5]****QUESTION 2**

- 2.1 Provide seven differences between interviewing and interrogating. (14)
- 2.2 What are the means to detect crime and transgressions in an organisation? (6)
- 2.3 Provide a specific term for the following descriptions:
- 2.3.1 an investigation that has the purpose of ending up in court.
- 2.3.2 an investigation that is undertaken with the intention of determining who was responsible for mismanagement/misappropriation of funds.
- 2.3.3 an association of employees whose principal purpose is to regulate the relations between employees and employers, including any employers' organisation
- 2.3.4 any number of employers associated for the purpose of regulating relations between employers and employees or trade unions
- 2.3.5 an instrument for promoting participative management through information sharing, consultation and joint decision making. (10)

**[30]**

### QUESTION 3

3.1 Name and briefly discuss the main points in the structure of an investigation report.

(16)

3.2. What are three requirements that a search and seizure warrant by the public protector must meet in the given scenario?

(4)

3.3.

[20]

### QUESTION 4

Critically discuss the requirements of a good investigation report.

[10]

### QUESTION 5

5.1 Digital devices refer to both cameras and recorders, which are used to store data messages. Critically discuss the use of such devices in the investigation process as well as the legal requirements for admissibility as evidence in court. Include practical examples from your work environment.

(20)

5.2. Interviewing can take different forms depending on the type of person whom you are dealing with. Critically explain the following types of persons and the nature of information you are likely to solicit from them:

- a) complainants and victims
- b) witnesses
- c) suspects and accused persons

(15)

[35]

**TOTAL: 100**

## **8. CONCLUSION**

Do not hesitate to contact us by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

Mr Fanie Bierman – Primary lecturer for FOR2601

**DEPARTMENT OF POLICE PRACTICE**

©

UNISA 2019