



## Lesson 3.3 Investigatory Equipment and Files

# Lesson 3.3 Content

- Contents of an investigative kit
- Use of investigator notebooks
- Use of investigation folders
- Use of photography

# Lesson 3.3 Learning Outcomes

- List the contents of an investigative kit
- Explain the utility of investigator notebooks
- Explain how to manage investigation folders
- Explain the use of photography/video in investigations



# Investigative Kit

# Investigative Kit

- Communications equipment, mobile telephone, satellite telephone, radio (or similar)
- Laptop computer with preloaded manuals/forms/templates
- Digital audio recording device that can be used to record interviews, oral notes of investigative activities or observations at a incident scene
- Digital storage media, thumb drives, memory sticks, etc.
- Global Positioning System ('GPS') navigators and/or maps
- Directional marker/compass
- Camera with flash, extra memory cards
- Photographic evidence board
- Measuring tape
- Ruler
- Rope and signs to secure an incident scene
- Traffic cones
- Reflective vest

# Investigative Kit

- Cotton swabs
- Plastic sealable bags
- Paper bags
- Envelopes
- Flashlight and battery
- Small mirror
- Notebook and pen
- Permanent marker
- Sketch pad
- Consent forms
- First aid kit
- Flares (as required)
- Personal protective equipment such as disposable gloves, masks and hair nets
- Waterless hand sanitiser
- Investigative kit inventory

# Investigator Notebooks

- Notebook 1: a notebook to record all objective notations, including the practitioner's actions and other details of the investigation
- Notebook 2: a notebook to record any subjective analysis, personal reflections or other similar commentary

# Investigator Notebook

- Make notes at the time of the occurrence or as soon as possible thereafter
- Record notes in a bound and consecutively numbered book, notepad or similar, including page numbers
- If notes are made electronically, print a copy as soon as possible and ensure it is signed by the author and witnessed
- Where mistakes are made in the notes, mark a single line through the error and record the correct entry
- Initial all corrections or additions to the notes
- Commence notes with the DTG and, where appropriate, record the time throughout the notes (this places a verifiable sequence to the record)
- Write notes clearly and explain any abbreviations
- Sign notes after the last entry and include your full name, title, DTG
- Do not leave large blank spaces in the notes
- Protect and secure the notebooks





# Investigative Files

# Simple Investigations Folder

- The identity of the alleged subject(s)
- The location, date and time of the incident
- The circumstances and the nature of the incident
- The relevant information that is available
- The identity and personal information of the victim(s) or witness(es). This should be kept in a separate Witness Statement File and a Confidential Witness Information File

# Complex Investigations Folder

- Case Management File
- Communications File
  - Communications Log
  - Copies of all written correspondence
- Witness Statement File
  - Witness Communications Log
  - Witness Statements
- Confidential Witness Evidence File
  - Witness Code Sheet
  - Witness Evidence Sheet

# Complex Investigations Folder

- **Physical Evidence File**
  - Physical Evidence Log
  - Photographs of each piece of physical evidence
- **Photograph and Video File**
  - Photograph and Video Log
  - Copies of all Photographs and Videos
- **Documentary Evidence File**
  - Document Log
  - Copies of all Documents
- **Sketch and Diagram File**
  - Sketch and Diagram Log
  - Copies of all sketches, charts and diagrams



Photography/Video

# Photography/Video

- Do no harm and informed consent
  - SEA investigations do not take photographs/video of victims, their children or child victims
- Photographs/videos of places and items should only taken if they add value as evidence
- Establishing photographs/videos
  - records the entire incident scene exactly as the person first arriving encountered it
- Close-up photographs/videos
  - At mid-range distance, identifying the location of the detail in relation to the establishing photographs
  - A close-up of the detail
  - A close-up of the detail including a ruler or some sort of scale

# Lesson Takeaway

- Investigative kits contain key items that support successful investigations
- Investigator notebooks (1 and 2)
- Investigation folders are a key information management tool for any investigation





Questions?





TTX

# Scenario

Two sisters, Lily and Lola, help their mother to sell local beer. One day, two contingent members, Patrick and Dave buy beer from Lily and Lola and asks them to deliver the beer later that night to a checkpoint where the peacekeepers are deployed for the weekend. They give Lily and Lola some extra money for their trouble to deliver the beer. Later that night, Lily and Lola deliver the beer to the checkpoint where they find Patrick, Dave and four other peacekeepers. They visit with the peacekeepers for a while, drinking beer and watching videos on Paul's phone. The next morning, Lily wakes up alone in a small shed on the side of the road, feeling groggy and tired. She is half-naked, her body aches and there are some sticky patches on her skirt. Lily cannot remember what happened the night before and does not know where Lola is. She later finds Lola safe at home. Lola tells Lily that she had come home the night before but had left Lily with the peacekeepers as Lily wanted to stay longer. They report the incident to a local NGO. After a journalist interviews Lily and Lola, an article appears in the local paper alleging that Lily and Lola had been raped by several peacekeepers at the checkpoint. Lily and Lola don't know their ages.

# Discussion Points

- As your contingents NIO you have been assigned to investigate this incident
- Based on the information in the scenario:
  - Identify the SEA related misconduct
  - Identify the key elements to address during your investigation
  - Identify the lines of enquiry and sources of evidence
  - Identify specific challenges you may encounter during your investigation
  - Identify any other forms of possible misconduct