

# Lesson 3.5 – Evidence Collection, Handling and Storage



## The Lesson

### Slide 1



## Lesson 3.5 Evidence Collection, Handling and Storage

Evidence comes in many forms such as documentary, electronic, physical, forensic and testimonial evidence. Ultimately evidence is anything that can be used to support the existence of a factual proposition. It includes documents and records, verbal statements and even tangible items or the physical condition of those items.

**Note to instructor** – recommend that lesson be presented by a trainer who has direct professional experience as an NIO. The instructor should also encourage questions from the participants and aim for an interactive discussion. All participants should be encouraged to contribute to the group discussions and learning activities.

**Key Message:** Following the framework provided in this lesson works to ensure good practices for evidence collection, handling and storage during NIO investigations. It also increases the potential that this evidence might prove useful for any potential future national or international criminal accountability mechanism.

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## Lesson 3.5 Content

- Types of evidence
- Collecting evidence
- Handling evidence
- Storing evidence

Here are the subject areas this lesson will be covering:

- \* Evidence types.
- \* Collecting Evidence.
- \* Handling evidence.
- \* Storing evidence.

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### Lesson 3.5 Learning Outcomes

- List the types of evidence
- Explain how to collect evidence
- Explain how to handle evidence
- Explain how to store evidence

As is good training practice, let's review the learning outcomes.

At the end of the lesson the aim is for NIO to be able to:

- \* List the types of evidence.
- \* Explain how to collect evidence.
- \* Explain how to handle evidence.
- \* Explain how to store evidence.

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## Types of Evidence

- Documentary evidence
- Electronic evidence
- Physical evidence
- Forensic evidence
- Testimonial evidence

Evidence comes in many forms such as documentary, electronic, physical, forensic and testimonial evidence. Ultimately evidence is anything that can be used to support the existence of a factual proposition. It includes documents and records, verbal statements and even tangible items or the physical condition of those items.

Documentary evidence. This includes correspondence, forms and all evidence that may be maintained on paper in official archives, as well as external material such as personal letters, records, etc. Documents and records may exist in physical and/or electronic form. The evidence gained from gathering and studying documentary evidence should be used to update the investigation plan. The evidence may reveal new evidence that warrants a change in the plan – for example, a new witness for interview. It should provide evidence to feed into your interview plan.

Electronic evidence. This usually refers to e-mail, data on hard drives or other computer memory, logs, system transactions, including automatic, key card gate entry. It also may include video and/or audio recordings, whether digital or analogue.

Physical evidence. This includes equipment, goods and facilities. It also may refer to more transient physical conditions, like the weather. It also includes records of the physical state, including photographs.

Forensic evidence. This is a general category that could include fingerprints, deoxyribonucleic acid (DNA) trace material and even scientific analysis of items to establish certain properties or source. It has, therefore, an element of analysis or interpretation that requires special handling and explanation that physical and even electronic evidence may not.

Testimonial evidence. This typically includes the recollection of individuals who actually saw an event or have direct knowledge of something relevant to the issue being investigated.

Direct v Circumstantial. Direct evidence expressly supports the existence of a fact, while circumstantial evidence supports the inference of a fact. For example, a witness saw the

subject of a complaint leaving the bar last Wednesday with his arm around a young woman believed to be a prostitute. This is direct evidence that the person was at the bar last Wednesday. It is circumstantial evidence that the person solicited the services of a prostitute – as one must infer many facts, including that she was acting as a prostitute at the time, that there was no other explanation for the physical proximity, for example, he was helping her down the stairs. Since circumstantial evidence only creates an inference of the factual proposition, it typically is part of a wider scenario that is deduced as being more likely than not, using a range of circumstantial evidence that may exclude other reasonable explanations. In most instances of circumstantial evidence, no single piece of evidence is persuasive. When the totality of circumstantial evidence is taken together, however, it may establish a compelling inference supporting the factual proposition, in this case the use of a prostitute.

Linkage evidence. Is evidence that connects allegations to suspected perpetrators. This includes evidence of the methods by which alleged perpetrators may have perpetrated misconduct. As evidence is collected, it should be evaluated for consistency and reliability. Investigators determine consistency by comparing each new piece of evidence to each piece of existing evidence. If there are inconsistencies, the investigators seek further evidence or make a judgement as to which source is more reliable. There are no particular rules about reliability in for misconduct investigations. However, investigators should avoid relying solely on hearsay or testimony from people who are obviously biased.

Hearsay evidence. Normally, a witness should not be used for hearsay evidence and purported statements should be solicited from the person to whom they are attributed. If the source is not available, however, evidence can be obtained from a hearsay witness to provide not only insight into the source's state of mind but also possible corroboration for other evidence indicating the same fact. Although there is no explicit prohibition of hearsay evidence during administrative investigations, it should be given limited probative value and utilised with caution.

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## Documentary Evidence

- Begin collecting documentary evidence as soon as possible
- Use documentary evidence to help guide the investigation, particularly for interviews
- May include:
  - Official documents
  - Official logbooks
  - Maps
  - Medical records
  - Diaries, journals and other forms of individual records

Documentary evidence is all evidence that is recorded in some way in physical form. It includes personal records, rosters, official documents, e-mails, databases, maps, photographs, diagrams, handwritten notes and evidence stored electronically. NIO should begin collecting documentary evidence as soon as possible in the investigation as it can help guide them about who to interview and what questions to ask.

Documentary evidence will vary in importance between investigations. Generally and particularly when investigating complaints of SEA, it does not prove that the Subject of Complaint sexually exploited or abused the survivor/victim. However, it may establish the age of the survivor or the role of the Subject of Complaint in the organisation. Moreover, it can corroborate witness' accounts, provide leads for questioning, support witness testimony and/or give NIO a better understanding of the background to the complaint.

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## Locating Documentary Evidence

- Offices, storage rooms, warehouses, vehicles
- Cabinets, shelves, desks, file boxes
- Recycling and rubbish/trash bins
- Archives and official files
- Electronically

You should begin collecting documentary evidence as soon as possible in the investigation as it can help guide you about whom to interview and what questions to ask. There are two ways in which investigators can become the custodian of documentary evidence:

- \* By collecting the document themselves and thus becoming its first custodian.
- \* By receiving the document from another person.

Documentary evidence relevant to NIO investigations may include:

- \* Official documents: orders, instructions, rulebooks, personnel lists.
- \* Official logbooks: documents from military or police contingents indicating visitors, shifts of guards and officers, incoming and outgoing correspondence and use of official vehicles.
- \* Official financial and personnel records: telephone and transportation billing records, personnel files/dossiers and attendance records.
- \* Maps
- \* Medical records from hospital and psychiatric institutions.
- \* Diaries, journals and other forms of individual records.

Avoid altering the original state of the document in any way (e.g. stapling the document). Make copies of the original document as soon as practicable and store the original and the copies appropriately to prevent loss or damage.

Documents relevant to an investigation can be found in various places and may be obtained or provided to the investigation. Common sources/locations for documents and records include:

- \* Offices, storage rooms, warehouses, vehicles.
- \* Cabinets, shelves, desks, file boxes.
- \* Recycling and rubbish bins.
- \* Archives and official files, whether central, local or off-site.
- \* Electronically.

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Documents and records are often generated and stored electronically and, therefore, may also be available on shared drives on Local Area Networks (LAN) and electronic storage devices such as CDs, diskettes and flash drives, and even MP3 players.

Often, arrangements can be made to secure, and even obtain, documents and records early in an investigation. When requesting documents to be secured or delivered, confidentiality of the process and the evidence must be considered.

Documents may be collected as originals or copies. Generally, a copy is sufficient, but original documentation should be obtained where:

- \* There is a risk that the original may be tampered with at a later stage.
- \* The original may be difficult to obtain at a later stage, e.g. departing witness.
- \* The original may be required in subsequent civil or criminal proceedings.

Where a copy of the documentation is considered acceptable, it is the responsibility of the NIO to obtain a true and complete copy of the original document. Copies should be regarded and handled in the same manner as originals.



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## Electronic Evidence

- Electronic information or data stored on electronic devices or available in the cyber domain
- Email or networked communications
- Text or peer-to-peer messages
- Metadata from mobile telephones or electronic documents
- Posts on social media
- Audio and video recorded testimony or narratives

Electronic evidence refers to anything stored on, received or transmitted by an electronic device. This includes photographs and videos, audio recordings, email communications, posts on social media and data downloaded from websites. In addition to electronic evidence recorded personally by the NIO, electronic evidence from other sources including eyewitnesses, the internet, and social media may provide relevant and probative evidence of misconduct.

Electronic evidence exists in a digital form commonly identified with computer memory. It is not necessarily in a format that can be read without the computer translating the digital evidence. Electronic evidence can include evidence stored as documents or, for example, e-mail messages. It also can be a record of an event, like a telephone call, internet access or entry to an office compound. Electronic evidence may even relate to when or where something was done, like a document scan, print or photocopy.

As with any other type of evidence, electronic evidence is subjected to scrutiny as to its probative value. However, the verification of the authenticity, reliability and chain of custody of a piece of electronic evidence presents challenges unlike those encountered with other, more conventional, types of evidence. Detection of contamination and other types of changes made to the content of electronic evidence and determination of authenticity require advanced technological knowledge and resources.

Electronic evidence can take many different forms, such as:

- \* Metadata.
- \* Audio and video recorded testimony.
- \* Electronic photography.
- \* Video documentation.
- \* Email and networked communication.
- \* Text messages or SMS communication.
- \* Posts on social media.

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Typical digital evidence in NIO investigations is likely to be:

- \* Electronic health records and other forensic medical evidence produced by health professionals.
- \* Pictures and videos, taken during searches (subject to the limitations discussed in Lesson 3.4).
- \* Location evidence stored on cell phones or social media.
- \* Pictures, videos and other evidence posted on social media.
- \* Evidence stored on computer hard drives and peripheral equipment, such as memory cards, USB thumb drives and CD-ROM.
- \* Voice calls, voicemails, emails, text and instant messages.
- \* Metadata.

Metadata is an important tool to verify the authenticity of electronic evidence. Metadata is a term used to describe “data about data,” comparable to the content of catalogues and inventories used in libraries. Metadata describes the electronic evidence by some of its basic characteristics such as its creator and the date of its creation. Metadata may be created external to the evidence it describes or may be embedded in the evidence itself.

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### Locating Electronic Evidence

- Computer and laptop hard drives
- Telephones (land and mobile)
- External storage devices – computer disks, flash drives, MP3 players, digital cameras
- Servers, firewall terminals, LAN
- Photocopier hard drives
- Security systems recordings (entry/exit points, surveillance)

Since electronic evidence usually requires expertise and should be conducted by a person with sufficient training or IT qualifications to ensure the preservation of the evidence. Routine instances of electronic evidence may include collection of the actual medium on which the evidence is stored or copies from that medium. In addition, readable printouts and logs may be generated, for example in the case of telephone switchboard calls.

Electronic evidence covers a wide-ranging area that may include digital evidence on:

- \* Computers and laptop hard drives.
- \* Telephones (land and mobile).
- \* External storage devices – computer disks, flash drives, MP3 players, digital cameras.
- \* Servers, firewall terminals, LAN.
- \* Photocopier hard drives.
- \* Security systems (entry/exit points, surveillance).

Electronic evidence is often considered to be a type of documentary evidence. Accordingly, similar approach needs to be taken to ensuring its reliability and probative value.

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## Physical Evidence

- Physical material such as clothing, including uniforms or parts of uniforms and clothes, jewellery, bedding, towels, condoms, rope/tape, firearms, knives, torture devices
- Electronic hardware items such as mobile telephones, computers and other communication equipment (information contained within them is electronic evidence)
- Physical injuries such as bruising, burns, cuts, scars, internal or external injuries. Tears or fistulas, especially on genitals or close to them are typical signs of sexual violence

Physical and forensic evidence refers to objects collected in the course of an investigation. Proper collection of physical evidence is required to ensure that it retains its (reliability and probative) value. Where it may be impractical to take physical evidence away for example, because of its size or immovability, other approaches must be considered. This could mean securing an object in-situ but would more likely require that the evidence be photographed. Sketches of a scene may also be used to corroborate physical evidence.

Physical evidence relevant to NIO investigations may include:

- \* Physical material such as clothing, including uniforms or parts of uniforms and clothes, blindfolds, bedding, towels, condoms, rope/tape, firearms, knives, torture devices.
- \* Electronic hardware such as mobile telephones, computers and other communication equipment.
- \* Physical injuries such as bruising, burns, cuts, scars, internal or external injuries. Tears or fistulas, especially on genitals or close to them, are typical signs of sexual violence

**Key Message:** Documenting physical injury is a delicate matter. Victims should only be examined by a qualified medical practitioner. Informed consent must be given by the victim for any medical examination. This includes ensuring the victim is aware that the examination is for the purpose of collecting evidence for the investigation. It is unethical and absolutely prohibited for an NIO to do any kind of medical examination or to pressure a victim to undergo examination.

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## Forensic Evidence

- Biological/forensic material such as skin, hair, fingernail scrapings, bone, teeth, semen, saliva, blood, vomit, mucus, sweat, vaginal fluids and faecal matter
- DNA samples may be taken during NIO investigations to determine paternity
- Generally, fingerprints are not taken during NIO investigations
- Generally, trace material, for example fibre, unknown substances or hair is not taken during NIO investigations

**Key Message:** If the investigation requires the collection of forensic evidence OIOS should be contacted.

Forensic evidence is evidence obtained by the use of science.

Generally, trace material, for example fibre, unknown substances or hair or fingerprints are not taken during NIO investigations. However, there may be occasions where it is relevant, particularly if there may be an eventual criminal investigation. OIOS should be contacted to provide support or advice as appropriate.

In exceptional circumstances DNA samples may be taken in NIO investigations, primarily for purposes of establishing paternity. Strict procedural requirements must be met for DNA evidence collection and OIOS should be contacted to provide support or advice as appropriate.

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## Testimonial Evidence

- Obtained through interviewing victim(s), witnesses and the subject of the complaint
- Potential witnesses should be identified in the investigations plan
- Testimonial evidence is often recorded electronically or documented
- Interviewing will be covered in detail in Module 4

Testimonial evidence is obtained through interviewing individuals (e.g. victim, witness or the subject of the complaint). An interview can take different forms depending on the nature of the allegation or the relationship of the individual to the events being investigated. Individuals who witnessed relevant events or have knowledge or evidence relevant to those events are generally interviewed. Additionally, anyone implicated in the alleged misconduct, e.g. the subject of the complaint, must be interviewed. Victim and witness testimonial evidence is typically obtained before interviewing the subject of the complaint.

Witnesses or potential witnesses should be identified and prioritised during the investigation planning, and should be interviewed as soon as is appropriate in accordance with the investigations plan to ensure the best recall of events.

Testimonial evidence is particularly important in SEA investigations. Often, constructing an accurate record of alleged SEA depends heavily on accounts of victims and witnesses, especially in situations when SEA is reported long after corroborating physical evidence of the exploitation or abuse has disappeared. Moreover, if not conducted properly, interviews can compromise the confidentiality and the welfare of interviewees.

Additionally, talking about SEA might be extremely difficult for victims and witnesses. In this regard the composition of the investigation team is particularly important for documenting SEA. A well-composed team with a victim centred approach can positively influence the readiness of SEA victims and witnesses to share their testimonial evidence.

Due to the stigma surrounding sexual violence, you must be aware of cultural and local norms concerning SEA as this may impact the ways in which you conduct interviews and collect testimonial evidence. A number of factors contribute to the lack of reporting of SEA, including: barriers to accessing services and justice mechanisms; societally imposed stigma, shame and humiliation; the trauma experienced by survivors and their families; fear of being ostracised by spouses, family members or the community; fear of further violence, such as retaliation and honour killings; fear of losing their source of income, humanitarian aid or their job; and lack of trust in authorities (such as the police or international peacekeepers).

Whilst everyone can be affected by SEA (women, men, girls and boys), certain groups may be particularly at risk of SEA. These include internally displaced persons, refugees, elderly, persons with disabilities, children, adolescent girls and boys, lesbian, gay, bisexual transgender and intersex ('LGBTI') persons, female heads of households, detainees, and people belonging to a specific racial, religious, political, national or ethnic group.

NIO should seek to ensure that awareness and sensitivity is systematically integrated into SEA investigations:

- \* Do not make assumptions about interviewees.
- \* Do not allow your own sensitivities about this kind of misconduct to make you uncomfortable or sceptical.
- \* Do not confuse manifestations of trauma (e.g. absence of emotion, disjointed narrative) with lack of credibility.
- \* Do not assume that your cultural or religious values will be the same as those your interviewing.
- \* Enable a safe, private and supportive environment in which victims and witnesses of SEA feel sufficiently secure and comfortable to provide testimonial evidence.
- \* Do not adopt a patronising attitude or assume you know the needs, feelings and views of victims, witnesses or the subject of a complaint unless they have told you. Watch out for that type of behaviour among your investigative team and correct it.

**Key Message:** Module 4 will cover interviewing in much further detail. For now, the key takeaway from this slide is to understand that interviewing is the means of obtaining testimonial evidence.

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## Reviewing Evidence

- Be systematic – devise a process for analysing the probative and relative value of evidence
- Be suspicious – be alert to inconsistencies and references to other pieces of evidence
- Be impartial – review evidence with an open mind as to its significance
- Be analytical – the purpose of reviewing evidence to determine if it proves or disproves an allegation

Be systematic – NIO should devise a process for analysing the probative and relative value of evidence.

Be suspicious – NIO should be alert to inconsistencies and to references to other relevant evidence.

Be impartial – NIO should review evidence with an open mind as to its significance.

Be analytical – the purpose of reviewing evidence is to determine whether it proves or disproves the allegation. It is helpful to write down the elements of the allegations and keep it in a prominent place while conducting the review.



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The purpose of collecting evidence in an NIO investigation is to prove or disprove an allegation. Evidence collection is designed to gather the evidence that makes the situation under investigation more probable or less probable than it would be without the evidence.

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## Collecting Evidence

- Collecting evidence via gathering and studying background material
- Collecting evidence as a result of a search
- Collecting evidence via interviewing
- Receiving evidence handed over from another

Evidence in NIO investigations is generally collected by:

- \* Gathering and studying background material.
- \* Undertaking searches (covered in Lesson 3.4).
- \* Undertaking interviews (to be covered in detail in Module 4).
- \* Receiving evidence handed over by another.

The key points to remember when collecting evidence are:

- \* Consider the nature of the allegation when deciding what evidence to collect.
- \* Plan evidence collection as part of the investigations plan.
- \* Prioritise collecting evidence which may disappear/deteriorate if not collected immediately.

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## Authentication of Evidence

- What evidence did you receive?
- When and where was the evidence produced?
- Who produced the evidence?
- Who collected the evidence?
- If receiving evidence from another:
  - What is the name of this other person?
  - When and how did they come into possession of it?
  - What official position did the person hold at the time, if any?
  - What motivated the person to handover the evidence?

NIO must satisfy themselves of the following questions whenever they collect evidence:

- \* What evidence did they receive?
- \* When and where was the evidence produced?
- \* Who produced the evidence?
- \* Who collected the evidence?
- \* If handed the evidence by another person, what is the name of this other person?
  - \* When and how did they come into possession of it?
  - \* What official position did the person hold at the time, if any?
  - \* What motivated the provider to give the evidence?

NIO should record answers to these questions as soon as practicable. It may prove helpful to attach a summary sheet containing the answers to the questions listed above in as much detail as possible when storing evidence. Upon transfer of evidence, the original custodian of the evidence is often in the best position to answer these questions. If not recorded during transfer of custody, the source and context of the evidence may be lost for good. Whilst not having the answers does not always prevent the NIO from using the evidence, being able to provide answers to such questions will enhance the credibility of the evidence no matter how it is ultimately used.

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Proper handling of physical evidence is crucial to ensure its reliability. This requires maintaining an accurate and complete chain of custody of the item in question. The NIO should strive to keep the chain as short as possible. As few people as practicable should handle the evidence.

There is a requirement for a detailed inventory of evidence collected with the signature of the receiving officer, with a copy of the inventory provided to the individual from whom the evidence was obtained. To preserve the integrity of evidence, it must be recorded in a manner that can be used for authentication and attribution through a clear chain of custody. Chain of custody simply is the paper trail showing the collection, custody, control, transfer, analysis, and disposition of certain types of evidence.

The mishandling of evidence can lead to its unintentional modification or destruction that reduces its probative value.

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## Handling Evidence

- Log all evidence obtained, including:
  - A description of the evidence and a reference number
  - When, where and by whom the object was collected or provided
  - A short summary of the content of the evidence
  - Photographs (as appropriate)
  - The location of the original
  - The chain of custody of the original
- Make backups to prevent possible loss or deterioration (as appropriate)

In order to keep a record of evidence collected NIO should create and maintain an evidence log/file within their investigation folder. The evidence file should contain an evidence log recording all evidence obtained in the course of the investigation including:

- \* A description of the evidence and a reference number.
- \* When, where and by whom the object was collected or provided.
- \* A short summary of the content of the evidence.
- \* Photographs (as appropriate).
- \* The location of the original copy of the evidence.
- \* The chain of custody of the original version of the evidence.

NIO should ensure they make backups of relevant evidence as a countermeasure against possible loss or deterioration of evidence.

Appropriate handling of evidence also strives to protect it from loss, theft, contamination or other changes so as to ensure its originality and integrity. This is particularly important to prevent potential damage to electronic evidence whilst it is being transported, as this type of evidence is susceptible to being compromised through poor handling and exposure to x-ray scanning.

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## Chain of Custody

- Chain of custody is the paper trail to preserve the integrity of the evidence
- Precise description of an item collected and a detailed record of activities in relation to that item
- A complete chain of custody should record:
  - The whereabouts of the piece of evidence from the moment it is received
  - All persons who have handled the evidence
  - The purpose for which the evidence was handled

To preserve the integrity of evidence it must be recorded in a manner that can be used for authentication and attribution through a clear chain of custody. Chain of custody simply is the paper trail showing the collection, custody, control, transfer, analysis, and disposition of evidence. A chain of custody should be implemented as soon as the NIO obtains evidence, and it should be maintained throughout the course of the investigation.

A chain of custody includes a precise description of the item collected and a detailed record of activities in relation to that item. A detailed and precise record serves as proof of the integrity and reliability of the piece of evidence. It is important to make note of precise details as these will remove or minimise any opportunities for interference and will safeguard the evidence against allegations of interference. For example, if collecting a bundle of photos or multiple visual or audio recordings, the NIO should record the exact number of items collected, the duration of any footage or recording, and the content.

An accurate and comprehensive chain of custody will help establish the origin of a piece of evidence and will be crucial in establishing whether the evidence has been modified or tampered with. A complete chain of custody should also record:

- \* The whereabouts of the piece of evidence from the moment it is received.
- \* All persons who handled that evidence, including those that provided the evidence and those responsible for the storage of that evidence.
- \* The purpose for which the evidence was handled, for example an investigator handling the evidence.

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## Storing Evidence

Appropriately storing evidence ensures that evidence collected during the course of an investigation is not lost, that all relevant evidence can be accessed and shown to be reliable. The storage of evidence should strive to protect it from loss, theft, contamination or other changes so as to ensure its originality and integrity.

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## Storing Evidence

- Store evidence in a secure and safe location
- Package appropriately
- Employ a systematic and reliable labelling procedure
- Appoint a responsible person to manage evidence storage
- Institute a logbook to record who enters the storage area and for what purpose
- Ensure that any handling of evidence after storage is properly recorded and kept to as minimum as possible

Evidence must be stored in a secure, safe place such as a room or a closet space with a lock, free from environmental factors (extreme heat or cold, water, humidity, dust and dampness etc.) and unauthorised access. Keep a complete back up of the evidence in separate location. This is particularly important to prevent potential damage to physical and electronic evidence, as these types of evidence are susceptible to being compromised through poor storage and handling procedures.

Appropriate packaging must be used to protect any item of property, and this packaging should be sealed using tamper evident packaging to protect the integrity of the evidence. A systematic and reliable procedure must be used for labelling and sealing all evidence. Such a system must be robust enough to reduce the opportunity for, or to rebut any allegations of mishandling or inappropriate behaviour by NIO.

It is also necessary to implement measures to prevent unauthorised access to the evidence in storage, including limiting access to files to persons with clearance and maintaining strong passwords on all devices and evidence. Appointing one of the investigative team to be responsible for the evidence storage area and access to the physical items is a good practice methodology, as is instituting a logbook to record who is entering the storage area and for what purpose, and ensure that any handling of evidence after storage is properly recorded.



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### Lesson Takeaway

- Evidence types:
  - Documentary evidence
  - Electronic evidence
  - Physical evidence
  - Forensic evidence
  - Testimonial evidence
- Appropriate collection, handling and storage of evidence preserves the integrity of evidence

NIO must be aware of the following:

- \* The various types of evidence.
- \* The appropriate collection, handling and storage of evidence preserves the integrity of evidence.

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Questions?

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**👉 Purpose:** The following TTX is a learning activity designed to enable NIO trainees to consider an SEA scenario and work through various commonly encountered issues in SEA investigations. TTX are built into the end of all Lessons in Modules 3 and 4 to consolidate and reinforce NIO learning through explanation, demonstration, imitation and practice.

**👉 Definition:** TTXs are set in an informal setting designed for trainees to discuss the principles and concepts of undertaking NIO investigations in a UN mission, using hypothetical but realistic scenarios. Importantly, this TTX helps trainees to better understand the challenges they will encounter as an NIO. The effectiveness of this TTX will be derived from the enthusiastic and active involvement of trainees.

**👉 Methodology:** NIO trainees are encouraged to discuss issues in depth, using a problem-solving methodology. NIO instructors are encouraged to act as a guide and oversee knowledge sharing, encouraging contributions from all trainees to generate solutions.



Divide the trainees up into groups of 2-3 individuals for the TTX.

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### Scenario

Maggie is an 18-year-old student. She receives a Facebook friend request from an unknown man. Maggie finds the man attractive and accepts the request. The man tells Maggie that he is Sam from Astoria, he is 26 years old and deployed with the Astorian military contingent behind the airport. After some days, Sam and Maggie exchange numbers and start communicating on WhatsApp. Eventually, Sam steers their conversation to sex, and even sends Maggie a photo of his penis. He asks Maggie to, in return, send him a naked photo of her. Maggie refuses to do so. Sam then asks if he can meet Maggie in person and is willing to help her a lot if she would have sex with him. Maggie does not like where the conversation is going and tells Sam that she is not interested. Sam persists, but when Maggie keeps saying no, Sam asks Maggie if she can find him another girl to have sex. He is willing to pay USD \$100. Maggie then blocks Sam on Facebook and WhatsApp. She later learns that Sam has contacted two other girls at her school.



Allow the trainees 5 minutes to read the scenario and record the salient facts of the case in their notebook. This has the dual purpose of training the NIO to become competent in notetaking and identifying key facts under simulated pressure.

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### 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



Allow trainees 10-15 minutes to discuss the following questions in their small groups of 2-3. Once trainees have had the opportunity to discuss these issues in their small groups the instructor should aim to facilitate a class discussion on the questions raised for between 15-20 minutes.



Instructors should circulate themselves around the classroom during the small group discussions. Instructors should also establish the following code of conduct for group discussions:

- \* Be good listeners, do not interrupt others.
- \* Be enthusiastic and actively involved.
- \* Maintain mutual respect.
- \* Apply your knowledge as an investigator to the issues raised.