

PART 3 OPERATIONAL MANAGEMENT

1.	EVALUATION PARTICULARS	
1.1	Particulars of evaluation LCRC Pietermaritzburg	
1.1.1	Date: 2014-03-26	
1.1.2	By whom: Colonel Moonsamy	
2.	INSPECTION ON EQUIPMENT AND EQUIPMENT REGISTERS / DOCUMENTATION	
2.1	EQUIPMENT AND EQUIPMENT REGISTERS / DOCUMENTATION FOR ALL OPERATIONAL MEMBERS (Excluding SAPS 108 equipment)	
2.1.1	PPE, Crime scene jackets & checklist	YES
2.1.1.1	All members have the necessary PPE's (PPE, Hard hat, Goggles, Safety boots)	YES
2.1.1.2	All members have Crime Scene and reflective Jackets	YES
2.1.1.3	All members in possession of Checklist for processing of crime scenes (Compliance with CRC numbered letter 2/2013)	YES
2.1.1.3	Comments: The members have access to all the necessary equipment in order for them to perform their func effectively.	
2.1.2	Fingerprint bags	
2.1.2.1	All members have fingerprint bags	YES
2.1.2.2	Fingerprint bags are clean	YES
2.1.2.3	All relevant powders (Black, Silver, Mixed Oxide, Fluorescent, Magnetic, Gold, Copper)	YES
2.1.2.4	Aerosol canisters (Silver, black, Oxide and fluorescent, Ninhydrin)	YES
2.1.2.5	Brushes (Animal, Feather, Fiber with one clean brush)	YES
2.1.2.6	Lifters (Folien, Celotape)	YES
2.1.2.7	Scissors	YES
2.1.2.8	Exclusion pads	YES
2.1.2.9	Scene reports and Folien envelopes	YES
2.1.2.10	Fingerprint glasses	YES
2.1.2.11	Tape measures (2 / 5m)	YES

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2.1.2.12	Clothes for cleaning	YES
2.1.2.13	Comments: There seems to be a bit of discontentment regarding the new flexi system by some of the members they are working the new flexi hours.	
2.1.3	Photographic equipment	
2.1.3.1	All members have complete sets of Photographic equipment (Camera, 2 SD Cards, Standard lens, Macro lens, Dedicated flash, Charger, Tripod)	YES
2.1.3.2	Cameras and Camera bags are clean	YES
2.1.3.3	Camera settings are correct	YES
2.1.3.4	Comments:None	
2.1.4	Forensic bags	
2.1.4.1	All members have forensic bags	YES
2.1.4.2	Forensic bags are clean	YES
2.1.4.3	All relevant stock (Exhibit bags, gloves, permanent markers, "Polly-top" bottles, arrow & measure stickers, multi sticks, PR kits, blood collection kits, DNA swap kits, clothing collection kits,	YES
2.1.4.4	Comments:	
2.1.5	Register for equipment, <u>kept by members</u> (2.1.1 – 2.1.4)	YES
2.1.5.1	All equipment (2.1.1 – 2.1.4) were signed for by members	YES
2.1.5.2	All equipment (2.1.1 – 2.1.4) are inspected during stand-by / at least once per month	YES
2.1.5.3	Comments:Nil	
2.1.6	Exhibit lockers (Compliance with CRC numbered letter 12/1999)	
2.1.6.1	All members have Exhibit lockers	YES
2.1.6.2	Duplicate key to exhibit lockers kept by Commander	YES
2.1.6.3	Exhibit lockers opened and inspected	YES
2.1.6.4	Comments:	

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2.2 EQUIPMENT AND EQUIPMENT REGISTERS / DOCUMENTATION FOR STAND BY MEMBERS

2.2.1 Alternative light sources

2.2.1.1 All members on standby are having Light sources

YES

2.2.1.2 All members on standby are having Light sources

YES

2.2.1.3 Comments: This office has 12 sets of light sources

2.2.2 Video cameras

2.2.2.1 All members on standby are having Video cameras

YES

2.2.2.2 Video cameras are clean, charged / on charge

YES

2.2.2.3 Video cameras not booked out are in store and accounted for

YES

2.2.2.4 Sufficient video cameras

YES

2.2.2.5 Comments: I requested of the store clerk to do a board of survey for all old equipment kept in the store room.

2.2.3 Measuring equipment

2.2.3.1 All members on standby are having Electronic devices

YES

2.2.3.2 All members on standby are having measuring wheels

YES

2.2.3.3 Measuring equipment are clean and working

YES

2.2.3.4 Measuring equipment not booked out are in store and accounted for

YES

2.2.3.5 Sufficient measuring equipment

YES

2.2.3.6 Comments: Nil

2.2.4 Traffic cones and signs

2.2.4.1 All members on standby are having traffic cones

YES

2.2.4.2 Sufficient Traffic cones

YES

2.2.4.3 Comments: Nil

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2.2.5 GPS's

2.2.5.1 All members on standby are having GPS's

YES

2.2.5.2 GPS's are clean

YES

2.2.5.3 GPS's not booked out are in store and accounted for

YES

2.2.5.4 Sufficient GPS's

YES

2.2.5.5 Comments: Nil

2.2.6 Stand by equipment register (incl. all stand by equipment, stand by cell phones, etc.)

2.2.6.1 All equipment (2.2.1 – 2.2.4) are booked out to members on stand-by

YES

2.2.6.2 All equipment (2.1.1 – 2.1.4) are inspected when stand-by changes

YES

2.2.6.3 Comments: Nil

2.2.7 Inspection on Equipment store room

2.2.7.1 Equipment store room inspected: neat and all equipment are accounted for

YES

2.2.7.2 Excess equipment: Comments: Nil

2.2.7.3 Shortages of equipment: Comments Nil

3. GENERAL PROCESSES AND REGISTERS

3.1 24 hour's inspection (Re check the previous day's work already checked by Duty officer)

3.1.1 Correct and complete (2.1.3) (Print lifter, Scene report, Folien envelope, Exhibits, vehicle register, pocket book & case book)

YES

3.1.2 Properly done by duty officer (Quality assurance with regards to ALL possible activities)

YES

3.1.3 Members guided / instructed to rectify shortcomings / mistakes

YES

3.1.4 Exhibits are received / SAPS 459 reference numbers on dockets to verify collection

YES

3.1.5 Checklist for processing of crime scenes (Compliance with CRC numbered letter 2/2013)

YES

3.1.6 Time frame of 24 hour inspection (08:00)

CUR
WOR
SHIF

3.1.7 Comments on 24 hour's inspection that was redone after duty officer:

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3.2 Exhibit management (Excluding exhibits kept by the Crime Lab)

3.2.1	Appointment of Exhibit official/s (in writing)	NO
3.2.2	Compliance with regards to instructions on handling, storing and transportation of fire arms (Compliance with CRC numbered letter 1/2013)	YES
3.2.3	Inspection to Exhibit store room: No old exhibits	NO See comm under
3.2.4	Inspection to Exhibit store room: Necessary documentation attached to exhibits ((SAPS 5 / diaries / temporary receipt / request)	YES
3.2.5	Comments: The person working at the exhibit room is a cleaner level 1 K S Ndela who does not have an appointment in writing as an exhibit clerk but on his job description it is indicated that he is an exhibit official. could become problematic should the need arise for him to go to court. His translation should be considered finalized as soon as possible. It is alleged that the issue was discussed with Brigadier Diko in 2012 when he was in the office.	

3.3 Exhibit Register (SAPS 459 B) for FSL Exhibits

3.3.1	Completion of register: Relevant columns & information	YES
3.3.2	Dates exhibits recorded in SAPS 459 do not exceed 24 hr's from date collected in PR register	NO
3.3.3	Monthly inspections done by Commander / officer (Not just "checked")	YES
3.3.4	Comments: Exhibit B32 Bulwer Cas 58/10/2013 is still outstanding in terms of finalization due to the fuming cabinet being dysfunctional. Solar Biotech repaired the CFC on 2014-02-21, but the CFC broke again on 2014-03-13. A fault was reported again and they are awaiting a warranty job on the previous repair, but there is an indication it might be related to something else which is a problem for me because of the integrity as to the reason for the breakage. Because it can easily be portrayed to be something else whilst it is the same repair and the lab people would not be conversant with it.	

3.4 Members' Case books / Docket control lists

3.4.1	Case books are compiled according to guidelines	YES
3.4.2	Carry over's done correctly and certified by members and officer / supervisor	YES
3.4.3	24 hour inspections noted in Case books	YES
3.4.4	Guidance and instructions provided by officer / supervisor	YES
3.4.5	Instructions noted and complied with by members	YES
3.4.6	Comments: Nil	

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4 FINGERPRINT ACTIVITIES

4.1 Investigation Register (SAPS 219)

- 4.1.1 Completion of register: Relevant columns & information
- 4.1.2 Cas updated and indication (Compliance with CRC numbered letter 10/2008)
- 4.1.3 Cases where exhibits collected for Crime Lab indicated
- 4.1.4 Results from Lab updated and recorded correctly
- 4.1.5 Light source investigations indicated and recorded correctly
- 4.1.6 Monthly closure, summary and inspection
- 4.1.7 Comments Nil
- 4.1.8

YES
YES
YES
YES
YES
Done colon Knoet
None

4.2 Continuity of possession register for fingerprint lifters

- 4.2.1 Completion of register: Relevant columns & information
- 4.2.2 Lifters not kept for long periods in continuity safes
- 4.2.3 Comments Nil

YES
YES

4.3 Control register: Fingerprint lifters & ID dockets

- 4.3.1 Completion of register: Relevant columns & information
- 4.3.2 Reasons for removal indicated correctly in register
- 4.3.3 Dockets that were booked out, were recorded in Case books for members
- 4.3.4 Comments Nil

YES
YES
YES

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4.4	Exclusion register and process	
4.4.1	Completion of register: Relevant columns & information	YES
4.4.2	Fingerprints of suspects, excluded manually or forwarded to AFIS for exclusion on specific case	YES
4.4.3	Request for exclusion, finalized within 2 days and reports completed and forwarded	YES
4.4.4	Comments Nil	
4.5	Identification register and process	
4.5.1	Completion of register: Relevant columns & information	YES
4.5.2	Chemical investigations (Crime Lab cases) indicated	YES
4.5.3	Comments Nil	
4.6	Print lifter (Compliance with CRC numbered letter 5/2003)	
4.6.1	Completion according to Policy 5/2003	YES
4.6.2	Diary of envelopes for print lifters completed correct	YES
4.6.3	Envelopes for print lifters filed according to guidelines and in sequence number	YES
4.6.5	Comments: Const Marks description on LCRC 672/03/2014 and 681/03/2014 is very vague. He needs to give more detailed description of the place from where he lifted the prints. This must be picked up during the 24 h inspection and brought to the members attention.	
4.7	Scene of crime reports: Fingerprint activities (Compliance with CRC numbered letter 3/2009)	
4.7.1	All necessary scene reports are completed	YES
4.7.2	Completion according to CRC letter	YES
4.7.4	Scene reports filed in Envelope for print lifters / in sequence	YES
4.7.4	Comments: Nil	

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4.8.1 Spot check on the reaction time for scanning of positive cases on AFIS:

[illegible]

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4.8.2	All identifiable latent prints are scanned	YES
4.8.3	Correctness of scanning of latent prints (Direction & search criteria)	YES
4.8.4	Duplication of latent images and alternative searches (patterns / finger numbers)	YES
4.8.5	Enhancement tools are utilized	YES
4.8.6	Segmentation of palm prints	YES
4.8.7	Deletion of poor minutia and increase minutia value	YES
4.8.8	Saving on UL data base	YES
4.8.9	Researches / re launches	YES
4.8.10	Rescanning of lifters (previously scanned)	YES
4.8.11	Re launching of identified Ten prints	YES
4.8.12	All trained AFIS Experts are utilized	YES
4.8.13	ID's as a result of SAPS 192's (Previous three months)	
4.8.14	UL Hits vs Hits (Previous three months) Done by colonel Knoetze	
4.8.15	Management of WIP Done by colonel Knoetze	
4.8.16	General knowledge of Afis Experts: Done by colonel Knoetze Rectification of splits, etc.	
4.8.17	Scanning of exclusion (specific case and general suspects) Done by colonel Knoetze	
4.8.18	Comments: Colonel Knoetze explained how ids are made from the SAP 192	
4.9	IDENTIFICATION DOCKETS	

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4.9.1	Identification dockets completed according to Policy 5/2003	YES
4.9.2	Affidavits forwarded out	YES
4.9.3	Miss ID's (Validate id's for at least month prior to evaluation)	YES
4.9.4	Filing according to instructions	YES
4.9.5	Comments Nil	
5	PHOTOGRAPHIC-, FORENSIC- AND VIDEO ACTIVITIES	
5.1	PR Registers	
5.1.1	Completion of register: Relevant columns & information	YES
5.1.2	Correct recording of Scenes and / or Sundries	YES
5.1.3	Correct recording of plans / scale / sketch and photo plans	YES
5.1.4	Correct recording and Monthly summary of All, Serious, Trio and W & Children	Done colon Knoe
5.1.5	Reaction times (PR's) worked out, indicated, summarized and correct	Done colon Knoe
5.1.6	Video recordings indicated correctly	YES
5.1.7	Correct recording of cases where exhibits were collected for FSL and dispatched	YES
5.1.8	Reaction times (FR's) worked out, indicated, summarized and correct	Done colon Knoe
5.1.9	Monthly closure and summary of totals	Done colon Knoe
5.1.10	Oldest docket outstanding	19 Fe 2014
5.1.11	Comments Members are now working shifts and it seem to be creating a backlog in the finalization of dockets members have less time to complete their dockets.	
5.2	Control register: PR & Other LCRC dockets	
5.2.1	Completion of register: Relevant columns & information	YES
5.2.2	Reasons for removal indicated correctly in register	YES
5.2.3	Dockets that were booked out, were recorded in Case books for members	YES
5.2.4	Dockets from Court not kept for long periods with members	YES



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5.2.5	Comments Nil	
5.4	Photographic-, forensic- and video docket (Compliance with CRC numbered letter 5/2003)	
5.4.1	Crime scene processing for the Photo albums checked, covered all LCRC related activities (Compliance with CRC numbered letter 2/2013 - Checklist for processing of crime scenes)	YES
5.4.2	Correctness and completion of docket	YES
5.4.3	CD in envelope with LCRC no: filed in docket and noted in diary (4.5.3)	YES
5.4.4	Photo album consist of the following: covering minute, photographic affidavit, forensic affidavit, video affidavit, CTS - affidavit, key to photo etc., photographs and a plan (Sketch-, CTS - plan or plan) (4.5.9)	YES
5.4.5	Dockets filed according to guidelines and in sequence number	YES
5.4.6	Number of outstanding cases older than 25 days:	
5.4.7	Comments:Nil	
5.5	Thoroughness of crime scene processing (Compliance with CRC numbered letter 2/2013)	
5.5.1	All <u>possible</u> scenes / exhibits (photographed) were processed for fingerprints	YES
5.5.2	All <u>possible</u> fingerprint exhibits (from scenes / exhibits photographed) were collected for processing in the Crime Laboratory	YES
5.5.3	All <u>possible</u> forensic exhibits (from scenes / exhibits photographed) were collected for forwarding to the FSL	YES
5.5.4	Video recordings were made on <u>relevant</u> crime scenes	YES
5.5.5	Touch DNA collected on exhibits for processing (Incl. Fire arms to Ballistic)	YES
5.5.6	Comments:Nil	
6	SPECIALIZED EQUIPMENT / RESOURCES AND THE UTILIZATION THEREOF (Compare with Indicator 11A of Monthly return)	
6.1	ALTERNATIVE LIGHT SOURCES (CRIME LIGHTS)	
6.1.1	LCRC has sufficient light sources	YES
6.1.2	All members are competent in the utilization of the light sources	YES
6.1.3	Developed latent fingerprints are photographed	YES
6.1.4	Working CD's are burned and filed with printed photo's in Exhibit envelope	YES
6.1.5	Images are scanned on AFIS	YES

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6.1.6	Proper utilization	YES
6.1.7	Comments: Nil	
6.2	Fuming tent	YES
6.2.1	LCRC has a Fuming tent	YES
6.2.2	Fuming tent available, inspected and in order	YES
6.2.3	LCRC has members trained in the utilization	YES
6.2.4	Proper utilization	No
6.2.5	Comments: The fuming tent is being used as a permanent structure in the lab due to the CFC being dysfunctional, but repairs to the CFC must be expedited.	
6.3	Spheron	
6.3.1	LCRC has a Spheron and Toughbook with External hard drive	YES
6.3.2	Spheron and Toughbook with External hard drive available, inspected and in order	YES
6.3.3	LCRC has a dedicated Laptop for Spheron	YES
6.3.4	Scene works loaded on dedicated Laptop, dongle available and working	YES
6.3.5	LCRC has members trained in the Spheron	YES
6.3.6	Register for booking out and regular inspection of Equipment	NO
6.3.7	Dockets complete and correct	YES
6.3.8	Proper utilization	YES
6.3.9	Comments: They don't have a register to book the spheron camera but warrant officer Khumalo gives training use of the equipment and it is usually kept in the store room. Warrant officer Chetty is the member who deal the software regarding the equipment and it was indicated to him that the other members must be trained.	
6.4	DLS	
6.4.1	LCRC has a DLS	YES
6.4.2	Dedicated Pc with dongle available and working	YES
6.4.3	Printer available and working	YES
6.4.4	Scanner available and working	YES



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6.4.5	Sufficient photo paper	YES
6.4.6	Sufficient cartridges / toners	NO
6.4.7	LCRC has person/s trained in the DLS	YES
6.4.8	Comments: Toners for the printer is a problem as they have a serious shortage of cartridge to finalize giant a	
6.5	IMAGE MANAGING	YES
6.5.1	Dedicated Pc for Image managing available and working	YES
6.5.2	Printer available and working	YES
6.5.3	Sufficient cartridges / toners	YES
6.5.4	LCRC has person/s trained in the DLS	YES
6.5.5	Downloading of SD cards according to SOP	YES
6.5.6	Managing of folders according to SOP	YES
6.5.7	Burning of Working CD's according to SOP	YES
6.5.8	Burning of Master DVD's according to SOP	YES
6.5.9	Filing of Master DVD's according to SOP	YES
6.5.10	Burning and forwarding of Archive DVD's according to SOP	YES
6.5.11	Comments: Nil	
6.6	Inspection on Vehicle investigation booth	
6.6.1	LCRC has a Vehicle investigation booth	YES
6.6.2	Vehicle investigation booth is clean	NO see commen
6.6.3	No "long standing" vehicles in Vehicle investigation booth	YES
6.6.4	Access to Vehicle investigation booth controlled and locked	YES
6.6.5	Necessary equipment available in booth	YES
6.6.6	Exhibit collection kits & PPE available in booth	YES
6.6.7	Vehicles are recorded in the SAPS 459 register	YES
6.6.8	Proper utilization	NO
6.6.9	Comments: Currently the cyanacrolite fuming chamber is out of order and the fuming tent is placed in the ve booth for the purposes of examining exhibits which is usually done in the CFC. For this reason if a vehicle is brought in, it will not be able to be examined in the vehicle booth.	



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6.7 CRIME LABORATORY

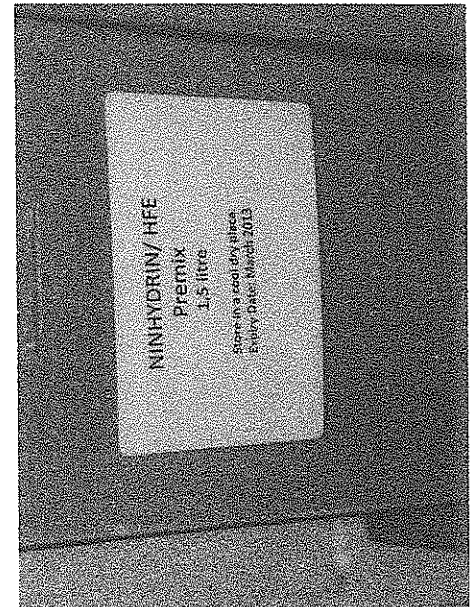
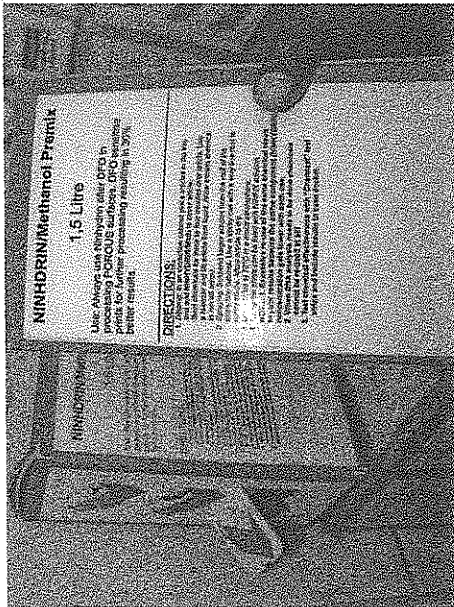
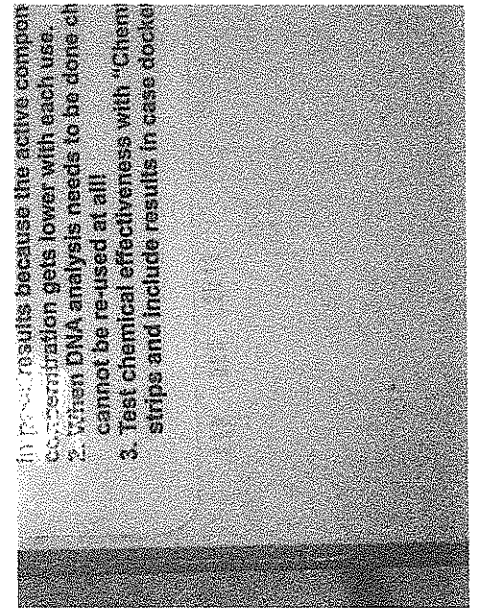
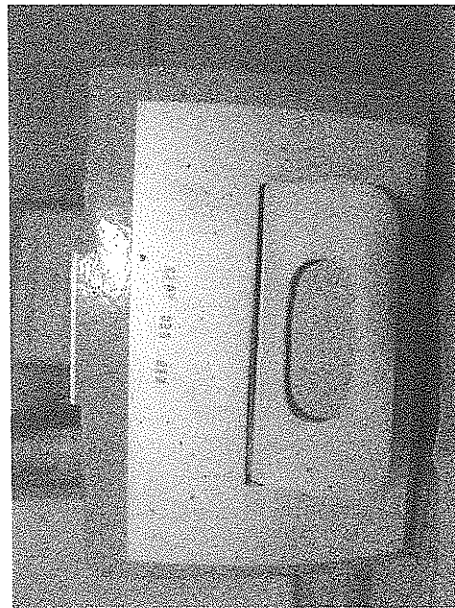
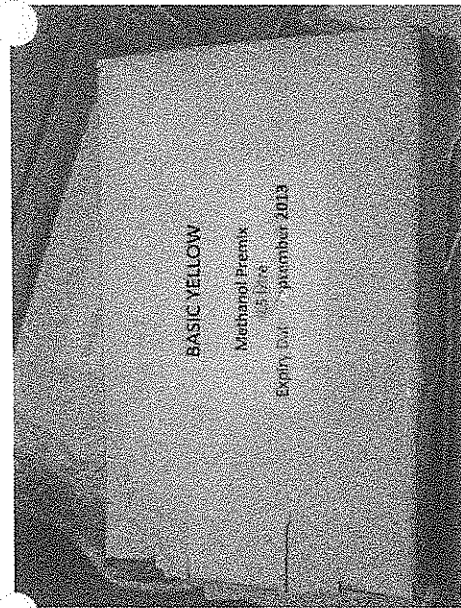
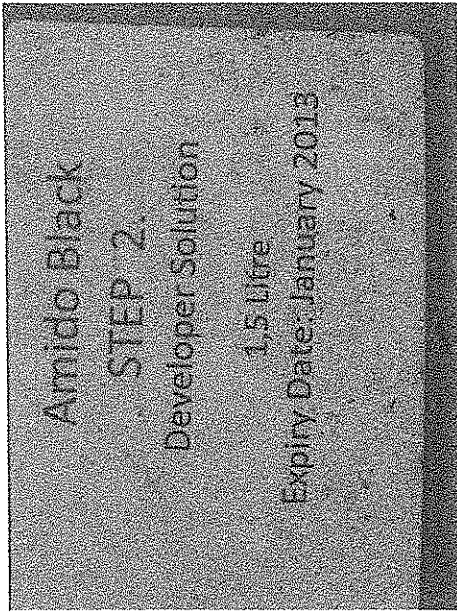
6.7.1	LCRC has a Crime Laboratory	YES
6.7.2	Sufficient utilization: Cases collected by Operational members (Refer to Target)	YES
6.7.3	Sufficient number of exhibits collected <u>per case</u>	NO
6.7.4	Exhibits collected for Crime Lab correctly recorded on Scene reports and IR	YES
6.7.5	All cases where Crime Lab exhibits were collected were photographed	YES
6.7.6	Written feedback of processing results received from Crime Lab	YES
6.7.7	Giant arches are received from the Crime Lab	YES
6.7.8	Giant arches from Crime Lab are scanned on AFIS	YES
6.7.9	Comments: This office has Chemicals to the value of approximately R 235 046,60 (two hundred and thirty five thousand and forty six rands and sixty cents) which needs to be destroyed. It is alleged by the commander that they have not made a request for these chemicals. The chemicals were allegedly delivered and the LCRC was just to receive it. Now we are also sitting with a further problem in the lab in that it is danger to the personnel that are there on a daily basis. The delivery of the chemicals has placed the situation in the lab to be one of hazardous because the chemicals are also flammable and they do not have a proper storage for such a large amount of chemicals. Furthermore we now have to pay someone to remove the chemicals which was ordered and not in terms of the PFMA we need to determine who caused such wasteful expenditure.	

7 BEST PRACTICES

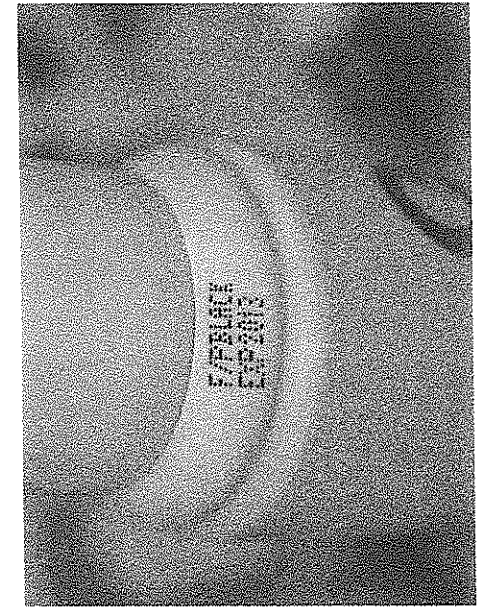
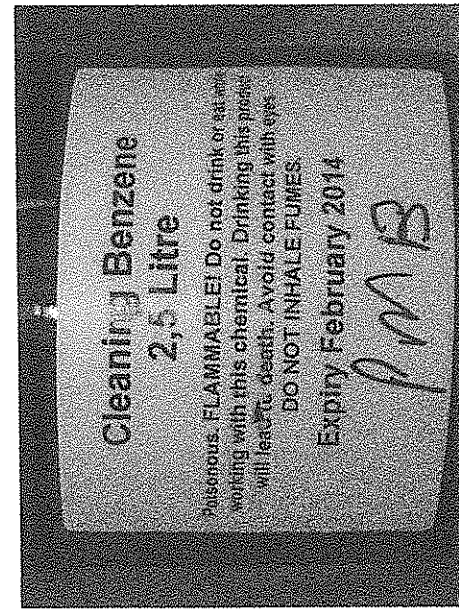
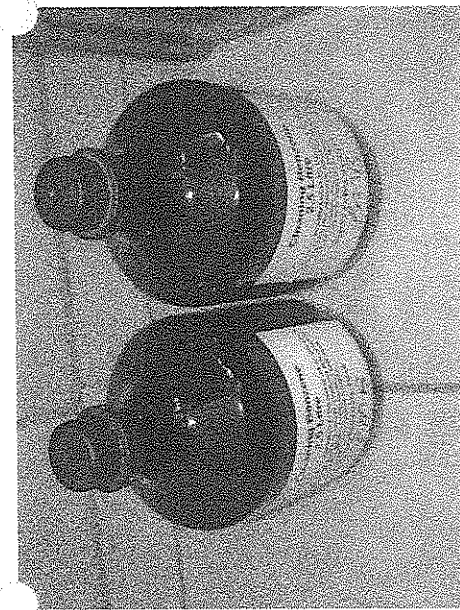
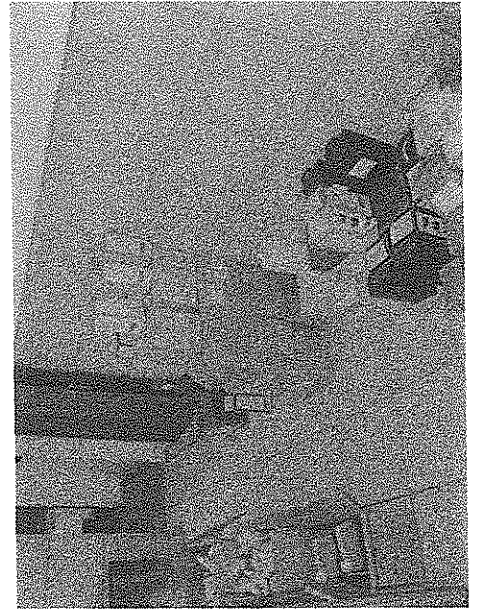
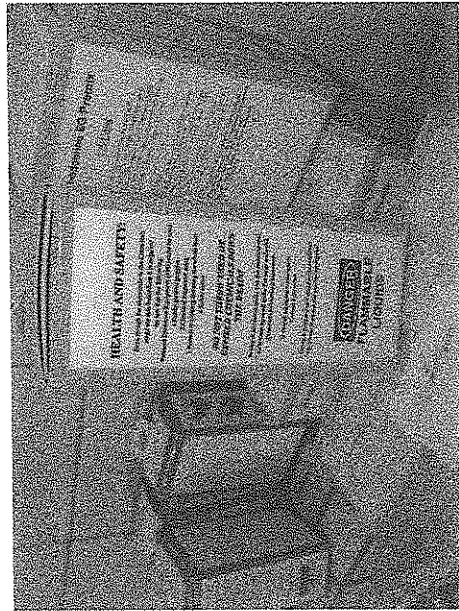
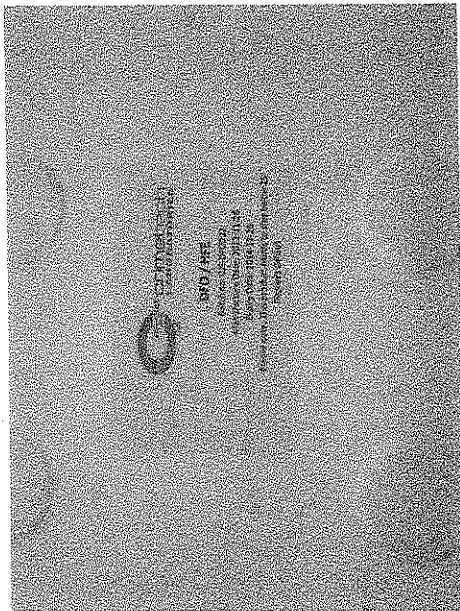
8 SHORTCOMINGS / MISTAKES IDENTIFIED AS RE-OCCURRING FROM A PREVIOUS EVALUATION / FOLLOW UP EVALUATION (CRC Numbered letter 9/2000)

There was no time to see this aspect.

9 **GENERAL COMMENTS:** Generally the office is producing work of relatively good quality because this can be seen from one of the big cases where a doctor was killed which is currently in court and the suspect has been convicted.



R.T.



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100% 100% 100%
100% 100% 100%

ANNEXURE 'SM-2'



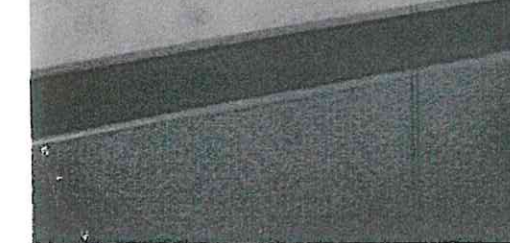
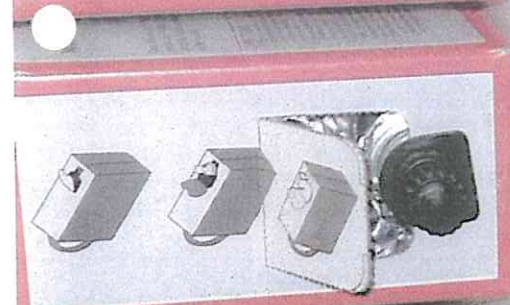
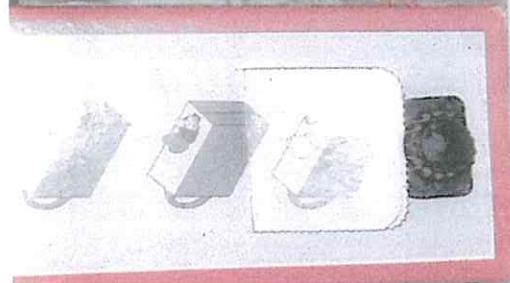
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