



Course Syllabus

Title: Criminal Investigation **Semester:** Fall 2016
Catalog Number: CJUS-205-01
Prerequisite: CJUS-105 Intro to Criminal Justice
Co-requisite: CJUS- 135 Case Preparation
Credit Hours: 3 **Contact Hours:** 45
Offered: Tuesday and Thursday, 9:30am-10:45pm, Howe Hall 105
Professor: Thomas P. Joyce Jr. **Phone:** (207) 741-5551
Email: tjoyce@smccme.edu **Office Hours:** Flexible and by appointment

Course Description

This course provides the student with the basic skills necessary to conduct a criminal investigation. Emphasis is placed on the fundamentals of effective case management, investigative strategies, interview and interrogation techniques, the use of forensics in a criminal investigation, and the laws of arrest, search and seizure as they relate to a criminal investigation. Actual criminal investigations will be examined and students will investigate a mock criminal incident.

Course Objectives

Upon the successful completion of this course the student will be able to:

1. Define the term investigation; list the objectives of a criminal investigation; and identify and explain the methods used in conducting a criminal investigation.
2. Define the more common laws of arrest search and seizure and how they relate to a criminal investigation.
3. Define the desirable characteristics and attitudes for investigators; explain how they are developed; and list the precautions to be taken to ensure continued objectivity will be maintained.
4. Define the importance of notes and reports, explain their uses in a criminal investigation and subsequent trial; list the principles of report writing and illustrate the phenomena of Modus Operandi.
5. Define interviewing and explain how proficiency in this art is obtained. Describe techniques and methods of obtaining information through an interview. Identify and discuss the importance of an area canvas for witnesses and the evaluation of witness and victims who are to testify in court.
6. Develop awareness for the art of criminal interrogation and identify and discuss components, rules, classifications of suspects and methods and techniques involved in criminal interrogation.

7. Demonstrate awareness for the value of properly collected physical evidence examined by trained laboratory technicians and be able to describe and apply techniques of crime scene processing.
8. Identify the role of police records systems; list the various purposes for the acquisition and maintenance of vast reservoirs of information and their relationships and importance to the overall police effort. Identify the use of specialized systems and explain their importance to police records systems. Describe the role of the crime analyst in a criminal investigation.
9. List the various examples of how investigators develop, cultivate, maintain and use sources of information.
10. Explain the value of surveillance and undercover operations and their need in a criminal investigation.
11. Describe the basic format and methods involved for taking statements and confessions.
12. Explain the specific guidelines utilized in the investigation of selected crimes and investigative scenes.
13. List and assemble all necessary information, evidence and documents relating to a specific case for presentation to the district attorney and subsequent court proceeding. Identify the strong and weak areas of a case.
14. Examine and critique actual preliminary and follow-up police reports identifying the strong and weak aspects of the case. Develop effective case management strategies to bring the case to a conclusion.
15. Develop an appreciation for the importance of the investigator's court demeanor to the outcome of the trial. Identify the elements of good and poor demeanor and illustrate the affects on a judge and jury. Develop an appreciation for the role of the expert witness and identify those who can testify as an "expert". Describe the procedure for qualifying the expert witness.
16. Identify and describe advances in investigative technology.

Course Topics (Presented in the order as listed)

Throughout the semester students will be required to read assigned chapters in the book Finding Amy: A True Story of Murder in Maine and be prepared to discuss the readings in class.

Section 1

- Presentation of the Court TV program on the Amy St. Laurent murder investigation.
- Definition of an investigation.
- Responsibilities of an investigator.
- Abilities and related skills of an investigator.
- Qualifications of mind, personality, attitude and knowledge.
- Selecting an investigator.
- Application of forensics in an investigation.
- The criminal: mind, body, words and actions lead us to the offender.
- The witness, victim and suspect.
- Who, what, where, when how and why. Describing people, places, things and what happened. What makes a good investigation report will be discussed.
- Selecting the best witness, victim and suspect.
- The polygraph as an investigative tool.

- Miranda preface.
- Confessions.
- The line-up.
- Canvass.
- Questioning people.
- Non verbal communication.
- Records and files (Investigative aids)
- Trash Examination
- Body in the Water Exercise (Written Project)

Midterm examination

Section 2

- Preparation for the mock scenario. (Team assignments, selection of the primary and 2nd, rules for the mock scenario)
- Interview and Interrogation.
- Informants.
- Surveillance.
- Search warrants
- Handling major investigations. (Application of course material to various scenarios)
- Domestic Violence exercise (Written Project)

Course Requirements

All students are required to take charge of their own learning. The professor will work with all students to help ensure they successfully complete the course. Students must periodically review and comply with the “Key to Academic Success”.

Key to Academic Success!!!

1. I will attend class regularly and arrive to class on time.
2. I will treat others with courtesy, respect and how I would like to be treated. I will respect and attempt to understand the opinions of others.
3. I will bring all required materials to class (i.e. notebooks, workbook, textbook, assignments due)
4. I will be attentive in class.
5. I will participate in whole class and group discussions.
6. I will complete my assignments on time.
7. I will ask questions when I do not understand the material.
8. I will take notes in class.
9. I will study for quizzes and examinations.
10. I will be honest (avoiding plagiarism, cheating)
11. I will reflect on how I could make improvements to my learning.
12. I will seek out my professor or advisor if I am having difficulty with my course(s).
13. I will meet the learning objectives of each chapter.
14. I will recognize this course syllabus as a contract that I must abide by to ensure my academic success.

Work Outside of the Classroom

All students should be prepared to spend a minimum of two hours on out of class preparation for each hour of classroom instruction.

This preparation will include but not limited to review of lecture notes, completion of reading assignments, studying of course materials and completion of class projects/papers as assigned.

Required Materials

Textbook (1) Finding Amy: A True Story of Murder in Maine, Joseph K. Loughlin, Kate Clark Flora University Press of New England (Paperback)

Grading

Course Grade:

A	93-100	A-	90-92.9		
B+	87-89.9	B	83-86.9	B-	80-82.9
C+	77-79.9	C	73-76.9	C-	70-72.9
D+	67-69.9	D	63-66.9	F	0-62.99

“I” Grade: A temporary grade of “I” may be given when a student has, *due to extraordinary circumstances*, failed to complete all required course work by the end of the semester. This assumes that the student has made a consistent and persistent effort up to the point the “circumstances” occurred and that most course work has been completed. The remaining work must be completed and a new grade submitted by the mid-point of the semester following receipt of the “I” grade. An “I” grade which is not changed during this period automatically becomes an “F”.

Your final grade for this course will be based on the following:

Quizzes (20%)

Quizzes will cover text readings along with associated lecture and handout material.

Tentative Quiz Schedule:

Quiz 1 September 8th
Quiz 2 September 22nd
Quiz 3 September 29th
Quiz 4 October 13th
Quiz 5 November 29th

Mid-term examination (20%)

Date: October 20th

Final examination (20%)

Date: December 15th

Dates for the quizzes and examinations are given far enough in advance, so that students can adjust their schedules accordingly. There will be no make-up quizzes given. The lowest quiz grade is dropped before the average of the quiz scores is calculated. Quizzes

will be given the second half of the class on the day scheduled. Only under extraordinary circumstances and at the discretion of the professor will a student be allowed to take a missed examination. In the event that the class is cancelled, the scheduled quiz or examination will be given at the next class meeting.

Mock Exercise (25%)

Date: December 1st

The mock examination, worth (25%), will consist of a practical application of the course content. Students will work collaboratively to investigate a mock criminal incident. Local law enforcement personnel will aid in the organization, presentation and critique of this exercise. A rubric will be utilized in the grading of this examination. This exercise is scheduled for December 1st regardless of weather conditions. There is no make-up for this exercise. On December 6th, 8th, 13th students will work in class on concluding their investigation and case file. Students will be required to produce written reports according to their specific assignment during this exercise. Detailed instructions and the grading rubric for this exercise will be provided separately. Each investigative unit will submit their case file for grading no later than December 15th at 1:00 pm.

Written Projects (10%)

(5% for each project)

Written projects corresponding to the lecture material will be assigned. The written projects are listed below. No late projects will be accepted. Assignments may be emailed to the professor prior to the due dates.

1. Body in the water investigation. October 4th
Part 1: 2.5% Uniform officer response: narrative of action taken.
Part 2: 2.5% Detective response: list of investigative (20) steps to take.
2. Domestic Violence Investigation. November 10th
Part 1. 2.5% Students complete a standard police incident report.
Part 2. 2.5% Students write a first person statement.
(Include rough notes)

Pre-Miranda Preface 5%

Each student will play the role of a detective. The professor will act in the role of a suspect under arrest. The student will greet the suspect and give a pre-Miranda preface followed by reading the Miranda warning to the suspect. The student will attempt to demonstrate that the suspect understands the elements of Miranda and if the suspect waives his rights, the waiver was voluntary.

At the conclusion of the exercise the class will critique the delivery of the pre-Miranda preface along with the delivery of the Miranda warning.

Course and College Policies

Attendance Policy

In order to meet the course learning objectives students must be present in the classroom to participate in the exploration and discussion of course content. Any more than two

absences regardless of the reason(s) will result in a (3) point deduction per absence from a student's final course grade calculation.

Being late to class three times regardless of the reason(s) will constitute one absence. Late means arriving once the professor has begun the class. The closed classroom door is a signal that the class has begun. Students arriving late will enter quietly through the rear or side door of the classroom. Students leaving while the class is in session will leave quietly through the same rear or side door.

It is the responsibility of each student to sign the class attendance sheet at the beginning of each class meeting. Failure to sign in will result in an absence being recorded in the student's attendance record.

Deductions will be made beginning September 6 at 5 pm, the end of add/drop week.

A student who misses three classes in a row without notifying the professor prior to the missed classes or during the period the student is absent will be dropped from the course and not be permitted to return. Enrollment Services will be notified. It is then up to the student to go to Enrollment Services and formally withdraw from the course to prevent an adverse effect on the student's GPA.

Computers

The use of laptop computers for note taking only is permitted. Students will not use the Internet during class unless directed to do so by the professor. The professor will periodically check laptop note taking. Students found to be in violation of this policy will be prohibited from using their computer in class.

Cell phones

Cell phones will be turned off or the ringer silenced during class. Any student wishing to use a cell phone to speak or text someone must exit the classroom to do so.

Food and beverages

Beverages are permitted; eating of food is not permitted.

Student Code of Conduct:

All students are expected to be aware of and conform to the Student Code of Conduct. The Code can be found in the Student Handbook: The Compass.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling

condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you have finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work-study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

Notes: