



South Portland, Maine 04106
Criminal Justice Department

Course Syllabus

Title: Criminal Investigation **Semester:** Spring 2022
Catalog Number: CJUS-255-01
Prerequisite: CJUS-105 Intro to Criminal Justice
Co-requisite: CJUS- 135 Case Preparation
Credit Hours: 3 **Contact Hours:** 45
Offered: Tuesday and Thursday, 11:00AM-12:15AM, 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 effects 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.

- Introduction to the course, syllabus review
- Presentation of the Court TV program on the Amy St. Laurent murder investigation. (2nd class meeting)
- Definition of an investigation. (2nd class meeting)
- Responsibilities of an investigator. (3rd class meeting)
- Types of investigative responsibilities. (3rd class meeting)
- Abilities and related skills of an investigator. (4th class meeting)
- Investigator: Qualifications of mind, personality, attitude and knowledge. (5th and 7th class meeting)
- Selecting an investigator. (7th class meeting)

- Application of forensics in an investigation. (7th class meeting)
- The criminal: mind, body, words and actions lead us to the offender. (7th class meeting)
- The witness, victim and suspect-lead the investigator to the person that committed the crime. (8th class meeting)
- Who, what, where, when how and why. Describing people, places, things and what happened. What makes a good investigation report will be discussed. (8th class meeting)
- Selecting the best witness, victim and suspect. (8th class meeting)
- The polygraph as an investigative tool. (8th class meeting)
- Surveillance (Use in investigative work) (9th class meeting)
- The line-up. Physical and photographic line-ups, procedures- pro and cons (10th class meeting)
- Canvass. (10th class meeting)
- Records and files (Investigative aids) (11th class meeting)
- Talking/Questioning people (Communication-obtaining information) (12th class meeting)
- First person statement, summary statement, investigators report. (12th class meeting)
- Body in the Water exercise. (Written Project) (12th class meeting)
- Behavioral Analysis Interview. (13th class meeting)
- Eye witness evidence: the role of perception and memory. (13th class meeting)
- Finding Amy: the crime scene photographs. (14th class meeting)
- Mock Exercise assignments given. (17th class meeting)
- Witness Errors. (17th class meeting)
- The cognitive interview. (17th class meeting)
- The interviewer and the interview. (18th class meeting)
- Breakout into investigative groups (Mock rules of engagement, preparation, discussion) (18th and 19th class meeting)
- The purpose of interrogation, why people confess, interrogation procedure. Miranda preface introduction. (20th, 21st class meeting)
- Informants-defined, as a listening post, types of informants, reason for informing. (22nd, class meeting)
- Surveillance and Technology. (22nd class meeting)
- Investigating major cases. (23rd, 24th class meeting)

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 should use the “Key to Academic Success” to help ensure mastery of the course content.

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. I will keep track of my grades. (Grade Sheet)
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 the course.
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) (Students will need the book for the first class.)

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:

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Quizzes (15%)	<p>Quizzes will cover text readings, lectures, handouts and material posted on Brightspace.</p> <p>Quiz 1, 5th class meeting.</p> <p>Quiz 2, 9th class meeting.</p> <p>Quiz 3, distributed at the 9th class, due at the 11th class meeting.</p> <p>Quiz 4 15th class meeting.</p> <p>Quiz 5, distributed at the 23th class meeting, due at the 24th class meeting.</p> <p>Quiz 6, 26th class meeting.</p>
Mid-term examination (15%)	The mid-term will cover all material up to the mid-point of the semester. (16 th class meeting)
Final examination (15%)	The final examination will cover all material from the mid-term to the end of the semester. (32 nd class meeting)

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 with the exception of Quiz 3 and 5 is dropped before the final course grade is calculated. 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%) (28th class)

The mock examination, worth (25%), will consist of a practical application of the course content. Students will work collaboratively in teams to investigate mock criminal incidents. The schedule for the exercise and related materials will be posted on Brightspace. There is no make-up for this exercise. A rubric will be utilized in the grading of this exercise. This exercise will be held regardless of weather conditions. Class meetings following the exercise will be devoted to students preparing an investigative file, determining how the crimes were committed and the criminal charges for those arrested. Students will be required to produce written reports according to their specific assignment during this exercise. Each investigative team will submit their case file for grading no later than the date given on the course schedule posted on Brightspace.

Written Project (10%)

A written project corresponding to the lecture material will be assigned. See the course schedule. The project may be emailed to the professor prior to the due dates. Late submissions will not be accepted.

1. Body in the water investigation. (12th class)
 - Part 1: 2.5% Uniform officer response: summary of the interview conducted.
 - Part 2: 2.5% Detective response: list of investigative (20) steps to take.

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. 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.

Class Discussion Assignments. 15% (3 assignments)

Students will be assigned three topics to research for class discussion. The assignment will be typed and a copy sent to the professor through email before class begins on the date the assignment is due. No late assignments will be accepted. The assignment is graded pass/fail. Credit will be given if the assignment meets the following criteria.

1. The assignment is prepared, typed and submitted on time.
2. The student presents the information to the class and clearly articulates the information asked for in the assignment.

Due dates are included in the course schedule.

1st Assignment (Due the 6th class)

Give one valuable lesson you learned from each of the following parts of the book, "Finding Amy". The prologue and chapters 1,2,3.

2nd Assignment (Due the 11th class)

Identify agencies that can aid an investigator. Students will explain how the agency(s) assigned to them could aid in an investigation.

3rd Assignment (Due the 24th class)

Pick a State of Maine Supreme Court case or a U.S. Supreme Court case decided in the last 8 years that focusses on the admissibility of the statements from a defendant that were obtained by the police. Give an outline of the case facts and the decision by the court.

Course and College Policies

Attendance Policy

This course meets Tuesday and Thursday. The classroom is located in Howe Hall. Howe Hall is next to the baseball field. Students must be in the classroom on Monday of each week with no exception.

Students are expected to be present at the start of the class. Late arrivals interrupt the learning environment. Being late to class three times regardless of the reason(s) will constitute one absence and result in a 3-point deduction off the final grade for the course. Any more than three absences regardless of the reason(s) will result in a (3) point deduction

per absence from a student's final course grade calculation. Emphasis is placed not on the reason for the absence but rather the amount of class time missed as it relates to the ability of a student to master the course objectives.

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.

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 in regards to an urgent reason must exit the classroom to do so.

Food and beverages

Beverages are permitted; eating of food is not permitted in the classroom.

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.

Administrative Failures (AF)

An Administrative Failure (a final grade of AF) identifies students who have stopped attending class and who have had no contact with the faculty member for a period in excess of one week. A student may be administratively failed after missing one more consecutive class meeting than the number of class meeting per week (4 for a class that meets three times a week, three for a class that meets twice a week, two for a class that meets once a week).

A student in an online course may be administratively failed after not submitting an assignment, responding to a discussion question, completing a graded assignment, or otherwise performing some type of activity that shows active involvement in the course for a period of two weeks.

At their discretion, faculty may reinstate students who resume attending after the grade has been assigned.

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.

For Classes with any Face- to -Face Component

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the

semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

ADA 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.

The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2020 semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
 - Select the "tutoring needed" button if it appears inside your Brightspace course.
- Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

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've 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