CRIMINAL JUSTICE DEPARTMENT COURSE MASTER SYLLABUS

CRIJ-2314 CRIMINAL INVESTIGATION

First Day Handout

In addition to this master syllabus and department policies, all criminal justice instructors will furnish students a "First Day Handout" which will contain the following information:

- Instructor name, course name and number, section number and synonym, course time and location.
- Instructor's office hours, office location and number, phone number, E-mail, website (if available), availability of instructor for appointments and conferences.
- A course outline and/or calendar so students will have an idea of the course structure, particular test dates, and other important dates.
- The instructor will provide the student with their policies regarding: grading, attendance, class participation, missed or late work, and the use of electronic devices.

Course Description

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

Instructional Methodology

At the instructor's discretion, lecture, class discussions, research papers, multimedia presentations, class projects, and exams may be used to instruct the class.

Required Texts/Materials

Current edition of:

- Criminal Investigation by Swanson, McGraw Hill Publisher

Scans Competencies

Department scans skills for this course are: reading, writing, mathematics, speaking and listening, thinking skills, personal qualities, workplace competencies, and basic use of computers. Students will demonstrate their mastery of these skills through the use of class discussions, written assignments, demonstrations, and exams.

Course Rationale

This course will cover information that will assist criminal justice students in continuation of higher education goals and their employment in the criminal justice system.

Course Level Student Learning Outcomes

The student will understand the process relating to Inquests Upon Dead Bodies

- Identify requirements for an Inquest.

The student will understand the process relating to the Sex Offender Registration Program

- Identify requirements for Sex Offenders.

The student will know narcotic investigation techniques and procedures

- Identify the procedures for qualifying and utilizing informants in conducting investigations related to controlled substance and dangerous drug violations.
- Identify the following methods for conducting surveillance of suspected drug violators.
- Identify the following equipment and its importance when conducting clandestine drug investigations.
- Identify the proper procedures and possible hazards associated with clandestine lab investigations.
- Identify the common places of concealment of controlled substances and dangerous drugs on or in persons, places, and things.
- Discuss the incidence of drug interdiction and common characteristics of drug smugglers and their vehicles.
- Discuss appropriate interview techniques and factors contributing to probable cause in drug investigation.
- Identify methods of identifying suspected controlled substances and dangerous drugs.

Enhance the student's critical thinking and problem solving abilities, through the use of different models including the SARA and Crime Triangle

- Define critical thinking.
- Define community policing.
- Identify the essential aspects of critical thinking.
- Identify the four typical reasons for errors in reasoning.
- Identify methods of good problem solvers.
- Identify the four steps of the SARA model.
- Explain how the SARA model applies to the problem solving method.
- Explain the Crime Triangle.
- Discuss how to be a Problem-oriented Policing Agency.
- Participate in a group Problem Solving Case Study/Activity.

Increase understanding of the psychological, social, and economic impact of crime on the victims.

- Discuss the elements of a crisis reaction.
- Identify phases of a victim's reaction to crime.
- Discuss the ripple effect of crime victimization.
- Discuss elements of crisis intervention.
- Discuss the potential for secondary victimization by the criminal justice system and how to avoid it.
- Identify the elements of an appropriate death notification.

The student will be able to recognize statutory responsibilities relating to victims rights.

- Identify the legal basis of law enforcement's responsibilities to victims' rights.
- Identify crime victim liaison and duties.
- Summarize legal requirement for providing victims written notice.
- Explain rights granted victims of crime.
- Identify the value to law enforcement of effective assistance to victims.

The student will have a working knowledge of the goals and objectives of criminal investigation.

- Define Criminal Investigation.
- Identify the tools of the criminal investigator.
- List the goals of criminal investigation.
- Identify the duties of the officer in conducting the preliminary investigation.
- Identify the elements of the continuing or follow-up investigation.
- Define corpus delicti and discuss its significance in the criminal investigative process.
- Define evidence and discuss its legal significance.
- Define reasonable doubt and discuss its significance in criminal cases.
- List five qualifications of an investigator.

The student will have a working knowledge of crimes against property and persons and characteristics of these crimes

- Discuss various types of property offenses and characteristics of these types of crimes.
- Identify the characteristics of a street thief.
- Identify what is meant by the term "gray market vehicle".
- Identify the term "salvage switch" and recognize how it works.
- Identify some common problems of dealership inventory control.
- Identify some problems with car rental agencies (civil vs. criminal violations).
- Recognize some conditions of a vehicle that might lead an officer to suspect it to be stolen.
- Recognize some indicators that lead an officer to believe the vehicle is stolen after it has been stopped and observed.
- Describe procedures for determining whether a vehicle has been impounded or repossessed in reported auto theft cases.
- Identify the various types of offenses against persons and the characteristics of these type crimes.

The student will obtain a working knowledge of basic preliminary investigatory procedures associated with various crimes

- Discuss general preliminary investigatory procedures to be followed when dealing with crimes against property.
- Discuss general preliminary investigatory procedures to be followed when dealing with crimes against persons.

The student will obtain a working knowledge of forensic procedures and terminology related to homicide investigation

- Define autopsy and discuss its value in homicide investigations.
- Discuss the following terms as they relate to homicide investigation.

The student will obtain a working knowledge of laboratory and other procedures of value in the criminal investigative process

- Identify typical laboratory and other procedures useful in furthering criminal investigations.

To increase the students' understanding of, respect for and actual application of the tasks required in conducting a criminal investigation

- Describe procedures to be taken upon arrival at the scene.
- Describe procedures for identifying victim in case of serious injury or death.
- Identify the available special units which may be called to the scene.
- Identify information which should be made known to other officers.
- Discuss the legal authority to protect the crime scene and establish the perimeters.
- Describe procedures for securing the crime scene.

To increase the understanding of and actual application of protecting and searching the crime scene

- Discuss the objectives in conducting a crime scene search.
- Identify the potential problems in conducting a crime scene search.
- Discuss factors to be considered when choosing methods of crime scene search.
- Describe procedures involved in implementing a crime scene search.
- Determine circumstances under which additional investigative and technical personnel should be called to conduct a crime scene search and when officers may vacate the scene.
- Identify when evidence may and may not be used.
- Identify the procedures to be followed in photographing a crime scene.
- Discuss the value of crime scene sketches.
- Describe the proper procedures for crime scene documentation.
- Identify methods for preparing a crime scene sketch.
- Identify types of crime scene sketches.
- Explain chain of custody.
- Describe procedures for establishing chain of custody.
- Categorize the type of evidence to be collected for the type of offense committed.
- Demonstrate safe methods for preserving evidence in original condition.
- Apply procedures for obtaining information from victims, complainants and witnesses.

To recognize the components of and the differences between interviewing complainants/witnesses, victims and suspects

- Explain the legal requirements for conducting interviews.
- Describe the techniques used in conducting an interview.

To develop a basic understanding of the officer's responsibility in the booking process

- List reasons for search during booking procedures.
- Describe the proper manner of detailed recording and securing of prisoner's property.
- Describe the proper procedure to record all necessary booking data on a prisoner and vehicle impound information.
- Identify the processes by which stolen and wanted information may be retrieved.
- Identify procedures to follow when prisoner and/or officer may have suffered bodily injury.
- Identify results of a proper booking process.

To prepare the student to be an effective courtroom witness.

- Identify the benefits of professional courtroom demeanor and appearance.
- Explain the steps used to refresh memory in preparation for testimony.
- Demonstrate proper demeanor when called to testify.
- Describe methods of court procedure.
- Discuss techniques for presenting effective testimony.
- Demonstrate response to questions within the limits of known information rather than speculate.
- Explain the procedure for exclusion of witnesses from the courtroom.
- Recognize examples of courtroom tactics by defense attorney.
- Demonstrate the ability to testify effectively and to critique the testimony of others.

- To develop proficiency in the case management process
- List reasons for case management.
- Discuss the value of a properly prepared case folder.
- Identify the type of documentary information included in a case folder and in a prosecution summary.
- Identify the necessity of properly prepared case files.
- The Instructor may also list additional learning objectives in their "First Day Handout".

Students will demonstrate that these objectives have been mastered through the use of class discussions, written assignments, demonstrations, and test taking, (The Instructor may also list additional learning objectives in their "First Day Handout".)

CRIMINAL JUSTICE DEPARTMENT COURSE MASTER SYLLABUS

Program-Level Student Learning Outcomes

Upon successful completion of this criminal justice program, the student will

- Define the functions and roles of all major components (police, courts and corrections) of U.S. Criminal Justice System.
- Differentiate the institutions, law and concepts that compose the Criminal Justice System
- Identify and apply ethical considerations that are intrinsic components of the criminal Justice system
- Differentiate, analyze and apply the constitutional constraints under which police, corrections and prosecutors must operate in a free society.
- Distinguish various career paths and positions available in the traditional criminal justice workforce
- * Integrate academic theory with practical applications of law enforcement (passing comprehensive examination for the Certificate program)

  *Applies primarily in the Level I Certificate Program

TEXAS COMMISSION ON LAW ENFORCEMENT
Enrollment Standards

All ACC Texas Peace Officer Certificate students and those who will enter commissioned police employment must meet the following requirements in conjunction with being responsible for all TCOLE requirements:

1. Not be currently charged with any criminal offense for which conviction would bar licensing.
2. Has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order.
3. Has never been convicted of an offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years.
4. Has never been convicted of any family violence offense.
5. Is not prohibited by state or federal law from operating a motor vehicle.
6. Is not prohibited by state or federal law from possessing firearms or ammunition.
7. Is a United States citizen.
8. All requirements as listed in the Texas Commission on Law Enforcement (TCOLE) rules. All students are responsible for knowing the TCOLE rules prior to entering the program and must provide accurate information regarding their status in relation to the TCOLE rules. Failure to understand and apply the rules is reason for dismissal from the ACC/CRJ program. You may view the complete rules on the TCOLE website: http://tcole.texas.gov/.

CRIMINAL JUSTICE DEPT. COURSE POLICIES

Classroom Rules:

ACC college rules state that food and drink are not allowed in classroom. Children are also not allowed in the classroom.

Use of ACC Email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACCmail, including instructions on setting up an account, can be found at http://www.austincc.edu/accmail/ NOTE: Please include your full name, ACC ID number, Course title and section when emailing your instructor, the Department Chair, or staff.

Attendance Requirements:

A student at Austin Community College is expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because objectives can vary from department to department and from course to course, individual CRJ instructors shall inform the student in writing of their specific course objectives, attendance policies, instructor office hours, and course grading policies at the first class meeting with a "First Day Handout". A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor. It is the student's responsibility to consult with instructors and seek support services when course objectives cannot be met. The student may appeal instructor withdrawals within 10 days.

Withdrawal Policy

The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Three and the Rule of Six.

You may withdraw from a class at any time before the withdrawal deadlines published in the academic calendar. Dropping out of class or notifying the instructor does not constitute authorized withdrawal. Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form to Admissions and Records. Withdrawal courses appear on the student's record with a grade of W.

Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course. NOTE: It should be understood that it is the student's responsibility and not the instructors' to drop a course. A student that discontinues coming to class and fails to drop a course is subject to receiving a final, permanent grade of "f".

Students are responsible for understanding the impact withdrawing from a course may have on their financial aid, veterans' benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes

- Rule of Three

  Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course.

- Rule of Six

  Per state law, students enrolling for the first time in Fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

Appealing an Instructor-Initiated Withdrawal

A student may appeal an instructor-initiated course withdrawal in writing immediately upon notification by the instructor or within five business days after postmark of the college notice of withdrawal. The written appeal shall be made initially to the course instructor, who will respond in writing within five business days. The student may appeal the instructor's decision within five business days to the appropriate department chair, then the dean, whose decision will be final. The student may attend class, submit assignments, and take tests for grading through the final disposition of the appeal unless there are established course or program guidelines that would prohibit the student from returning to class.

Incompletes:

Instructors may award a grade of "Incomplete" when students fail to complete all course requirements. When doing so, instructors will complete an "Incomplete Form" and forward to the department chair. If the student then completes the work in the required time frame, the instructor will be responsible for contacting the department chair with the new grade information. NOTE: Students, who fail to successfully complete the required course work within the timeframe allowed, will automatically have the "Incomplete" changed to a final grade of "F."

Scholastic Dishonesty:

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects either individual or group; classroom presentations, and homework" (Refer to Student Handbook for details).

NOTE: STUDENTS MAY BE DISMISSED FROM THE COURSE AT THE DISCRETION OF THE INSTRUCTOR FOR SCHOLASTIC DISHONESTY.

Academic Freedom:

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence it is essential that faculty members at Austin Community College be free to pursue scholarly inquiry without unreasonable restriction, and to voice and publish their conclusions without fear of institutional censorship or discipline. They must be free from the possibility that others of differing vision, either inside or outside the college community, may threaten their professional careers. The concept of academic freedom in Austin Community College is accompanied by an equally demanding concept of responsibility, shared by the Board of Trustee, administration, and faculty members.

The essential responsibilities of the Board of Trustees and administrators regarding academic freedom are set forth in the Criteria for Accreditation, adopted by the Southern Association of Colleges and Schools, as updated and revised.

In the classroom or in college-produced telecommunications, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of material and should introduce only material that has a clear relationship to the subject field.

Student Discipline:

Austin Community College students are recognized as responsible persons who neither lose the rights nor escape responsibilities of citizenship. Enrollment in the College indicates acceptance of the rules set forth in Administrative Rule 4.02.010 concerning disciplinary action. Due process through an investigation and appeal process is assured to any student involved in disciplinary action.

Student's Freedom of Expression:

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It expected that faculty and students will respect the views of others when expressed in classroom discussions.

Statement on Students with Disabilities

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the office of Student Accessibility Services (SAS). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the 'Notice of Approved Accommodations' from SAS before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about Student Accessibility Services is available at http://www.austincc.edu/sas

CRJ Department Web Page

Students are encouraged to review the department's web page at http://www.austincc.edu/crij/ where valuable information concerning the criminal justice program may be found. Several other useful URL sites are also listed.

Counseling

Many educational and employment concerns of students may be answered by their course instructor. If additional counseling is needed, students are encouraged to contact the CRJ Department Chair for assistance. The CRJ Department Chair is located at the Cypress Creek Campus, room: 2204.5, Phone: 223-2082, E-Mail: gwhil@austincc.edu

Safety Statement

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at http://www.austincc.edu/emergency/.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

Testing Center Rules

It is the student's responsibility to obtain, read and be thoroughly familiar with ACC Testing Center Rules prior to taking exams at the center. Violation of these rules is very serious and may result in disciplinary action. Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, regardless of whether it is on or off, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/