

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Interviewing and Investigation (Police Foundations)

CODE NO. : OEL839 / PFP304

SEMESTER:

PROGRAM: Police Foundations

AUTHOR: Jim Euale, Bruce Johnson, Dr. Andrea Kohan

DATE: May 2005

PREVIOUS OUTLINE DATED:

Sept. 2003

APPROVED:

DEAN

DATE

TOTAL CREDITS: 3

PREREQUISITE(S):

HOURS/WEEK:

14 Weeks

TOTAL CREDIT HOURS: 48

*Copyright ©2004 The Sault College of Applied Arts & Technology
 Reproduction of this document by any means, in whole or in part,
 without prior written permission of Sault College of Applied Arts & Technology is prohibited.
 For additional information, please contact the Dean
 School of Health and Human Services
 Sault College (705)759-2554*

I. COURSE DESCRIPTION:

This course focuses on interviewing and investigation skills. Students develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. They also learn the basic steps of investigation including the practical development of note taking and observation skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**Relationship To Program Learning Outcomes**

Police Foundations Vocational Outcomes	Generic Skills
<ol style="list-style-type: none"> 1. Act in a manner consistent with all relevant law and legislation, and professional, organizational, and ethical standards. 2. Document, prepare, and assist in the presentation of court cases in compliance with criminal and provincial law, rules of evidence, and the Charter of Rights and Freedom. 3. Initiate, promote, and facilitate partnerships to meet community policing and security needs. 4. Assess the relationship of policing services to other participants in the criminal justice system and other community service agencies. 5. Assess information gathering skills used in basic investigative techniques. 	<ol style="list-style-type: none"> 1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of audiences. 2. Use a variety of computer hardware and software and other technological tools appropriate and necessary to the performance of tasks. 3. Evaluate her or his own thinking throughout the steps and processes used in problem solving and decision making. 4. Collect, analyse, and organize relevant and necessary information from a variety of sources.

	5. Create innovative strategies and/or products that meet identified needs.
--	---

Upon successful completion of this course, you will demonstrate the ability to:

1. Extract and gather information utilizing professional and ethically accepted interviewing techniques.
 - Interview individuals and groups to collect evidence, elicit, and validate information.
 - Comply with provincial, civil, and criminal law and use rules of evidence to guide investigation and interactions, and to ensure admissibility of evidence.
2. Select the most appropriate technique in a variety of situations in order to extract information.
 - Influence or persuade others using a variety of communication strategies or techniques.
 - Use communication strategies, techniques, and language to meet the needs of an individual or group.
 - Evaluate the results of communication and adapt subsequent communication strategies.
3. Apply Charter provisions and judges rules when obtaining admissions/confessions in the interview process.
 - Comply with provincial, civil, and criminal law and use rules of evidence to guide investigation and interactions, and to ensure admissibility of evidence.
 - Interview individuals and groups to collect evidence, elicit, and validate information.
4. Apply basic communication skills in the area of listening and speaking and recognize the significance of body language and environment in the interview process.
 - Collect, analyse, and synthesize information through observation, research, and consultation.
 - Record statements and observations accurately and objectively.
 - Develop effective observation and interview skills.
5. Record investigative notes in compliance with legal and ethical standards.
 - Apply provincial and federal standards, regulations, and rules to professional conduct.
 - Adhere to professional code of ethics.
 - Comply with provincial, civil, and criminal law and use rules of evidence to guide investigation and interactions, and to ensure admissibility of evidence.
 - Interview individuals and groups to collect evidence, elicit, and validate information.
 - Record statements and observations accurately and objectively.
6. Identify appropriate sources of information relative to investigative needs.

- Protect confidentiality of information.
 - Respect the legal rights of others.
 - Behave in an empathetic, respectful, and understanding manner.
7. Progress through the basic sequential steps of an investigation.
- Analyse personal and collective conduct related to ethical challenges that arise in various work situations.
 - Adhere to professional code of ethics.
 - Respect the legal rights of others.
 - Describe crime scene procedures used for securing, searching, recording, collecting, and preserving evidence.
 - Comply with provincial, civil, and criminal law and use rules of evidence to guide investigation and interactions, and to ensure admissibility of evidence.
 - Apply knowledge of court jurisdictions in various situations (e.g., foreign warrants, extradition, First Nations policing).
 - Interview individuals and groups to collect evidence, elicit, and validate information.
8. Construct and apply descriptive factors for identification of suspects and other persons.
- Use questioning techniques to gather, clarify, and validate information.
 - Record statements and observations accurately and objectively.
 - Develop effective observation and interview skills.

How learners might demonstrate their learning achievement of course learning outcomes:

Case study analysis

Critical Knowledge and Skills	Suggested Resources	Suggested Learning Activities
1. How to apply knowledge of different strategies of information retrieval. 2. Construct, for implementation purposes, a description for suspects or others using PARL'E	Euale, J., Turtle, J., <i>Interviewing and Investigation.</i> Edmond Montgomery Arcaro, Gino, <i>Criminal Investigation, Forming Reasonable Grounds.</i> McGraw-Hill	

III. REQUIRED RESOURCES/TESTS/MATERIALS:

Euale, J., Turtle, J. *Interviewing and Investigation*. (1999). Emond Montgomery Publications.

This course requires the use of a video camera. It is the student's responsibility to video tape an interview.

IV. EVALUATION PROCESS/GRADING SYSTEM:

Mid-Term Exam (Chapters 1-3)(online)	30%
Interview Videotape	30%
Final Exam (Chapters 4-6)(paper-based)	40%
Total	100%

Your registering college will convert the percentage grade to the letter grade.

V. SPECIAL NOTES:

1. If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), please identify your needs to the tutor and/or the Centre for Students with Disabilities at your registering college.
2. It is the responsibility of the student to retain all course outlines for possible future use for transfer of credit to other postsecondary institutions.
3. Course Outline Amendments: The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.