

# 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 Parady  
**DATE:** September      **PREVIOUS**      May 2008  
2011      **OUTLINE DATED:**  
**APPROVED:**  
\_\_\_\_\_ "*Laurie*  
*Poirer*" \_\_\_\_\_      \_\_\_ Aug,  
DEAN      2011 \_\_\_\_\_  
DATE  
**TOTAL CREDITS:** 3  
**PREREQUISITE(S):**  
**HOURS/WEEK:** 14 Weeks      **TOTAL CREDIT**  
**HOURS: 48**

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*For additional information, please contact the  
School of Continuing Education  
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**

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

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.

- Differentiate between victims, suspects and witnesses
  - 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.
    - Apply accepted interview techniques such as the Reid Interview Technique to obtain information from suspects.
    - Evaluate the results of communication and adapt subsequent communication strategies.
    - Identify behaviours and speech patterns that may indicate deception
  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 within the boundaries set out by court decisions defining Charter rights and limitations.
    - 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 adhering to identified Common Law, Charter and legislative requirements.
    - 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.
  6. Identify appropriate sources of information relative to investigative needs.
    - Protect confidentiality of information.
    - Interact with involved parties 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.
  - Apply knowledge of court jurisdictions in various situations.
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.
  - Identify means of suspect identify identification by witnesses such as photo line-ups.

### III. REQUIRED RESOURCES/TESTS/MATERIALS:

Watkins, K., Turtle, J., Euale, J. *Interviewing and Investigation*. 2<sup>nd</sup> Edition. (2011). Emond Montgomery Publications.

Criminal Code of Canada, Martin. Most recent version.

**This course requires the use of a video camera.** It is the student's responsibility to video tape an interrogation. Please check with your instructor as to acceptable video formats (i.e VHS, DVD, etc).

### IV. EVALUATION PROCESS/GRADING SYSTEM:

Mid-Term Exam (Chapters 1-4)(online)	30%
Assignment: Video Interrogation	20%
Assignment: Admissibility of Statements Given by Young Persons	10%
Final Exam (Chapters 3-	40%

6)(paper-based)

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.
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