

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: INVESTIGATIVE TECHNIQUES & PROCEDURES

Course No.: LAS 304


Program: LAW AND SECURITY ADMINISTRATION

Semester: THREE

Date: SEPTEMBER 1990 Previous date: SEPTEMBER 1989

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APPROVED:

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DATE:

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COURSE GOALS

This course will provide students with an understanding of the role of professionals in criminal investigations. Students will develop basic skills to permit them to assist in conducting investigations. They will learn the legal parameters within which an investigation must be conducted and evidence collected.

STUDENT PERFORMANCE OBJECTIVES

1. Define the terms as given by course instructor.
2. State the role of the police in the Investigation process.
3. Differentiate between Pro-Active and Reactive policing and provide examples of each.
4. From given scenarios, list and discuss the steps of approaching the scene of an occurrence and preserving the scene for expert examination.
5. State and discuss the importance of fingerprinting and matching in the identification of physical evidence.
6. List and discuss the sources of information that may assist in conducting successful investigations.
7. Conduct interviews of victims, witnesses and suspects.
8. State and discuss reporting responsibilities of police.

TOPICS TO BE COVERED

1. Role of Police
2. The Crime Scene
3. Collection of Evidence
4. The Investigation
5. Reporting Responsibilities

LEARNING ACTIVITIES

1. Role of Police
Upon successful completion of this unit, students will be able to:
 - 1.1 Define the terms as set out by the course instructor
 - 1.2 List and discuss the services performed by the police
 - 1.3 Differentiate between Pro-Active and Re-Active patrol
 - 1.4 State the difference between crime repression and crime prevention
 - 1.5 List the pro-active programs implemented in the city and discuss how each program works
 - 1.6 Discuss the impact of community based policing on the future of policing in Canada
- 2.0 The Crime Scene
Upon successful completion of this unit, students will be able to:
 - 2.1 Define the terms as set out by the course instructor
 - 2.2 State the proper states of mind which should be maintained by a law enforcement officer, during a tour of duty
 - 2.3 Describe the proper approach techniques to occurrences and crime scenes
 - 2.4 Discuss the importance of mental role playing in preparing an officer for an occurrence
 - 2.5 Discuss the importance of physical preparation
 - 2.6 State which laws may affect the safe arrival of an officer at an occurrence or crime scene
 - 2.7 List and discuss the duties of the first officer at the scene
- 3.0 Collection of Evidence
Upon successful completion of this unit students will be able to:
 - 3.1 Define the terms as set out by the course instructor
 - 3.2 State the importance of physical evidence in conducting successful investigations
 - 3.2a List the sources of physical evidence
 - 3.3 State the value of fingerprints as evidence
 - 3.4 List the types of surfaces that are suitable for the development of fingerprints
 - 3.5 List three factors that may effect the deposit of fingerprints
 - 3.6 List two factors that may effect the development of fingerprints
 - 3.7 List four other impressions that may be identified and state the significance of each
 - 3.8 State the procedure to be followed once physical evidence is found
 - 3.9 State the procedure for identifying physical evidence
 - 3.10 State the role of the Centre of Forensic Science and list the functions performed

4.0 The Investigation

Upon successful completion of this unit, student will be able to:

- 4.1 Define the terms as set out by the course instructor
- 4.2 State the basis for successful investigations
- 4.3 Chart the police apprehension process from the commission of the crime to case presentation
- 4.4 State the functions that should be completed during the initial investigation
- 4.5 State the role of the police in the continuing investigation
- 4.6 List five personal attributes that contribute to a successful career as an investigator
- 4.7 State the methods of locating witnesses
- 4.8 State the objectives of an interview
- 4.8a List and discuss the objectives of a field interview
- 4.9 List and discuss the general interviewing techniques
- 4.10 Discuss the implications of the Canadian Charter of Rights and Freedoms on the questioning of suspects
- 4.11 List and discuss other sources of information (levels) during an investigation
- 4.12 From a given scenario, conduct an interview

5.0 Reporting Responsibilities

Upon successful completion of this unit, students will be able to:

- 5.1 Discuss the importance of notes (notebook) in any investigation
- 5.2 State the purpose of police reports
- 5.3 Chart the path of an occurrence report from the time completed by field officer until case presentation in court
- 5.4 State what information should be contained in a report
- 5.5 List different report forms and state the purpose of each
- 5.6 From a given scenario, prepare all the reports required for case presentation in court

REQUIRED STUDENT RESOURCES

Weston, Paul, B./Wells, K.M., Criminal Investigation: Basic Perspectives. 5th Edition, 1990

Centre of Forensic Science. Aids to the Investigator

ADDITIONAL RESOURCE MATERIAL

Salhany, Roger, The Police Manual of Arrest, Seizure and Interrogation, Fourth Edition, 1988

METHODS OF EVALUATION

The final grade will be derived from a midterm test, a final exam, unannounced quizzes, assignments and case studies.

Quizzes, assignments and case studies	40%
Midterm test	30%
Final exam	30%
	100%

COLLEGE GRADING POLICY

- 90 - 100% = A+
- 80 - 89% = A
- 70 - 79% = B
- 60 - 69% = C
- Below 60% = R (repeat course)

ADDITIONAL NOTES

All areas of Law Enforcement require a certain amount of reporting. These reports must be completed correctly, accurately and most importantly on time. To prepare the student for the reporting responsibilities associated with the profession each student will be required to submit weekly reports. These reports will be prepared on computer or typed and shall summarize the activities to the weeks classes.

These reports shall have a value of 10% of the final LAS 304 mark. Late reports are not acceptable and the student shall lose 1% for any late or incomplete report.

In addition to the reporting, students enrolled in LAS 304 will be subject to unannounced quizzes. Should a student miss one of these quizzes and the student's absence was not explained prior to class, the student shall not be permitted to make up the quiz. Any student absent from the midterm test or the final exam without excuse or without prior consultation with the course instructor may not be allowed to make up the test or exam.