

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

<b><u>COURSE TITLE:</u></b>	Introduction to Private Investigation		
<b><u>CODE NO. :</u></b>	CJS 318	<b><u>SEMESTER:</u></b>	III
<b><u>PROGRAM:</u></b>	Law and Security Administration		
<b><u>AUTHOR:</u></b>	John E. Jones		
<b><u>DATE:</u></b>	Aug, 2000	<b><u>PREVIOUS OUTLINE DATED:</u></b>	Sept, 1999
<b><u>APPROVED:</u></b>			
	_____		_____
	DEAN		DATE
<b>TOTAL CREDITS:</b>	3		
<b>PREREQUISITE(S)</b>	PFP 303 Police Powers I		
<b>Hours per Week:</b>	3		

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*School of Health and Human Services*

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<b>I.</b>	<b>COURSE DESCRIPTION:</b> The goal of this course is to provide an introduction to the authorities and various techniques used by private investigators and private security personnel including the legalities of gathering evidence and presenting information. The course is divided into specific learning outcomes that will enable the student to develop an understanding of private security and the role of private investigations within the role of security to private organizations.
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<b>II.</b>	<b>LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:</b>
	Upon successful completion of this course, the student will demonstrate the ability to:
1.	<b>Describe the role of private investigations and the private investigator in the Canadian legal system.</b>
	<u>Potential Elements of the Performance:</u> a. describe the differences between private and public investigations and investigators b. outline the historical implications of private investigations and investigators c. describe the legal authorities for private investigations and investigators d. list and describe the types of investigations conducted e. list and discuss the problem solving and discretionary procedures of investigations f. list and discuss the objectives of investigations g. list and discuss the sources of information
2.	<b>Demonstrate through application the necessary skills in memory and observation needed for the private investigation and investigator field</b>

	<p><u>Potential Elements of the Performance:</u></p> <ul style="list-style-type: none"> <li>a. outline and use memory enhancement techniques</li> <li>b. outline and use identifying characteristics to describe persons, places, and objects</li> <li>c. outline and describe mannerisms and impressions</li> <li>d. apply techniques to reconstruct past events</li> </ul>
<b>3.</b>	<b>Demonstrate knowledge of interviewing techniques and non-verbal communication through application</b>
	<ul style="list-style-type: none"> <li>a. outline the differences between interviewing and interrogation of persons</li> <li>b. conduct and record interviews</li> <li>c. describe non-verbal communication characteristics used as interview clues</li> <li>d. describe clues of deception useful to the investigator during an interview</li> </ul>
<b>4.</b>	<b>Demonstrate knowledge and skills related to surveillance</b>
	<p><u>Potential Elements of the Performance:</u></p> <ul style="list-style-type: none"> <li>a. describe the purpose of surveillance</li> <li>b. identify and describe the types of surveillance</li> <li>c. describe the types of equipment and disguises used in surveillance</li> <li>d. identify and outline the legal aspects of audio and video surveillance</li> <li>e. describe the use of undercover surveillance</li> <li>f. describe the process of evidence gathering in the workplace</li> </ul>
<b>5.</b>	<b>Describe and define the sources of public information used by private investigators</b>
	<p><u>Potential Elements of the Performance:</u></p> <ul style="list-style-type: none"> <li>a. identify public information sources</li> <li>b. identify sources of restricted and non-restricted information</li> <li>c. identify information sources to find missing persons</li> <li>d. describe the profiling process for persons and background inquiries</li> <li>e. identify causes of disappearances of persons</li> </ul>

<b>III</b>	<b>TOPICS:</b>		
	1.	Role of Private Investigations in Canada	
	2.	The Private Investigator	
	3.	Interviewing	
	4.	Surveillance techniques	
	5.	Public information sources in Canada	
<b>IV.</b>	<b>REQUIRED RESOURCES/TEXTS/MATERIALS:</b> <i>The Canadian Private Investigator's Manual</i> , D. James Hawkins and Elaine Z. Konstan, 1996, Emond Montgomery Publications Limited, Toronto, Canada		
<b>V.</b>	<b>EVALUATION PROCESS/GRADING SYSTEM:</b> Written assignments - 20 marks Mid-term exam - 35 marks Final exam (comprehensive) - 45 marks		
	The following semester grades will be assigned to students in post-secondary courses:		
	<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
	A+	90 - 100%	4.00
	A	80 - 89%	3.75
	B	70 - 79%	3.00
	C	60 - 69%	2.00
	R (Repeat)	59% or below	0.00
	CR (Credit)	Credit for diploma requirements has been awarded.	
	S	Satisfactory achievement in field placement or non-graded subject areas.	
	U	Unsatisfactory achievement in field placement or non-graded subject areas.	
	X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual - Deferred Grades and Make-up</i> ).	

	NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	
<b>VI.</b>	<b>SPECIAL NOTES:</b>		
	<u>Special Needs:</u> If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.		
	<u>Retention of course outlines:</u> It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.		
	<u>Plagiarism:</u> Students should refer to the definition of "academic dishonesty" in <i>Student Rights and Responsibilities</i> . Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.		
	<u>Course outline amendments:</u> 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.		

	Substitute course information is available in the Registrar's office.
	<p><b>Re-write of an exam is not permitted.</b></p> <p>All assignments must be typed, double spaced, with a cover page.</p> <p>Failure to notify the professor of exam absence prior to the exam will result in a "0" grade assigned.</p>

<b>VII.</b>	<b>PRIOR LEARNING ASSESSMENT:</b>
	Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.
<b>VIII.</b>	<b>DIRECT CREDIT TRANSFERS:</b>
	Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.