

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**COURSE OUTLINE**

**COURSE TITLE:** Interviewing and Investigating for Police Foundations

**CODE NO. :** PFP304                                                 **SEMESTER:** 3

**PROGRAM:** Police Foundations

**AUTHOR:** Jim Euale

**DATE:** Sept. 2001                         **PREVIOUS OUTLINE DATED:** Sept/00

**APPROVED:**

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<b>DEAN</b>	<b>DATE</b>

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** PFP104, PFP204

**LENGTH OF COURSE:** 16 Weeks                         **TOTAL CREDIT HOURS:** 48

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*For additional information, please contact Judi Maundrell, Dean*  
*School of Health and Human Services*  
*(705) 759-2554, Ext. 603/689*

**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>
1. act in a manner consistent with all relevant law and legislation, and professional, organizational, and ethical standards.	1. communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of audiences.
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.	2. use a variety of computer hardware and software and other technological tools appropriate and necessary to the performance of tasks.
3. initiate, promote, and facilitate partnerships to meet community policing and security needs.	3. evaluate her or his own thinking throughout the steps and processes used in problem solving and decision making.
4. assess the relationship of policing services to other participants in the criminal justice system and other community service agencies.	4. collect, analyse, and organize relevant and necessary information from a variety of sources.
5. assess information gathering skills used in basic investigative techniques.	5. create innovative strategies and/or products that meet identified needs.

**Course Learning Outcomes**

Students who receive credit for this course will have demonstrated their ability to:

1. Extract and gather information utilizing professional and ethically accepted interviewing techniques.
  - 1.1 Interview individuals and groups to collect evidence, elicit, and validate information
  - 1.2 Prepare court documents that elaborate on the significant elements of a case and adhere to rules of disclosure.
  - 1.3 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
  - 2.1 Influence or persuade others using a variety of communication strategies or techniques.
  - 2.2 Use communication strategies, techniques, and language to meet the needs of an individual or group
  - 2.3 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
  - 3.1 Prepare court documents that elaborate on the significant elements of a case and adhere to rules of disclosure.
  - 3.2 Comply with provincial, civil, and criminal law and use rules of evidence to guide investigation and interactions, and to ensure admissibility of evidence
  - 3.3 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.
  - 4.1 Collect, analyse, and synthesize information through observation, research, and consultation,
  - 4.2 Record statements and observations accurately and objectively.
  - 4.3 Develop effective observation and interview skills.
  
- 5 Record investigative notes in compliance with legal and ethical standards.
  - 5.1 Apply provincial and federal standards, regulations, and rules to professional conduct
  - 5.2 Adhere to professional code of ethics
  - 5.3 Prepare court documents that elaborate on the significant elements of a case and adhere to rules of disclosure.
  - 5.4 Comply with provincial, civil, and criminal law and use rules of evidence to guide investigation and interactions, and to ensure admissibility of evidence
  - 5.5 Interview individuals and groups to collect evidence, elicit, and validate information
  - 5.6 Record statements and observations accurately and objectively.
  
- 6 Identify appropriate sources of information relative to investigative needs.
  - 6.1 Protect confidentiality of information
  - 6.2 Respect the legal rights of others
  - 6.3 Behave in an empathetic, respectful, and understanding manner
  
- 7 Progress through the basic sequential steps of an investigation
  - 7.1 Analyse personal and collective conduct related to ethical challenges that arise in various work situations
  - 7.2 Adhere to professional code of ethics
  - 7.3 Respect the legal rights of others
  - 7.4 Describe crime scene procedures used for securing, searching, recording, collecting, and preserving evidence.

- 7.5 Prepare court documents that elaborate on the significant elements of a case and adhere to rules of disclosure.
  - 7.6 Comply with provincial, civil, and criminal law and use rules of evidence to guide investigation and interactions, and to ensure admissibility of evidence
  - 7.7 Apply knowledge of court jurisdictions in various situations (e.g., foreign warrants, extradition, First Nations policing)
  - 7.8 Interview individuals and groups to collect evidence, elicit, and validate information
- 8 Construct and apply descriptive factors for identification of suspects and other persons.
- 8.1 Use questioning techniques to gather, clarify, and validate information.
  - 8.2 Record statements and observations accurately and objectively.
  - 8.3 Develop effective observation and interview skills.

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

Case study analysis

**Course Learning Outcome**

<b>Critical Knowledge and Skills</b>	<b>Suggested Resources</b>	<b>Suggested Learning Activities</b>
1. How to apply knowledge of different strategies of information retrieval	Student Work Book being developed by Jim Euale will be available September 1998	
2. Construct a notebook utilizing elements of notetaking acceptance for use in court	Arcaro, Gino, <u>Criminal Investigation, Forming Reasonable Grounds</u> , McGraw-Hill	
3. Construct, for implementation purposes, a description for suspects or others using PARL'E		

**III. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Euale, J., Turtle, J. Interviewing and Investigation. Emond Montgomery Publications.

**IV. EVALUATION PROCESS/GRADING SYSTEM:**

Mid-Term Exam	50%
Final Exam	50%
Total	100%

The following semester grades will be assigned to students in postsecondary 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.	

**V. SPECIAL NOTES:**

Special Needs:

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.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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.

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.

Substitute course information is available in the Registrar's office.

**VI. PRIOR LEARNING ASSESSMENT:**

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.

**VII. DIRECT CREDIT TRANSFERS:**

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.