



**I. COURSE DESCRIPTION:**

This course focuses on interviewing and investigation skills necessary to retrieve information from victims, witnesses and suspects. Students will 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"> <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 fulfils 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>

**Course Learning Outcomes**

Students receiving 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 Differentiate between victims, suspects and witnesses
  - 1.3 Prepare court documents that elaborate on the significant elements of a case and adhere to rules of disclosure.
  - 1.4 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 Apply accepted interview techniques such as the Reid Interview Technique to obtain information from suspects
  - 2.4 Evaluate the results of communication and adapt subsequent communication strategies
  - 2.5 Identify behaviours and speech patterns that may indicate deception
  
- 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 within the boundaries set out by court decisions defining Charter rights and limitations
  
- 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, analyze, and synthesize information through observation, research, and consultation,
  - 4.2 Record statements and observations accurately and objectively adhering to identified Common Law, Charter and legislative requirements.
  - 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
  
- 6 Identify appropriate sources of information relative to investigative needs.
  - 6.1 Protect confidentiality of information
  - 6.2 Interact with involved parties in an empathetic, respectful, and understanding manner

- 7 Progress through the basic sequential steps of an investigation
  - 7.1 Analyze 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 Apply knowledge of court jurisdictions in various situations
  
- 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.
  - 8.4 Identify means of suspect identify identification by witnesses such as photo line-ups

### **Course Topics**

1. Definitions and terms relating to investigative procedures
2. Basic investigative principles, procedures and sequence
3. The Charter of Rights and Freedoms relating to criminal investigations
4. Rules of evidence regarding the admissibility of statements
5. Interview techniques
6. Victim interviews
7. Witness interviews
8. Suspect interviews
9. Interrogation principles and procedures
10. Detecting deception
11. Written statements

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

Criminal Investigation, 5th edition. Acaro, Emond Montgomery Publications

Criminal Code of Canada, Martin's 2009 or 2010

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

Mid term Exam 25%

Video Interview 15%

Quizzes 2x5% 10%

Assignments (case studies) 4x5% 20%

Final Exam 30%

The following grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 – 79%	3.00
C	60 – 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

**Students enrolled in Police Foundations or Law and Security Administration programs will require a minimum of 60% (C) as a passing grade in each course.**

It is also important to note, that the minimum overall GPA required to graduate from a Sault College program is 2.0.

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.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

### Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

### Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

### Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

**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.

**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.