

# **SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

## **COURSE OUTLINE**

**COURSE TITLE:** Interviewing and Investigation

**CODE NO. :** PFP304 **SEMESTER:** Three

**PROGRAM:** Police Foundations / Law and Security  
Administration

**AUTHOR:** James Pardy

**DATE:** August 2008 **PREVIOUS OUTLINE DATED:** Sept. 2007

**APPROVED:**

	<b>CHAIR, COMMUNITY SERVICES</b>	<b>DATE</b>
<b>TOTAL CREDITS:</b>	Three	
<b>PREREQUISITE(S):</b>	PFP301 PFP303	
<b>HOURS/WEEK:</b>	Three hours / 15 weeks	

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*For additional information, please contact the Chair, Community Services*  
*School of Health and Community Services*  
*(705) 759-2554, Ext. 2603*

## 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>act in a manner consistent with all relevant law and legislation, and professional, organizational, and ethical standards.</li> <li>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>initiate, promote, and facilitate partnerships to meet community policing and security needs.</li> <li>assess the relationship of policing services to other participants in the criminal justice system and other community service agencies.</li> <li>assess information gathering skills used in basic investigative techniques.</li> </ol>	<ol style="list-style-type: none"> <li>communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of audiences.</li> <li>use a variety of computer hardware and software and other technological tools appropriate and necessary to the performance of tasks.</li> <li>evaluate her or his own thinking throughout the steps and processes used in problem solving and decision making.</li> <li>collect, analyse, and organize relevant and necessary information from a variety of sources.</li> <li>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:

- 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
  - Prepare court documents that elaborate on the significant elements of a case and adhere to rules of disclosure.
  - 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 2008 or 2009

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

Mid term Exam 30%

Interview 15%

Assignment (case study) 15%

Final Exam 40%

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.

**SPECIAL NOTES:**Disability Services:

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 professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 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.

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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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 advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.