

CJ8

# CRIMINAL JUSTICE

---

## CRIMINAL INVESTIGATION

### SYLLABUS

INSTRUCTOR: RAY CLARKSON  
OFFICE: FE 1A (NORTH ENTRANCE)  
OFFICE PHONE: EXTENSION 3263 (VOICE MAIL)  
CLASS MEETS: MONDAY/WEDNESDAY/FRIDAY @ 1200 TO 1250 HOURS  
(CLASS WILL MEET ALL REGULARLY SCHEDULED HOURS)

DROP DEADLINE: 18 WEEK COURSES HAVE A DROP DEADLINE OF THE 9TH WEEK. THE ACTUAL DROP DEADLINE DATE FOR EACH SEMESTER WILL BE ANNOUNCED AT THE BEGINNING OF EACH SEMESTER.

TEXT: PRACTICAL CRIMINAL INVESTIGATION  
BY MANUEL S. PENA (3RD EDITION)  
NOTE: ...THE ENTIRE TEXT IS REQUIRED READING

### COURSE DESCRIPTION

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; follow-up and background investigation and surveillance. Special section on fingerprint classification.

### COURSE OBJECTIVES

1. When presented with basic techniques of crime scene sketching, the student will be able to satisfactorily analyze and compile data for use in formal presentation of evidence in court.
2. Given case studies and role play situations, the student will demonstrate basic investigative proficiency, to the satisfaction of the instructor, by synthesizing a situation and reducing the crime to reportable elements.

3. The student will demonstrate the basic steps of investigation, observation, and effective analyses, communication, and presentation of physical evidence for prosecution.

#### PROGRAM OUTCOME

The community college affords the appropriate academic environment for the student to concentrate on an in-depth study of the fundamentals of criminal investigation. Surveys of law enforcement academy programs show that recruits get only a limited exposure to the concepts of criminal investigation. Since a majority of law enforcement functions evolve around the investigative function, a person is not prepared to conduct an effective investigation unless the fundamental concepts of an investigation are properly executed. Lost cases and embarrassing situations arising from field operations can usually be traced to incomplete or improper actions during an investigation. All criminal justice personnel should be educated in the ethics and legalities of proper investigative techniques.

TESTS AND EXAMS: THERE WILL BE AN ANNOUNCED DATE AND A WRITTEN TEST GIVEN FOR EACH UNIT OF THE COURSE. THERE WILL BE OCCASIONAL UNANNOUNCED CHAPTER AND PROJECT QUIZZES. THERE WILL BE A FINAL EXAMINATION GIVEN AS SCHEDULED DURING FINALS WEEK. IT WILL BE WORTH APPROXIMATELY ONE FOURTH OF THE TOTAL GRADE FOR THE SEMESTER.

YOUR FINAL GRADE WILL BE CALCULATED BY COMPUTING THE TOTAL POINTS YOU HAVE ACCUMULATED OVER THE ENTIRE SEMESTER, BY PERCENTAGE, ACCORDING TO THE FOLLOWING SCALE:

90% = A  
80% = B  
70% = C  
60% = D  
50% = F

#### REQUIRED PROJECTS:

1. CRIME SCENE SKETCH
  - A. FIELD IN-DOOR
  - B. SCALE IN-DOOR
  - C. FIELD OUT-DOOR
  - D. SCALE OUT-DOOR

EACH SKETCH MUST BE COMPLETED AND ACCEPTED BY THE INSTRUCTOR BEFORE THE STUDENT MAY GO TO THE NEXT SKETCH. VALUE OF EACH ACCEPTED SKETCH.....50 POINTS...TOTAL FOR PROJECT...200 POINTS.

2. FINGERPRINT CLASSIFICATION

- A. DEMONSTRATED PROFICIENCY OF "NORMAL" CLASSIFICATION.
- B. DEMONSTRATED PROFICIENCY IN FINDING, DEVELOPING, LIFTING, AND CLASSIFYING LATENT PRINTS.
- C. DEMONSTRATED ABILITY IN PREPARING, COMPARING, AND PRESENTING, KNOWN VRS UNKNOWN PRINTS FOR COURTROOM PRESENTATION.

EACH PART OF THIS PROJECT IS VALUED AT 100 POINTS...TOTAL FOR PROJECT...300 POINTS.

3. CRIME SCENE INVESTIGATION (TOTAL VALUE...200 POINTS)

- A. PRELIMINARY SCENE
- B. COLLECTION/PRESERVATION OF EVIDENCE
- C. ANALYSIS/PROCESSING OF EVIDENCE
- D. FOLLOWUP/REPORTING
- E. CONCLUSION

4. SOURCES OF INFORMATION (TOTAL VALUE...200 POINTS)

- A. FINDING
- B. DEVELOPING
- C. USE

5. SURVEILLANCE AND UNDERCOVER INVESTIGATION (TOTAL..200 POINTS)

- A. TYPES
- B. PREPARATION
- C. TECHNIQUES
- D. SUCCESSFUL ASSIGNMENT

6. PHYSICAL EVIDENCE (TOTAL VALUE...200 POINTS)

- A. TRACE
- B. CASTING
- C. PHOTOGRAPHY
- D. BODY FLUIDS
- E. HAIRS & FIBERS
- F. FIREARMS

THE NUMBER OF PROJECTS ASSIGNED FOR THE SEMESTER IS DETERMINED BY THE INSTRUCTOR. DETERMINATION IS BASED ON THE COLLECTIVE ABILITIES, EXPERIENCE, AND INTEREST OF EACH CLASS.

NOTEBOOK: Each student will keep and maintain a current "notebook", containing class notes and particularly describing each of the "Situational Projects". The Notebook must be neatly printed or typed and chronologically current. There will be occasional inspections of the notebooks by the Instructor. Notebooks will be turned in at beginning of class time on the last regular day of class for the semester, prior to finals week. They will be checked and returned to the student on final exam day. The notebook is required for the course. Failure to turn in a notebook will mean NO CREDIT for the course.

## COURSE CONTENT

- I. OVERVIEW OF FUNDAMENTALS
  - A. METHODS
  - B. CORPUS
  - C. SCENE
  - D. PROPERTY
  - E. SUSPECTS
  - F. PRESENTATION
  
- II. CHARACTERISTICS OF INVESTIGATORS
  - A. DEVELOPMENT
  - B. BIAS
  - C. PERSONALITY
  
- III. NOTES AND REPORTS
  - A. IMPORTANCE
  - B. MODUS OPERANDI
  - C. JUST THE FACTS
  
- IV. THE CRIME SCENE
  - A. PRESERVING
  - B. SEARCHING
  - C. SKETCHING
  - D. COLLECTION
  - E. LATENT PRINTS
  - F. TOOL MARKS
  - G. TRACE EVIDENCE
  
- V. FINGERPRINT CLASSIFICATION
  - A. PATTERN IDENTIFICATION
  - B. NORMAL CLASSIFICATION
  - C. INDIVIDUAL CHARACTERISTICS
  - D. IDENTIFICATION

- VI. SOURCES OF INFORMATION
  - A. TYPES OF SURVEILLANCE
  - B. TECHNIQUES

- VII. SELECTED CRIMES
  - A. DEATH INVESTIGATION
  - B. BURGLARY/ROBBERY

CLASSROOM RULES AND REGULATIONS:

1. IF YOU ARE EXCESSIVELY ABSENT OR TARDY, YOU MAY BE DROPPED FROM THE CLASS.
2. IF YOU MISS A QUIZ, PROJECT, ASSIGNMENT, OR EXAMINATION, YOU WILL NOT BE ABLE TO MAKE IT UP WITHOUT A WRITTEN MEDICAL EXCUSE FROM YOUR DOCTOR, OR BY SPECIAL ARRANGEMENT WITH THE INSTRUCTOR.
3. ANY ACTIVITY OR BEHAVIOR THAT INTERFERES WITH THE ORDERLY FUNCTION OF THE CLASS WILL NOT BE TOLERATED.
4. FOOD AND BEVERAGES ARE NOT ALLOWED IN THE CLASSROOM.
5. GUESTS ARE USUALLY NOT ALLOWED. EXCEPTIONS MUST BE CLEARED WITH THE INSTRUCTOR.