

## SYLLABUS: Administration of Justice Fall 2019

**Administration of Justice 5, Criminal Investigation#286876**

**Location: Sun Valley High School**

**Instructor: Professor Kelly William Enos**

**Class hours: Mondays and Thursdays 8:00am to 9:30am**

**Email: [enoskw@lamission.edu](mailto:enoskw@lamission.edu) Office: 818-364-7610**

**Office hours: Tuesdays and Thursdays 1-2pm Faculty offices #21 or by appointment**

**Administration of Justice program website: Handouts for the course can be found on my faculty website page at [www.lamission.edu](http://www.lamission.edu) Go to the faculty directory, click on my name and go to the AJ5 resource page.**

### DESCRIPTION:

Course covers police procedures in criminal investigations and legal aspects and procedures. Students will become familiar with techniques in processing crime scenes, interviewing suspects, witnesses and victims. At the end of the course, students will be able to analyze a basic crime scene and evaluate the types of evidence to be collected and preserved.

**Student Learning Outcomes: At the end of the course, students will be able to:**

**(1). Analyze a basic crime scene and evaluate the types of evidence to be collected and preserved. (2). Be able to explain the basic steps in a criminal investigation. (3). Distinguish between the different types of searches police conduct in criminal investigations.**

### Required reading:

**TEXTBOOK:** Brown, Michael: "Criminal Investigation; Law and Practice" 2<sup>nd</sup> edition (One copy on reserve in the library).

**Attendance:** Regular attendance is the only way to properly satisfy the course requirements. Attendance will be taken throughout the semester. More than 3 absences during the semester may result in a reduced grade or being dropped from the class. Students are expected to arrive for class on time. You are required to make up missing lectures/discussions/class notes by contacting another student in the class and getting his/her notes.

Electronic devices: All electronic devices **WILL** be turned off during class hours.

**Cheating:** Plagiarism, unauthorized material during an examination, changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents and copying other student's papers. In academic circles, this is a **SERIOUS** offense and will not be tolerated. Students caught cheating will be dealt with **harshly**. Refer to the college catalog.

**Plagiarism:** Plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were ones own, without giving proper credit to the original sources.

The following examples of plagiarism are intended to be representative, but not all-inclusive:

- Failing to give credit via proper citations for others' ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions
- Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof

- Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution
- Assembling parts from various works and submitting the synthesis or single paper as one's own creation
- Representing another's artistic/scholarly works, such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.

#### GRADING

2 Individual Quizzes	20pts each
2 Group Quizzes	10pts each
Midterm exam	100pts
Fingerprint exercise	20pts
Crime Scene Sketch	20pts
Mock Crime Scene Project	100pts
Final exam	100pts
Total points	400pts

100-90= A      89-80=B      79-70=C      69-60=D      59 or Below=F

\*Note: There is a total of 400 points possible for this class. In order to calculate your grade, add up the total points you receive and divide that by 400. **No make up exams will be given.**

If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the quicker I will be able to provide them. If you have not done so already, you may also wish to contact the DSP&S Office in Instruction Building 1018 (phone #818.364. 7732/TTD 818.364.7861) and bring a letter stating the accommodations that are needed.

#### Course Schedule

<u>Date</u>	<u>Topic</u>
Week 1 (8/26)	Introduction to course: An overview
Week 2 (9/2)	Monday 9/2 no class. Search and Seizure
Week 3 (9/9)	Collection and preservation of evidence
Week 4 (9/16)	<b>Group quiz</b> /Collection and preservation of evidence
Week 5 (9/23)	<b>Quiz chapters 1, 2, 3.</b> Photography and sketches
Week 6 (9/30)	No class for the week both Monday and Thursday
Week 7 (10/7)	Obtaining information, identifying suspects/Midterm exam review/ <b>Fingerprint exercise due and crime scene sketch due</b>
Week 8 (10/14)	<b>Midterm exam (Chapters 1 through 7 and notes)</b>
Week 9 (10/21)	Crimes of violence

Week 10 (10/28)	Sex offenses, robbery, burglary, thefts
Week 11 (11/4)	Mock crime scene days
Week 12 (11/11)	Arson and bomb investigations
Week 13 (11/18)	Veterans day (Monday no class) Drug investigations/ <b>Quiz chapters 8, 9, 10</b>
Week 14 (11/25)	<b>Group quiz</b> /Preparing cases for court
Week 15 (12/2)	No class all week Thanksgiving break
Week 16 (12/9)	Final exam review/Wrap up / <b>Mock Crime Scene Project due</b>
Week 17 (12/16)	Finals week <b>Final Exam (cumulative) chapters 1-13 and notes</b>

### Required Assignments

#### Latent Fingerprint Lifting Exercise

**Due Date: 10-7-2019**

Purpose: The purpose of this assignment is to provide you the opportunity of developing, lifting and identifying a fingerprint from different surfaces. In this assignment, you will:

- Use a fingerprint powder to develop a fingerprint on a piece of ceramic tile
- Lift the print and place it on a fingerprint card
- Analyze the print and determine what pattern it is, loop, arch, or whorl
- Write a detailed report how you developed the print, how you made the identification and challenges you faced

#### Knowledge and Skills

By completing this assignment, you will be able to:

- Develop a latent fingerprint using fingerprint powder
- Analyze a fingerprint and make an identification
- Distinguish between the three known fingerprint patterns, loops, arches, and whorls

#### Tasks

To complete this assignment, you need to:

- Attend the lab portion of the class and check out a fingerprint kit and piece of ceramic tile
- Deposit a fingerprint on the tile

- Using the black powder in the kit and a brush, begin applying the powder to the surface of the tile
- Once a print has been located and developed, remove any excess powder from the tile
- Use the lifting tape to lift the print off the tile and apply it to a fingerprint card
- Use a magnifying glass to analyze the print and make an identification

#### Criteria for Success

- Your report should be 400 to 600 words, typed in WORD using Times Roman Font and 12-size font. Staple your fingerprint card to your report and submit.

### **Crime Scene Sketch Exercise**

**Due Date: 10-7-2019**

Purpose: The purpose of this assignment is to provide you the opportunity of drawing a crime scene sketch to record a crime scene. In this assignment, you will:

- Enter a mock crime scene
- Take measurements of the scene
- Draw a sketch showing how the crime scene looks from a birds eye
- Submit the sketch and write a detailed report how you created the sketch

#### Knowledge and Skills

By completing this assignment, you will be able to:

- Document a crime scene using a crime scene sketch

#### Tasks

To complete this assignment, you need to:

- Attend the class lecture portion of the class and examine other real life crime scene sketches
- Visit a mock crime scene that will be set up in or near the classroom
- Take measurements of all relevant evidence at the scene and document their position to each other and to two fixed points of reference (Triangulation)
- Draw a sketch of the scene using a crime scene template (provided in class) and paper and pencil
- Include all required information on the sketch as indicated in class
- After completing the sketch, write a report in Microsoft WORD and answer the following questions: What is the value of a crime scene sketch? What is included in a sketch? Why were you asked to use fixed points in the drawing? Attach the sketch and report together and submit.
- Your report should be one page in length, typed in Microsoft WORD using Times Roman 12-size font

### Criteria for Success

- If you need assistance, reach out to me early
- Part of this assignment will be done in class. Try to complete as much of it as possible while in class
- Spelling, grammar and neatness count towards your grade

### **Mock Crime Scene Exercise** **Due Date: 12-9-2019**

Purpose: The purpose of this assignment is for you to demonstrate all the skills you have learned in the course and apply some of them to a mock murder scene. The crime scene will consist of a dead body and other physical evidence. In this assignment, you will:

- Process the scene as if you are the investigator
- Document the scene using photos, measurements and notes
- Create a crime scene sketch
- Analyze physical evidence
- Attempt to identify the suspect
- Write a report describing what you did

### Knowledge and Skills

By completing this assignment, you will be able to:

- Process a crime scene
- Analyze and evaluate physical evidence left at the scene
- Document a crime scene using notes, sketches and photography

### Tasks

To complete this assignment, you need to:

- Do a walk-through of a mock murder scene in or near class
- Record the scene using notes, sketches and photography
- Identify physical evidence at the scene and conduct an analysis using a fingerprint kit
- Complete a crime scene sketch
- Use the report templates posted on my website for the following:
  - Write an incident report how you processed the scene (Microsoft WORD 12-size font Times Roman)
  - Complete a photo log
  - Complete an evidence log

### Criteria for Success

- Attend class where I will explain in detail what the assignment is
- Check my college website for templates and further instructions prior to the assignment
- Grammar, spelling, neatness count towards your final grade.