

SYLLABUS: Administration of Justice Spring 2014

Administration of Justice (5) Criminal Investigation Section#3109

Location: Instructional building 2001

Instructor: Kelly William Enos, M.S.

Class hours: Thursday 3:30pm – 6:40pm

Email: enoskw@yahoo.com Office: 818-364-7610

Office hours: Monday and Friday 12noon to 3pm Faculty offices #21

Administration of Justice program website: Handouts for the course can be found on my faculty website page at www.lamission.edu/aj Go to 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.

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

Last date to add: February 21

Last date to drop with a "W": February 23

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 Quizzes	20pts each
Midterm exam	100pts
Fingerprint exercise	20pts
Crime Scene Sketch	20pts
Mock Crime Scene Project	100pts
Final exam	100pts
Total points	380pts

Extra credit	15pts
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100-90= A 89-80=B 79-70=C 69-60=D 59 or Below=F

*Note: There is a total of 380 points possible for this class. In order to calculate your grade, add up the total points you receive and divide that by 380. **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>
2/13	Introduction to course:
2/20	Criminal Investigation: An overview
2/27	Search and Seizure
3/6	Collection and preservation of evidence
3/13	Collection and preservation of evidence (Fingerprinting exercise)
3/20	Photography and crime scene sketches(Sketching exercise) Print exercise due
3/27	Obtaining information, identifying suspects/ Midterm exam Review/Jeopardy game/ Sketching exercise due
4/3	Midterm exam Chapters 1-7
4/10	Spring break

4/17	Crimes of violence
4/24	Sex offenses, Robbery, Burglary, thefts
5/1	Mock crime scene day
5/8	Arson and bomb investigations
5/15	Drug investigations/ Extra credit due/Quiz on 8-9-10
5/22	Preparing cases for court/Guest speaker/ report due
5/29	Final exam review/Jeopardy game
6/5	Final Exam 5:30pm to 7:30pm (Chapters 8-13)

Required Assignments

1. Fingerprinting exercise

During class time, you are to examine a piece of evidence in the crime lab and attempt to lift a latent fingerprint using a fingerprint kit. After lifting the print, compare it to known patterns and indicate what fingerprint pattern it is. Fill in the latent print card and write a one page report in Microsoft WORD on how you lifted the print, what pattern it is and any problems you had developing it. Attach the fingerprint card to your report and submit.

2. Crime scene sketch exercise

During class time, you are to sketch a fictional murder scene that occurred in a house. Using a pencil and stencil, draw the scene based on guidelines discussed 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.

3. Mock Crime Scene exercise

For your final project, you will be using all of the skills learned over the semester to investigate and process a mock murder scene on campus. The crime scene will consist of a dead body and other physical evidence. Your assignment is to process the scene as if you are the investigator. Afterwards, you are to write a report which will include how you processed the scene, any evidence found and analyzed, a crime scene sketch, physical evidence log, and how you will testify as an expert in court. Your report will be written in Microsoft WORD. As we get closer to the mock crime scene day, I will post the exact instructions and rubrics for the project.

Extra Credit Assignment

Police ride along

You are to arrange to go on a police ride along for at least 4 hours preferably 8. The agency must be a department that has a uniformed patrol division. After the ride along, you are to write a short paper, two to three pages of what you experienced. The paper must include the date, time and name of officer and department you went with.