



# **INSTRUCTIONAL PACKAGE**

CRJ 230

Criminal Investigations I

Effective Term

Fall 2022/Spring 2023/Summer 2023

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: 2022-2023

COURSE PREFIX: CRJ 230

COURSE TITLE: Criminal Investigation I

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

### **RATIONALE FOR THE COURSE:**

Criminal Investigation is designed to introduce the student to the accepted processes and conduct of both preliminary and follow-up investigations and the proper documentation of such inquiries. The student will also be exposed to the capability of criminal laboratory services, sources of investigative information, and other techniques available to assist the investigator.

### **COURSE DESCRIPTION:**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

### **PREREQUISITES/CO-REQUISITES:**

CRJ 101 – Introduction to Criminal Justice (corequisite)

CRJ 120 – Constitutional Law with a grade of “C” or better (prerequisite)

\***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

### **REQUIRED MATERIALS:**

Brandl, S. (2019). Criminal Investigations. Thousand Oaks, California: SAGE Publications.

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **ADDITIONAL REQUIREMENTS:**

2022-2023

American Psychological Association. (2010). Publication manual of the American Psychological Association. Washington, DC: Author

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
myHGTC and college email access. Please review the Technical Requirements listed in the Instructor's Addendum.

### **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **COURSE ETIQUETTE AND ETHICAL BEHAVIOR:**

All criminal justice students are expected to conduct themselves in a **professional and courteous** manner and toward all class members, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior, including statements or remarks in class or emails as well as postings or other communications, will be investigated and reported to Student Affairs for appropriate action. At the discretion of the professor of record, academic misconduct may be reported in writing as a violation of the Student Code of Conduct. Reporting inappropriate behavior or academic misconduct could result in disciplinary action, as described in *College Catalog and Student Handbook* (HGTC, 2022, pp. 36-37). Please see the Instructor's Addendum for further information.

## **PART II: STUDENT LEARNING OUTCOMES**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS:**

#### **Unit I – Historical Origin and Inv. of Crime Concepts**

**Materials Covered:** Historical Origin and Inv. of Crime Concepts

#### **Week 1**

Read Chapters 1 - 2

Review MS PowerPoint Presentations - Chapters 1-2

## Chapters 1-2

**Student Outcome:** Examine and Describe the Development of the Detective and Criminalistics

**Student Outcome:** Examine and Describe the Investigator

**Student Outcome:** Examine and Describe Types of Criminal Investigations

**Student Outcome:** Examine and Describe Criminal Investigations and the Criminal Justice System

**Student Outcome:** Examine and Describe the Evolution of the Investigative Task

**Assessment(s):** Week # 1 Discussion Topic Assignment

**Assessment(s):** Week #1 - Assignment #1

## Unit II – Investigative Methods, the Law, and Criminal Investigation

**Materials Covered:** Investigative Methods, the Law, and Criminal Investigation

### Week 2

Read Chapter 3 & 4

Review MS PowerPoint Presentations - Chapters 3 & 4

## Chapter 3-4

**Student Outcome:** Examine and Describe Investigative Methods

**Student Outcome:** Examine and Describe Types of Evidence

**Student Outcome:** Examine and Describe Phases of the Investigation

**Student Outcome:** Examine and Describe Basic Legal Terminology

**Student Outcome:** Examine and Describe Constitutional Constraints

**Assessment(s):** Week # 2 Discussion Topic Assignment **Assessment(s):**

Week #2 - Assignment #2

## Unit III – Scene and Evidence Collection Interviewing and Eyewitness Identification

**Materials Covered:** Scene and Evidence Collection Interviewing  
and Eyewitness Identification

### Week 3

Read Chapter 5-6

Review MS PowerPoint Presentations - Chapters 5-6

### Chapter 5-6

**Student Outcome:** Examine and Describe the Scene

**Student Outcome:** Examine and Describe Recording and Documentation

**Student**

**Outcome:** Examine and Describe Evidence Collection

**Student Outcome:** Examine and Describe Crime Scene Equipment/Crime Lab

**Student Outcome:** Examine and Describe Types of Interviews

**Student Outcome:** Examine and Describe Recording the Interview

**Student Outcome:** Examine and Describe Criminalistics Applications **Assessment(s):** Week # 3

Discussion Topic Assignment

**Assessment(s):** Exam #1 - Chapters 1-4 (Online through course in D2L)

### Unit IV – Interrogations, Confessions, and Behavioral Analysis

**Materials Covered:** Interrogations, Confessions, and Behavioral Analysis

### Week 4

Read Chapter 7-8

Review MS PowerPoint Presentations - Chapters 7-8

### Chapter 7-8

**Student Outcome:** Examine and Describe and Defined Interrogations

**Student Outcome:** Examine and Describe Steps in the Interrogation

**Student Outcome:** Examine and Describe Behavioral Analysis and Evidence

**Assessment(s):** Week # 4 Discussion Topic Assignment **Assessment(s):**

Week #4 - Assignment #3

### Unit V – Information from the Public, Media, and Electronic Networks

**Materials Covered:** Information from the Public, Media, and Electronic Networks

## **Week 5**

Read Chapter 9

Review MS PowerPoint Presentation - Chapter 9

## **Chapter 9**

**Student Outcome:** Examine and Describe Role of the Public and Media in Investigations

**Student Outcome:** Examine and Describe Confidential Informants

**Student Outcome:** Examine and Describe Crime Mapping

**Student Outcome:** Examine and Describe Electronic Databases and Information Networks

**Assessment(s):** Week # 5 Discussion Topic Assignment **Assessment(s):**

Week #5 - Assignment #4

## **Unit VI – Death Investigation**

**Materials Covered:** Death Investigation

## **Week 6**

Read Chapter 10

Review MS PowerPoint Presentation - Chapter 10

## **Chapter 10**

**Student Outcome:** Examine and Describe Issues in the Investigation of Death

**Student Outcome:** Examine and Describe Investigative Consideration with Death/Homicide

**Student Outcome:** Examine and Describe Major challenges in Homicide Investigations

**Assessment(s):** Week # 6 Discussion Topic Assignment

**Assessment(s):** Crime Scene Walk through Incident Report & Search Warrant (Submitted in Dropbox)

**Exam #2** - Chapters 5-9 (Online through course in D2L)

## **Unit VII – Sex Offenses, Assaults, and Child Abuse**

**Materials Covered:** Sex Offenses, Assaults, and Child Abuse

## **Week 7**

Read Chapter 11

Review MS PowerPoint Presentation - Chapter 11

## **Chapter 11**

**Student Outcome:** Examine and Describe Rape and Sexual Assault

**Student Outcome:** Examine and Describe the Investigative Procedures

**Student Outcome:** Examine and Describe the Crime Scene

**Student Outcome:** Examine and Describe Investigative Procedures Evidence Collection

**Student Outcome:** Examine and Describe Varieties and Characteristics of Assaults

**Student Outcome:** Examine and Describe Domestic Violence and Child Abuse

**Assessment(s):** Week # 7 Discussion Topic Assignment

**Assessment(s):** Week #7 - Assignment #5

**Assessment(s):** Crime Scene Photographs (Submitted to the Dropbox)

## **Unit VIII – Robbery, Burglary, Arson, and Larceny Investigations**

**Materials Covered:**

## **Week 8**

Read Chapter 12-13

Review MS PowerPoint Presentations - Chapters 12-13

## **Chapter 12-13**

**Student Outcome:** Examine and Describe Investigating Robbery in General

**Student Outcome:** Examine and Describe Investigative Considerations with Robbery (MO)

**Student Outcome:** Examine and Describe Evidence

**Student Outcome:** Examine and Describe Investigating Burglary

**Student Outcome:** Examine and Describe Thefts Involving Motor Vehicles

**Student Outcome:** Examine and Describe Arson

**Student Outcome:** Examine and Describe Larceny in General **Student**

**Outcome:** Examine and Describe Shoplifting

**Student Outcome:** Examine and Describe Fraud, Confidence Swindling

**Student Outcome:** Examine and Describe Identity Theft

**Assessment(s):** Week # 8 Discussion Topic Assignment

**Assessment(s):** Week #8 - Assignment #6

**Assessment(s):** Evidence List (Submitted to the Dropbox)

## **Unit XI – Digital Evidence, Fraud, Computer Crimes, and Documentation and Presentation of Evidence**

**Materials Covered:** Digital Evidence, Fraud, Computer Crimes, and Documentation and Presentation of Evidence

### **Week 9**

Read Chapters 14-15

Review MS PowerPoint Presentation - Chapter 14-15

### **Chapter 14-15**

**Student Outcome:** Examine and Describe Fraud Investigation

**Student Outcome:** Examine and Describe Computer Crime Investigation

**Student Outcome:** Examine and Describe the Adversarial Process

**Student Outcome:** Examine and Describe Digital Evidence

**Student Outcome:** Examine and Describe Investigative Reports

**Student Outcome:** Examine and Describe Investigative Testimony

**Assessment(s):** Week #9 - Assignment #7

**Assessment(s):** Case File Project (Submitted in On-line)

## **Unit X – Terrorism, Technology, and the Future of Criminal Justice**

**Materials Covered:** Terrorism, Technology, and the Future of Criminal Justice

### **Week 10**

Read Chapters 16

Review MS PowerPoint Presentation - Chapter 16

## Chapter 16

**Student Outcome:** Examine and Describe History as a Guide to the Future

**Student Outcome:** Examine and Describe the Future of Policing and Criminal Investigations

**Student Outcome:** Examine and Describe Technology, Crime Detection, and Criminal Inv.

**Assessment(s):** Exam #3 - Chapters 10-16 (Online)

## PART III: GRADING AND ASSESSMENT

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### EVALUATION\*

Exams .....	30%
Discussions .....	20%
Assignments .....	30%
Case File Project .....	20%
Total .....	100%

***\*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

### GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not,

you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



## STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

## STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion,

disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

### **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

### **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*EEO and Title IX Coordinator*

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)