



INSTRUCTIONAL PACKAGE

CRJ 235

Practical Crime Scene Investigation

Effective Term

Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2022-2023

COURSE PREFIX: CRJ 235

COURSE TITLE: Practical Crime Scene Investigations

CONTACT HOURS:

CREDIT HOURS: 3

2 Lecture Hours

3 Lab Hours

5 Semester Hours

RATIONALE FOR THE COURSE:

Practical Crime Scene Investigations is designed to provide the student with an understanding of the appropriate processes important in the collection and preservation of evidence from a crime scene. An exposure to the application of forensic techniques learned in previous crime scene investigation courses through hands-on processing of simulations allows the student to understand the complex and crucial tasks that are involved in a criminal investigation; where evidence must be properly collected and preserved for truthful presentation in trial or other judicial proceedings.

COURSE DESCRIPTION:

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

PREREQUISITES/CO-REQUISITES:

Credit level CRJ 101 Minimum Grade of C or Credit level CRJ 101 Minimum Grade of TC) and (Credit level CRJ 201 Minimum Grade of C or Credit level CRJ 201 Minimum Grade of TC) and (Credit level CRJ 203 Minimum Grade of C or Credit level CRJ 203 Minimum Grade of TC) and (Credit level CRJ 229 Minimum Grade of C or Credit level CRJ 229 Minimum Grade of TC) and Background Check Form 1

REQUIRED MATERIALS:

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.

Gardner, R.M., & Krouskup, D.R. (2019). *Practical crime scene processing and investigation* 3rd Ed. Boca Raton, FL: CRC Press.

Ramirez, C. R., & Parish-Fisher, C. (2012). *Crime scene processing and investigation workbook*. Boca Raton FL: CRC Press.

ADDITIONAL REQUIREMENTS: (Required for the Criminal Justice Program):

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

The textbooks and materials required for CRJ 201 – Fingerprinting Science, CRJ 202 – Criminalistics, CRJ 203 – Forensic Photography, and CRJ 230 – Criminal Investigation are supplemental materials for this course.

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*:

List Assessments and Learning Outcomes for each module.

COURSE SCHEDULE

Week 1

Materials Covered: Introduction & the Crime Scene

Chapter 1

Read Chapter 1, pages 1- 19 and Review

MS PowerPoint Presentations

Chapter 1. Review all Photograph Slides.

Student Outcome: Describe Police Goals and Objectives

Student Outcome: Define what Evidence is and how it is used

Student Outcome: Examine and Describe Integrity Issues and Ethics

Student Outcome: Describe Investigative Ethics

Assessment(s): Week 1 Chapter 1 Exercises

Week 2

Materials Covered: Physical Evidence

Chapter 2

Read Chapter 2, pages 19 - 51. Review

MS PowerPoint Presentations

Chapter 2. Review all Slides.

Student Outcome: Describe the difference between Class and Individual Characteristics

Student Outcome: Examine and Describe Fingerprint Evidence

Student Outcome: Examine and Describe Serology and Biological Evidence

Student Outcome: Examine and Describe Trace Evidence

Student Outcome: Examine and Describe Tool Mark Evidence **Student**

Outcome: Examine and Describe Impression Evidence

Student Outcome: Examine and Describe Chemical Evidence

Student Outcome: Examine and Describe Documentation Evidence

Student Outcome: Examine and Describe Computer Forensics **Student**

Outcome: Examine and Describe Forensic Pathology **Assessment(s):**

Week 2 Chapter 2 Exercise 1

Week 3 Materials Covered: Initial Response

Chapter 3

Read Chapter 3, pages 51 - 63. Review

MS PowerPoint Presentations

Chapter 3. Review all Slides.

Student Outcome: Examine and Describe Specific Objectives in Response

Student Outcome: Examine and Describe Securing and Documenting the Scene

Student Outcome: Examine and Describe Basic Activities

Assessment(s): Week 3 Chapter 3 Exercise 1

Week 4

Materials Covered: Processing Methodologies

Chapter 4

Read Chapter 4, pages 63 - 75. Review

MS PowerPoint Presentations

Chapter 4. Review all Slides.

Student Outcome: Examine and Describe Basic Activities of Scene Processing **Student**

Outcome: Examine and Describe Processing Model

Assessment(s): Week 4 Chapter 4 Exercise 1

Examination 1 Week 4 Chapters 1-4 Pages 1-75 Week 5

Materials Covered: Assessing the Crime Scene

Chapter 5

Read Chapter 5, pages 75 - 104.

Review MS PowerPoint Presentations Chapter

5. Review all Slides.

Week 5 Chapter 5 Exercise 1 - 2

Student Outcome: Examine and Describe Initial Information Collection **Student**

Outcome: Examine and Describe Scope and Boundary

Student Outcome: Examine and Describe Integrity and Contamination

Student Outcome: Examine and Describe Crime Search Pattern Considerations

Student Outcome: Examine and Describe Personal Hazards and Protective Measures

Student Outcome: Examine and Describe Mass Crime Scenes

Assessment(s): Week 5 Chapter 5 Exercise 1 - 2

Week 6

Materials Covered: Crime Scene Photography

Chapter 6

Read Chapter 6, pages 107 - 145. Review

MS PowerPoint Presentations

Chapter 6. Review all Slides.

Student Outcome: Examine and Describe Recurring Problems in Crime Scene Photography

Student Outcome: Examine and Describe Types and Purpose of Photographs

Student Outcome: Examine and Describe the Road Mapping Method of Photographic Documentation

Student Outcome: Examine and Describe Camera Control Issues

Assessment(s): Week 6 Chapter 6 Exercise 1 Article Review

Crime Scene Notes and Reports Exercise Due

2022-2023

Week 7

Materials Covered: Sketching and Mapping

Chapter 7

Read Chapter 7, pages 147 - 178.

Review MS PowerPoint Presentations

Chapter 7. Review all Slides.

Week 7 Chapter 7 Exercise 1

Student Outcome: Examine and Describe Elements of Sketching

Student Outcome: Examine and Describe Methods of Crime Scene Mapping

Student Outcome: Examine and Describe Mapping Technologies

Assessment(s): Week 7 Chapter 7 Exercise 1

Week 8

Materials Covered: Narrative Descriptions

Chapter 8

Read Chapter 8, pages 179 - 190. Review

MS PowerPoint Presentations

Chapter 8. Review all Slides.

Student Outcome: Examine and Describe Investigative Notes

Student Outcome: Examine and Describe Crime Scene Reports

Assessment(s): Week 8 Chapter 8 Exercise 1

Examination 2 Week 8 Chapters 5-8 Pages 75-190

Week 9

Materials Covered: Basic Skills Chapter 9

Read Chapter 9, pages 191 - 207.

Review MS PowerPoint Presentations

Chapter 9. Review all Slides.

Student Outcome: Examine and Describe Applying Light Technology

Student Outcome: Examine and Describe Choosing Light Sources

Student Outcome: Examine and Describe Recovering Fingerprints

Student Outcome: Examine and Describe On Scene Fingerprinting

Student Outcome: Examine and Describe Casting Impressions

Assessment(s): Week 9 Chapter 9 Exercise 1-9

Crime Scene Photo & Sketch Documentation Exercise

Week 10

Materials Covered: Basic Skills for Scene Processing: Fingerprint Evidence

Chapter 10

Read Chapter 10, pages 207 - 232.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

Student Outcome: Examine and Recovering Fingerprints

Student Outcome: Examine and Describe the Science of Fingerprints

Student Outcome: Examine and Describe Classification vs. Identification

Assessment(s): Week 10 Chapter 10 Exercise

Week 11

Materials Covered: Basic Skills for Scene Processing: Impression Evidence

Chapter 11

Read Chapter 11, pages 233 - 355.

Review MS PowerPoint Presentations

Chapter 11. Review all Slides.

Week 11 Chapter 11 Exercise

Student Outcome: Examine and Describe Impression Evidence

Student Outcome: Examine and Describe Specific Issues Related to Tire Mark Impressions **Student**

Outcome: Examine and Describe Recovery of Standards for Impression Evidence Examinations

Assessment(s): Week 11 Chapter 11 Exercise

Crime Scene Processing & Collection Exercise

Week 12

Materials Covered: Advance Techniques: Shooting Scene Documentation and Reconstruction

Chapter 12

Read Chapter 12, pages 255 - 281.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

Student Outcome: Examine and Describe Bullet Trajectory Analysis

Student Outcome: Examine and Describe Direction of Fire

Student Outcome: Examine and Describe Trajectory Analysis Documentation

Assessment(s): Week 12 Chapter 12 Exercise

Week 13

Materials Covered: Advance Techniques: Bloodstain Pattern Analysis in the Crime Scene

Chapter 13

Read Chapter 13, pages 281 - 305.

Review MS PowerPoint Presentations

Chapter 13. Review all Slides.

Week 13 Chapter 13 Exercise

Student Outcome: Examine and Describe Blood Pattern Analysis

Student Outcome: Examine and Describe the Theory and Principles of Bloodstain Pattern Analysis

Student Outcome: Examine and Describe the Pattern Diversity Principle

Student Outcome: Examine and Describe the Principle of Stain Shape and Vector Correlation

Student Outcome: Examine and Describe the Physically Altered Bloodstain Principle

Student Outcome: Examine and Describe the Methodology of BPA

Assessment(s): Week 13 Chapter 13 Exercise

Crime Scene Processing & Collection Exercise

Week 14

Materials Covered: Special Considerations

Chapter 14

Read Chapter 14, pages 307 - 331.

Review MS PowerPoint Presentations

Chapter 14. Review all Slides.

Student Outcome: Examine and Describe Fire Scenes

Student Outcome: Examine and Describe Landfill Recoveries

Student Outcome: Examine and Describe Buried and Scattered Remains

Student Outcome: Examine and Describe Entomology Evidence Associated with Bodies

Assessment(s): Week 14 Chapter 14 Exercise

Week 14

Materials Covered: Advance Techniques: Body as a Crime Scene

Chapter 15

Read Chapter 15, pages 331 - 349.

Review MS PowerPoint Presentations

Chapter 15. Review all Slides.

Student Outcome: Examine and Describe Body as a Crime Scene

Student Outcome: Examine and Describe Examination of a Corpse

Student Outcome: Examine and Describe Understanding the Mechanisms of Injury

Assessment(s): Week 14 Chapter 14 Exercise

Evidence Examination & Processing

Week 14

Materials Covered: Analysis and Reconstruction

Chapter 16

Read Chapter 16, pages 349 - 369.

Review MS PowerPoint Presentations

Chapter 16. Review all Slides.

Week 14 Chapter 14 Exercises

Student Outcome: Examine and Describe Concept of Scene Reconstruction

Student Outcome: Examine and Describe Scene Reconstruction Methodology

Student Outcome: Examine and Describe Event Analysis

Assessment(s): Week 14 Chapter 14 Exercises

Crime Scene Project Presentations

Exam 3 Week 15 Chapters 9-16 Pages 191-369

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

Part III: Grading and Assessment

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

EVALUATION:

Test

Students will exhibit knowledge gained from each unit through written exams based on chapter material through the lectures, handouts, and textbook. Tests may include material from the lecture notes, study sheets, textbook, handouts, or any material provided by the professor. Tests will consist of true/false, multiple choice and/or short answer questions requiring discussion, description, identification and/or listing. Any additional assignments will be announced in advance. Participation in class and attendance may be used as an evaluation method. No course artifacts will be collected for this course.

Assignments

There are assignments every other week with the semester course, except during College holidays or breaks. These assignments are designed to encourage students to use Internet as a research tool. For each assignment, students will be assigned topics to investigate and research. Students will then analyze information collected and report on their findings. The assignments are based on the process typically used in criminal justice of investigating, collecting, analyzing and reporting. Assignments will be announced online through the course on D2L under course Content link. Assignments will **only** be accepted for credit in MS Word. All assignments **must** be submitted to the “Course Drop Box.”

Assignments sent through an e-mail or as an e-mail attachment will not be accepted for credit, unless the course drop box option is not available and the professor has given you permission.

Lab Projects

There are three (3) hours of lab each week in this course, and as a result, students will be required to complete lab assignments. These lab assignments will include applying techniques acquired and/or learned in previous crime scene investigations classes successfully completed, coupled with the techniques and methods introduced in this course. These lab assignments will be at the discretion of the assigned professor. Therefore, students will be required to complete assigned projects deemed appropriate for the assigned subject matter, and are required to complete any and all homework assignments. Such assignments will be announced in advance. Failure to complete a homework assignment will result in a ½ absence for the assignment due date.

WARNING:

Some activities in the CSI classes can cause the student to get dirty during the performance of **required** practical exercises. Students should take appropriate precautions to insure that clothing and/or shoes are not soiled, damaged, and/or permanently affected. The college is **not** responsible for any soiled clothing as a result of this class.

There are activities in the CSI classes that involve viewing trauma, injury, blood, and other disturbing images. Furthermore, CSI students will be required to handle evidence involving simulated blood during required practical crime scene and lab applications. The activities simulate circumstances required for employment in the field of law enforcement including crime scene processing and crime lab analyses; therefore, students who cannot perform such activities because of the materials involved should consider another field of employment. Additionally, the inability to participate in such class/lab activities involving biological evidence as required in a CSI course will prevent the student from successfully completing the course with a passing grade.

Non-class related photography is **not** permitted in the CSI facilities. Cell phones and other devices that can be used as a camera **must** remain in a pocket or purse. Photographing the classroom, students, instructors or equipment will result in the violator being asked to leave the class.

THE COURSE PROJECT

The student will participate in the investigation mock crime, including sketching, photographing and processing of a mock crime scene. The scene will be based on a crime as determined by the course professor of record. The student will be assigned to one of several teams of a size and composition determined by the course professor. Each student, although working as a team, will submit an individual case file based on two elements, which are (1) the team's collaborative effort in processing the crime scene and (2) the research regarding the relevant case law applicable to the crime scene. Therefore, the team case file, as submitted by each student, will include a minimum of the following components:

Synopsis of the Case
 Investigative Report Writing
 Crime Scene Walk Through
 Crime Scene Sketch with Draft
 Photograph List (log) with actual photographs taken in class
 Evidence List
 Crime Scene Processing
 Evidence Examination & Processing
 Relevant Statutes and Codes
 Relevant Case Law

Each component of the project will occur as a participatory assignment staged during class time throughout the semester. For example assignment #1 will be a graded assignment involving a synopsis of the case, or a brief summary, capsulizing the case that will be presented to the prosecution. The student will be required to collect the information during class and compile the information into a finished project as homework before submission to the course professor on the due date announced in class for that component. All students **must** participate in each component of the project throughout the semester and the final case file similar to the professional requirements of a crime scene processor, whether detective, police officer, or technician, to receive a passing grade. Each student will be required to submit separate assignments and the final case file. Further description and instructions for final case file and the component assignments will be distributed during the first class after the add/drop period, or the first five days of the semester, whenever and however announced.

The project paper **must** be a minimum of 5 - 10 double-spaced pages. All resource material used **must** be cited and referenced, and all resources must be listed in a reference page. The format of the paper, all references, and citations must conform to the *Publication Manual of the American Psychological Association* (2010). The minimum number of pages required does **not** include the title page or reference page(s). The font used should be Times New Roman at size 12 with 1" margins on all sides.

The project will be due during the (14 & 15th) weeks of class; the specific date will be announced by the professor of record. Any project received after the above due date at the beginning of class will be considered late. A project will lose ten (10) points for each day tardy. The penalty will be assessed after the project is graded for quality and content. As mentioned above, there will be a reduction of ten (10) points for each day that the project is late until four (4) days after the due date, at which time **no** late projects will be accepted, regardless of reason. Students **not** submitting a project will receive a grade of zero.

EVALUATION*

COURSE GRADING SUMMARY:

Test One 15%

2022-2023

Test Two	15%
Test Three	15%
Online Assignments	28%
Walk Through & Note Taking	4%
Sketching & Photo Documentation	4%
Scene Processing & Collection	4%
Evidence Examination & Processing	4%
<u>Crime Scene Presentation</u>	<u>11%</u>
Total	100 %

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

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 or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email 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

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