# Course Form

## I. Summary of Proposed Changes

| Dept / Program | College of Technology  
<table>
<thead>
<tr>
<th></th>
<th>Fundamentals of Police Science Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Investigations II: Crime Scene Investigation and Management</td>
</tr>
<tr>
<td>Short Title (max. 26 characters incl. spaces)</td>
<td>Investigations II</td>
</tr>
</tbody>
</table>

Summarize the change(s) proposed:

## II. Endorsement/Approvals

Complete the form and obtain signatures before submitting to Faculty Senate Office.

<table>
<thead>
<tr>
<th>Please type / print name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor: Alan Fugleberg</td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
<tr>
<td>Phone/ email : x7608 <a href="mailto:alan.fugleberg@mso.umt.edu">alan.fugleberg@mso.umt.edu</a></td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
<tr>
<td>Program Chair/Director: Alan Fugleberg Chair / Assoc. Dean</td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
<tr>
<td>Other affected programs</td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
<tr>
<td>Dean: Barry Good, Dean</td>
<td>[Signature]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

Are other departments/programs affected by this modification because of
(a) required courses incl. prerequisites or corequisites,
(b) perceived overlap in content areas
(c) cross-listing of coursework

Please obtain signature(s) from the Chair/Director of any such department/program (above) before submission.

## III: To Add a New Course

Syllabus and assessment information is required (paste syllabus into section V or attach). Course should have internal coherence and clear focus.

**Common Course Numbering Review** (Department Chair Must Initial):
Does an equivalent course exist elsewhere in the MUS? Check all relevant disciplines if course is interdisciplinary. ([http://mus.edu/transfer/CCN/ccn_default.asp](http://mus.edu/transfer/CCN/ccn_default.asp))

If YES: Do the proposed abbreviation, number, title and credits align with existing course(s)? Please indicate equivalent course/campus.

No

If NO: Course may be unique, but is subject to common course review. Be sure to include learning outcomes on syllabus or paste below. The course number may be changed at the system level.
Performance Objectives

Upon completion of this course, the student will:

1. Explain evidentiary rules regarding use of visual media, demonstrate a basic knowledge of the different types of cameras and how they function, and discuss the role of photographs in an investigation.

2. Identify techniques for properly photographing: a crime scene; injuries to a victim; a motor vehicle accident scene; found evidence at the scene of a search warrant execution; and fingerprints.

3. Explain the services offered by the Montana Forensic Science Division and what analyses occur in the following departments: Chemistry, Toxicology, Serology/DNA, Trace Evidence and Latent Fingerprint/Impressions.

4. Demonstrate the best methods of evidence collection based upon the type of evidence (e.g., blood, hair, fingerprints, shoe, and tire impressions).

5. Properly preserve and package items and substances for submission to the Forensic Science Division.

6. Correlate the procedures and processes of evidence recognition and collection to actual crime scene applications.

7. Identify methods of pre-planning and conducting interviews of witnesses, victims, non-custodial suspects, in-custody suspects and suspect juveniles.

8. Demonstrate the method of recording statements during interviews using audio and/or visual recording devices.

9. Describe the process for conducting a photo line-up.

10. Determine methods to separate witnesses and suspects for interviews in various settings.

11. Demonstrate the necessary knowledge, skills, and abilities required to properly interview persons who are not suspected of criminal acts, and the methodology used to preserve the acquired information (statement).

12. Identify the three most common errors investigators make when interviewing non-suspects.

13. Discuss the role of criminal intelligence in law enforcement and its ability to enhance officers’ investigative contributions to the criminal justice system.

14. Identify and explain the role of allied agencies.

15. Prepare a search warrant.

Exact entry to appear in the next catalog (Specify course abbreviation, level, number, title, credits, repeatability (if applicable), frequency of offering, prerequisites, and a brief description.) ↓

PSS 121 Investigations II: Crime Scene Investigation and Management (2 cr.) is offered Autumn, Spring and Summer. Co-requisite: PSS 120. In this course students learn the fundamental knowledge, skills, and abilities needed to document, collect, and preserve physical evidence from crime scenes. Students also learn proper crime scene photography. Students identify the types of physical evidence and the analysis required of a scene to ensure proper processes for preservation and transmittal of evidence to forensic labs. The course teaches the knowledge and skills required to properly interview suspects and witnesses in formal settings, including the use of recording devices for taking statements. Students learn a basic understanding of the role of criminal intelligence in law enforcement and its importance to the criminal justice system. Enrollment is limited to law enforcement officers and pre-service trainees admitted to the MLEA Law Enforcement Officer Basic program in Helena.

Justification: How does the course fit with the existing curriculum? Why is it needed?

In this course students learn the fundamental knowledge, skills and abilities needed to document, collect, and preserve physical evidence from crime scenes.

Are there curricular adjustments to accommodate teaching this course?

No

Complete for UG courses. (UG courses should be assigned a 400 number).

Describe graduate increment

(http://umt.edu/facultysenate/committees/grad_council/procedures/gradIncrement.aspx) ↓
New fees and changes to existing fees are only approved once each biennium by the Board of Regents. The coordination of fee submission is administered by Administration and Finance. Fees may be requested only for courses meeting specific conditions according to Policy 940.12.1 [http://mus.edu/borpol/bor900/940-12-1.pdf]. Please indicate whether this course will be considered for a fee.

If YES, what is the proposed amount of the fee?

Justification:

### IV. To Delete or Change an Existing Course – check X all that apply

<table>
<thead>
<tr>
<th>Deletion</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number Change</td>
<td>From: Level U, UG, G</td>
</tr>
<tr>
<td>From:</td>
<td>To:</td>
</tr>
<tr>
<td>Description Change</td>
<td>Repeatability</td>
</tr>
<tr>
<td>Change in Credits</td>
<td>From: Cross Listing</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>To: (primary program initiates form)</td>
</tr>
</tbody>
</table>

1. Current course information at it appears in catalog (http://www.umt.edu/catalog) ↓

2. Full and exact entry (as proposed) ↓

3. If cross-listed course: secondary program & course number

4. Is this a course with MUS Common Course Numbering? [http://mus.edu/transfer/CCN/ccn_default.asp]

   If yes, please explain below whether this change will eliminate the course’s common course status.

5. Graduate increment if level of course is changed to UG. Reference guidelines at: [http://umt.edu/facultysenate/committees/grad_council/procedures/gradIncrement.aspx](http://umt.edu/facultysenate/committees/grad_council/procedures/gradIncrement.aspx) (syllabus required in section V)

6. Other programs affected by the change

7. Justification for proposed change

### V. Syllabus/Assessment Information

Required for new courses and course change from U to UG. Paste syllabus in field below or attach and send digital copy with form ↓

THE UNIVERSITY of MONTANA COLLEGE of TECHNOLOGY
Fundamentals of Police Science Program
Course Syllabus

**COURSE NUMBER AND TITLE:** PSS 121, Investigations II: Crime Scene Investigation and Management

**DATE:** Autumn 2010

**SEMESTER CREDITS:** 2

**PREREQUISITES:** Co-Requisite with PS 120
FACULTY: MLEA Faculty
E-Mail: 
Phone: 
Office: 
Office Hours: 

COURSE DESCRIPTION: PSS 121, Investigations II: Crime Scene Investigation and Management is offered Autumn, Spring and Summer. In this course students learn the fundamental knowledge, skills, and abilities needed to document, collect, and preserve physical evidence from crime scenes. Students also learn proper crime scene photography. Students identify the types of physical evidence and the analysis required of a scene to ensure proper processes for preservation and transmittal of evidence to forensic labs. The course teaches the knowledge and skills required to properly interview suspects and witnesses in formal settings, including the use of recording devices for taking statements. Students learn a basic understanding of the role of criminal intelligence in law enforcement and its importance to the criminal justice system.

STUDENT PERFORMANCE OUTCOMES:
Performance Objectives
Upon completion of this course, the student will:
1. Explain evidentiary rules regarding use of visual media, demonstrate a basic knowledge of the different types of cameras and how they function, and discuss the role of photographs in an investigation.
2. Identify techniques for properly photographing: a crime scene; injuries to a victim; a motor vehicle accident scene; found evidence at the scene of a search warrant execution; and fingerprints.
3. Explain the services offered by the Montana Forensic Science Division and what analyses occur in the following departments: Chemistry, Toxicology, Serology/DNA, Trace Evidence and Latent Fingerprint/Impressions.
4. Demonstrate the best methods of evidence collection based upon the type of evidence (e.g., blood, hair, fingerprints, shoe, and tire impressions).
5. Properly preserve and package items and substances for submission to the Forensic Science Division.
6. Correlate the procedures and processes of evidence recognition and collection to actual crime scene applications.
7. Identify methods of pre-planning and conducting interviews of witnesses, victims, non-custodial suspects, in-custody suspects and suspect juveniles.
8. Demonstrate the method of recording statements during interviews using audio and/or visual recording devices.
9. Describe the process for conducting a photo line-up.
10. Determine methods to separate witnesses and suspects for interviews in various settings.
11. Demonstrate the necessary knowledge, skills, and abilities required to properly interview persons who are not suspected of criminal acts, and the methodology used to preserve the acquired information (statement).
12. Identify the three most common errors investigators make when interviewing non-suspects.
13. Discuss the role of criminal intelligence in law enforcement and its ability to enhance officers’ investigative contributions to the criminal justice system.
14. Identify and explain the role of allied agencies.
15. Prepare a search warrant.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES: (Production and Testing)
Students use Microsoft Word in the computer lab or personal computer to complete several written assignments regarding evidence collection practices. Students download a warrant template and complete the process of preparing a viable search warrant. Students prepare a seized evidence document. Students also study a case file as part of an investigation of a major crime scene as an independent study project to learn proper evidence identification, collection and processing.

GRADING SCALE: Students must earn a minimum score of 75% or letter grade of “C” in this course to
receive both program and course credit toward the Certificate of Applied Science in Fundamentals of Police Science.

94 – 100  A  Excellent
84 – 93   B  Good
75 – 83   C  Satisfactory
70 – 74   D  Poor
69/below  F  Failure

ATTENDANCE POLICY: Students are required to come prepared for class each day and participate in the assigned activities. In-class activities account for a substantial portion of the final grade.

ACADEMIC INTEGRITY: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

DISABILITY ACCOMMODATION: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website at http://www.umt.edu/dss/ or call 406.243.2243 (Voice/Text).

REQUIRED TEXTBOOKS:

OTHER REFERENCES OR SUPPLEMENTS:

COURSE OUTLINE:
1. Crime scene photography
2. Crime scene management
3. Evidence collection/analysis
4. Montana Forensic Sciences Division evidence analyses
5. Interviews of victims and suspects
6. Statements and audio/visual recording methods
7. Intelligence systems
8. Investigator errors
9. Allied agencies
10. Search warrants

September 2010

VI Department Summary (Required if several forms are submitted) In a separate document list course number, title, and proposed change for all proposals.

VII Copies and Electronic Submission. After approval, submit original, one copy, summary of proposals and electronic file to the Faculty Senate Office, UH 221, camie.foog@msd.umt.edu.

Revised 9-2010