
LAST REVIEW: 2007-2008

NEXT REVIEW: 2012-2013

STATUS: A

COURSE TITLE: Correctional Probation Investigations

COMMON COURSE NUMBER: CJK 0275

CREDIT HOURS:

CLOCK HOURS: 39

(Voc. Course ONLY)

CONTACT HOUR BREAKDOWN

(per 16 week term)

Lecture: **39**

Lab:

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course presents the techniques needed for a Correctional Probation Officer to conduct and document successful investigations.

UNIT TITLES

- 1. Investigative Procedures**
- 2. Interviewing Skills**
- 3. Report Writing**
- 4. Observation and Surveillance**
- 5. Conducting Searches**
- 6. Evidence Handling**
- 7. Chain of Custody**



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: CJK0275

EVALUATION:

1. In-class exercises
2. Individual presentations
3. Group presentations
4. Examinations

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: <i>(highlight in green ALL that apply)</i> (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



Common Course Number: CJK0275

UNITS

Unit 1 Investigative Procedures

General Outcome:

1.0 The student shall: know the different types of investigations and the techniques necessary to perform a successful investigation.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 State the types of investigations.
- 1.2 Identify events that may initiate an investigation.
- 1.3 Identify the process involved in conducting an investigation.
- 1.4 List the various databases used when conducting an investigation.
- 1.5 Explain that during an investigation, an officer may need to review an offender's information.
- 1.6 Identify that offender information may be obtained from a variety of sources.
- 1.7 State that the offender's signature is required on a release of information form to obtain confidential information during an investigation.
- 1.8 Identify the information that needs to be analyzed when conducting an investigation.
- 1.9 Explain the process for formulating a recommendation after an investigation has been conducted.
- 1.10 Describe the steps in correctly preparing an investigative report.
- 1.11 Demonstrate how to perform an investigation during a mock situation.



Common Course Number: CJK0275

Unit 2 Interviewing Skills

General Outcome:

2.0 The student shall: identify common interview terms, the interview process, signs of deception during an interview, and techniques that contribute to the success of an interview. The student shall also know the definition of note taking and how it relates to conducting an interview.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Define “interview” as a conversation held to generate information from persons who have knowledge of a situation so that an investigation can be continued or concluded.
- 2.2 Identify basic elements of the interview process.
- 2.3 State that the most effective interview style will bring out the most relevant information.
- 2.4 Explain that the interviewer may change his or her approach with the interviewee if the interview is not providing the needed information.
- 2.5 State that the interview time and location are important considerations when conducting an interview.
- 2.6 Identify effective interview techniques.
- 2.7 Identify common signs which may indicate deception in a subject being interviewed.
- 2.8 Explain that an interviewer should take notes while conducting an interview.
- 2.9 Define “note taking” as making brief notations concerning specific events or a general collection of notes concerning many aspects of an officer’s job (e.g., observation).
- 2.10 Identify procedures to follow when taking notes.
- 2.11 Demonstrate various note taking skills while conducting a mock interview.



Common Course Number: CJK0275

Unit 3 Report Writing

General Outcome:

The student shall: define and describe basic uses of reports. The student shall identify the types and basic requisites of reports.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Define “report” as a permanent written record which communicates important facts to be used in the future.
- 3.2 List uses of reports.
- 3.3 Identify readers of reports.
- 3.4 Identify the basic steps in report writing.
- 3.5 Identify basic characteristics of well written reports.
- 3.6 Explain that all reports can be used as evidence.
- 3.7 Discuss the different types of reports.
- 3.8 Identify required time frames for completing each report.
- 3.9 Explain proper distribution of each report.
- 3.10 Demonstrate how to accurately write a report.



Common Course Number: CJK0275

Unit 4 Observation and Surveillance

General Outcome:

The student shall: define observation, surveillance, and related terminology. The student shall also know the proper techniques when performing observation and surveillance.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Define “observation” as the accurate noting of what is presented to the five senses through keeping in view, taking notice of, or giving attention to persons, things, or circumstances.
- 4.2 Define “perception” as the process of organizing and attaching meaning to sensations so that the sensations can be interpreted as part of observation.
- 4.3 Identify factors which affect perception.
- 4.4 Explain that observation through the senses could assist an officer in drawing inferences and conclusions about the behavior of an offender.
- 4.5 List the five senses involved in observation.
- 4.6 Describe what to do when observations are made.
- 4.7 Identify that Chapter 948, F.S. provides the authority for correctional probation officers to supervise and conduct surveillance of offenders.
- 4.8 Define “surveillance” as continual observation of a person or group, especially one suspected of doing something illegal.
- 4.9 Describe factors that can make surveillance successful.
- 4.10 Observe simulated scenes, persons, and/or activities and describe the observations from memory or notes.



Unit 5 Conducting Searches

General Outcome:

5.0 The student shall: know how to safely and effectively search an offender, an offender's residence, and other approved areas.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 Identify that an officer may need to search an offender or an offender's residence based upon:

- a) Supervision Order
- b) reasonable suspicion

5.2 State that coordination of a search with other probation officers and/or law enforcement authorities will involve completing a pre-search report and contacting others for assistance.

5.3 Explain that the Fourth Amendment prohibiting unreasonable searches and seizures is limited in that reasonableness must be assessed in light of security, order, and rehabilitation needs.

5.4 Identify considerations when conducting a search.

5.5 Explain that searches should be performed in a reasonable manner and with discretion.

5.6 Define "throw downs" as prohibited items that the offender discards from his or her possession.

5.7 Identify the steps in conducting a search.

5.8 State that an officer will maintain control of the offender at all times during the search.

5.9 Demonstrate how to perform a proper search during a mock situation.



Unit 6 Evidence Handling

General Outcome:

6.0 The student shall: comprehend the basic concepts of evidence and how these concepts relate to criminal proceedings. The student shall also describe the importance of proper handling and methods of collecting, preserving, marking, and transporting evidence.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Describe that the difference between evidence and proof is that evidence is information, which is allowed in court, while proof is the effect produced by this information.
- 6.2 Identify three major categories of evidence.
- 6.3 Identify three reasons why evidence is offered in court.
- 6.4 Define “relevant evidence” as anything that logically tends to prove or disprove a fact at issue in a judicial case or controversy.
- 6.5 Identify the process for handling evidence.
- 6.6 Explain that evidence will not be retained within the officer’s vehicle, office, or residence.
- 6.7 List considerations when handling evidence.
- 6.8 Demonstrate the correct method for collecting, preserving, marking, and transporting evidence.



Unit 7 Chain of Custody

General Outcome:

7.0 The student shall: know the importance of the chain of custody as it relates to evidence. The student shall comprehend the methods used to protect the chain.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Define “chain of custody” as the witnessed written record of all individuals who have maintained unbroken control over the evidence since its acquisition.
- 7.2 Explain that the chain of custody protects the integrity of the evidence for admissibility into court.
- 7.3 Identify the components of the chain.
- 7.4 Identify the safeguards for maintaining the chain of custody.
- 7.5 Explain that the officer should advise the appropriate entity if any alterations have been made to the evidence.