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**SYLLABUS FOR INVESTIGATIVE & CRIME SCENE  
MANAGEMENT**

**Term: Fall 2016; November 07, 2016- December 12, 2016 Group 42**

**Course: PSM 343 Investigative and Crime Scene Management**

<b>Instructor Information:</b>	
<b>Instructor Name</b>	George Devereux am session and Leo Panepinto pm session
<b>Office Number:</b>	George Devereux 773 443 2211 and Leo Panepinto 773 447 5636
<b>Phone Number:</b>	George Devereux 773 443 2211 and Leo Panepinto 773 447 5636
<b>Email:</b>	gdevereux@ccsj.edu and lpanepinto@ccsj.edu
<b>Hours Available:</b>	By appointment or one hour before class
<p><b>Instructor Background:</b> George Devereux has been a member of the Chicago Police Department for the past 30 years and is currently assigned as the Deputy Chief of Patrol for the Chicago Police Department. He has also held past positions in the Patrol Division, Public Housing Unit, Area Deputy Chief's Office and Gang Enforcement Division, and Narcotics Division. In the fields of Public Safety and Security, he has worked for the University of Chicago Campus Police and held a position as a security supervisor at St. Joseph's Hospital in Chicago. His educational background includes a Bachelor of Liberal Arts degree from Western Illinois University in Spanish and a Master of Public Administration degree from Illinois Institute of Technology.</p> <p style="text-align: center;">Leo Panepinto has been a member of the Chicago Police Department for the past 30 years and is currently assigned as the Chicago Police Department Commander of the Crime Prevention Information Center. He has also held past positions in the Patrol Division, Vice Control Section, Narcotics Division, Deployment Operations Center, and the Office of the Superintendent. In the fields of Public Safety and Security, he has worked for the Harlem Irving Company as a security supervisor for several properties in the Chicagoland Area. His educational background includes a Bachelor Degree from Lewis University in Criminal Social Justice and a Master of Arts in Police Psychology from the Adler School of Professional Psychology.</p>	

<b>Course Information:</b>	
<b>Course Time:</b>	Mondays 9:00 AM to 12:30 PM Mondays 6:00 PM to 9:30 PM
<b>Classroom:</b>	AM Session East/ West College 829 S. Wabash Room SLC 404 (4 <sup>th</sup> FL) PM Session Police Education and Training Center 1300 W. Jackson
<b>Prerequisites:</b>	Good standing enrollment for the PSM Program.
<b>Required Books and Materials:</b>	<i>Criminal Investigation, a Method for Reconstructing the Past</i> , 7 <sup>th</sup> edition, by James W. Osterburg and James Ward, published by Anderson Publishing Company, ISBN # 978-1-4557-3138-1.

<p><b>Learning Outcomes/ Competencies:</b>  Students in this course will develop a greater understanding of the intricacies involved in recognizing, planning and responding to crime scenes. In today’s environment, criminal investigations are constantly changing and to remain in the position to perform at one’s highest level of investigative success, practitioners must remain ever vigilant and proactive in addressing the multifaceted needs of American Policing. The student of this course will develop the knowledge based techniques and approaches to be current and effective in providing the ever-changing skills necessary to protect society in the 21<sup>st</sup> Century.</p>
<p><b>Course Description:</b> This course deals with evidence protection, processing, maintaining the “chain”, admissibility and overall crime scene management. The course will show the importance of a professional approach to the investigative process, scene preservation, preparation for and credible courtroom presentation. Other areas explored will include common techniques used in investigations, such interviewing and interrogating, documenting the scene, utilizing evidentiary results, reconstruction...as related to successful control and management of the scene.</p>
<p><b>Learning Strategies:</b>  Lectures, videos, quizzes, guest speaker(s), written projects, collaborative learning...etc.</p>
<p><b>Experiential Learning Opportunities:</b>  Based upon each student’s individual experience relating to common experience as can be shared with the class as opposed to other methods of acquiring knowledge</p>

<b>Assessments:</b>		
<b>Major Assignments:</b>	Examinations; Mid-Term and Final. Paper and Presentation.	
<b>Class Participation</b>	Students are expected to come to class prepared to discuss information listed in the outline. Students will be given ample time to work on their assignments. All assignments are to be turned in at the beginning of the class period on the day that they are due. Students should be aware that late assignments will be accepted, and that they will be reduced by one letter grade, unless previous arrangements were made and agreed upon between the instructor and the students	
<b>Grading Scale</b>		
	100 – 92: A	91 – 90: A-
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78: C+	77 – 72: C	71 – 70: C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below	F	
<b>Course Schedule:</b>		
Class Date	Assignments	Class Discussion/Activities
<b>Nov. 07, 2016</b>	- 1-Page Reaction to video (your actual reaction(s)... <i>(not a description or “play-by-play” of the video)</i> ) - Read Chapters 1 and 2	- Syllabus and Course overview Video Presentation of <i>Murder on a Sunday Morning</i> - Written Project Discussion begins
<b>Nov. 14, 2016</b>	- Read Chapters 3, 4 and 5 - Electronically submit...Title Page, Table of Contents and Abstract...due before noon on Sunday	Be prepared to write on and discuss: - Chapters 1 and 2 - Written Project Topics finalized
<b>Nov. 21, 2016</b>	- Read Chapters 6, 7 and 8 - Submit 2 pages of content, and 2 citations...due before noon on Sunday	Be prepared to write on and discuss: - Chapters 3, 4 and 5 - Mid-Term Exam

<b>Nov. 28, 2016</b>	<ul style="list-style-type: none"> <li>- Read Chapters 9, 10, 11 and 12</li> <li>- Electronically submit corrected Title Page, Table of Contents, Abstract, Citations, References and the original 2 pages of content along with an additional 2 final pages of content, 2 more citations &amp; 2 more references...due before noon on Sunday</li> </ul>	Be prepared to write on and discuss: <ul style="list-style-type: none"> <li>- Chapters 6, 7 and 8</li> <li>- review of all necessary corrections needed for paper</li> </ul>
<b>Dec. 05, 2016</b>	<ul style="list-style-type: none"> <li>- Prepare for Final Exam</li> <li>- Correct and complete all revisions of Written Project...due for final electronic review due before noon on Sunday</li> </ul>	Be prepared to write on and discuss: <ul style="list-style-type: none"> <li>- Chapters 9, 10 &amp; 12</li> <li>- Combined Quiz on 8 and 9</li> <li>- Written Project Presentation &amp; Submission begin</li> </ul>
<b>Dec. 12, 2016</b>	N/A	Final Class Session <ul style="list-style-type: none"> <li>- Written Project Presentation &amp; Submission end</li> <li>- Final Examination</li> </ul>

**NOTE; We reserve the right to change this schedule to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due.  Note; Due to documented extenuating circumstances and upon instructor approval, student assignment accommodations can be arranged.
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
<b>Participating in Class</b>	Students are expected to come to class prepared to discuss information listed in the outline. Students will be given ample time to work on their assignments. All assignments are to be turned in at the beginning of the class period on the day that they are due. Students should be aware that late assignments will be accepted, and that they will be reduced by one letter grade, unless previous arrangements were made and agreed upon between the instructor and the students.
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>

<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.
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<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a>  <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78  <b>TV Channels:</b> 2, 5, 7, 9, 32</p>

## Emergency Procedures

### MEDICAL EMERGENCY

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

### FIRE

#### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

## **BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

### **IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:**

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

## **HAZARDOUS MATERIAL SPILL/RELEASE**

### **EMERGENCY ACTION**

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## **TORNADO**

### **EMERGENCY ACTION**

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## **SHELTER IN PLACE**

### **EMERGENCY ACTION**

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## **BOMB THREATS**

### **EMERGENCY ACTION**

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

### RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.