

GROSSMONT COLLEGE

Official Course Outline

ADMINISTRATION OF JUSTICE 207 - INVESTIGATIVE TECHNIQUES FOR SECURITY MANAGEMENT

1. <u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
AOJ 207	Investigative Techniques for Security Management	3	3 hours lecture

2. Prerequisites

None.

Corequisite

None.

Recommended Preparation

None.

3. Catalog Description

An overview of civil as well as criminal investigations in a security management setting. Emphasis is placed upon procedures, legalities, and technical aspects of specialized investigations relating to crime, pre-employment screening, sexual harassment, unlawful employment discrimination, accidents, unexplained losses, and other business activities. Proper documentation of a security investigation is also discussed.

4. Course Objectives

The student will:

- a. List and describe the common elements of the investigative process.
- b. Locate and develop sources of information.
- c. Evaluate information gathered from public and private sources.
- d. Demonstrate appropriate interviewing and interrogation techniques.
- e. Conduct a basic civil investigation.
- f. Conduct a basic criminal investigation.
- g. Document information gathered during an investigation.
- h. Analyze evidence gathered in a civil or criminal investigation.
- i. Identify, critically analyze, and develop solutions to problems in security management.
- j. Demonstrate ability to work collaboratively in a group setting.
- k. Utilize computer technology and access information via the Internet as appropriate.
- l. Conduct research appropriate to the discipline.
- m. Evaluate personal and professional ethic standards.

5. Instructional Facilities

- a. Access to the Internet.
- b. Standard classroom.

6. Special Materials Required of Student

Electronic storage media.

7. Course Content

- a. Introduction to investigative techniques.
- b. Common elements of the investigative process.
- c. Sources of information.
- d. General investigative methods.
- e. Civil investigations.
- f. Special issues in civil investigations.
- g. Criminal investigations.
- h. The investigator as a witness.

8. Method of Instruction

- a. Lecture, discussion, group projects and audio visual materials as appropriate.
- b. Qualified guest speakers may be invited to lecture on their respective fields of specialization.
- c. Field trips to local public safety agencies and security organizations may be arranged.

9. Methods of Evaluating Student Performance

- a. Participation.
- b. Written assignments.
- c. Period examinations.
- d. Research assignments.
- e. Group projects.
- f. Oral presentations.
- g. Written final examination.

10. Outside Class Assignments

- a. Reading in required text.
- b. Critical-thinking and problem-solving exercises.
- c. Research paper.
- d. Preparation for oral presentations.

11. Texts

- a. Required Text(s):  
Nemeth, Charles P. Private Security and the Investigative Process. 2<sup>nd</sup> ed. Burlington, MA: Elsevier Butterworth-Heinemann, 2000.
- b. Supplementary texts and workbooks:  
None.

Date approved by the Governing Board: April 17, 2007