Department:

Risk Management

Course Description:

This course provides a comprehensive overview of the investigative process as it applies to the workplace. The course covers the methodology, rationale, and practices involved in effective workplace investigation protocols.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Outline the basic elements of a successful investigation.
2. List and describe different methodologies used in different types of investigations.
3. Convert observation into written reports that can withstand cross examination.
5. Describe basic forensic science principles, including offender and victim typologies, project management, case development, scientific analysis of illegal substances, and DNA collection and analysis.
6. Explain how administrative, civil, and criminal laws regarding workplace investigations are constantly changing.
7. Conduct basic legal research.
8. Describe individual characteristics vital to good investigative practices and explain how to develop them.
9. Explore and identify types of careers available for risk management or loss prevention investigators.

Course Content:

A. The Process of Investigation
B. The Fundamentals of Fact Finding
C. The Methods of Investigation
D. Project Management and Case Development
E. Legal Challenges and Litigation Avoidance
F. Applied Strategies
G. Improving Results

Learning Assessments:

Course competencies will be assessed by use of discussion questions, graded assignments, case reviews, a research paper, quizzes, and exams.
Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.