



O.P. Jindal Global University
A Private University Promoting Public Service



Fundamentals of Crime Scene Management

Course Instructor: Dr. Girraj Sharma

Jindal Institute of Behavioral Sciences (JIBS)

04 Credit Course

FALL SEMESTER 2023

Faculty Contact: 8349628090

Email: Girraj.sharma@jgu.edu.in

Office Hours: Monday to Friday (09 AM to 6 PM) - (On an appointment basis)

Classroom:

The information provided herein is by the Course Coordinator. The following information contains the official record of the details of the course.

PART I

Course Title: Fundamentals of Crime Scene Management	
Course Code	BE-E-0144
Course Duration	15 weeks
No. of Credit Units	04
Level	UG/PG
Pre-Requisites	Nil
Pre-Cursors	Nil
Equivalent Courses	Nil
Exclusive Courses	Nil
Class Timing	

PART II

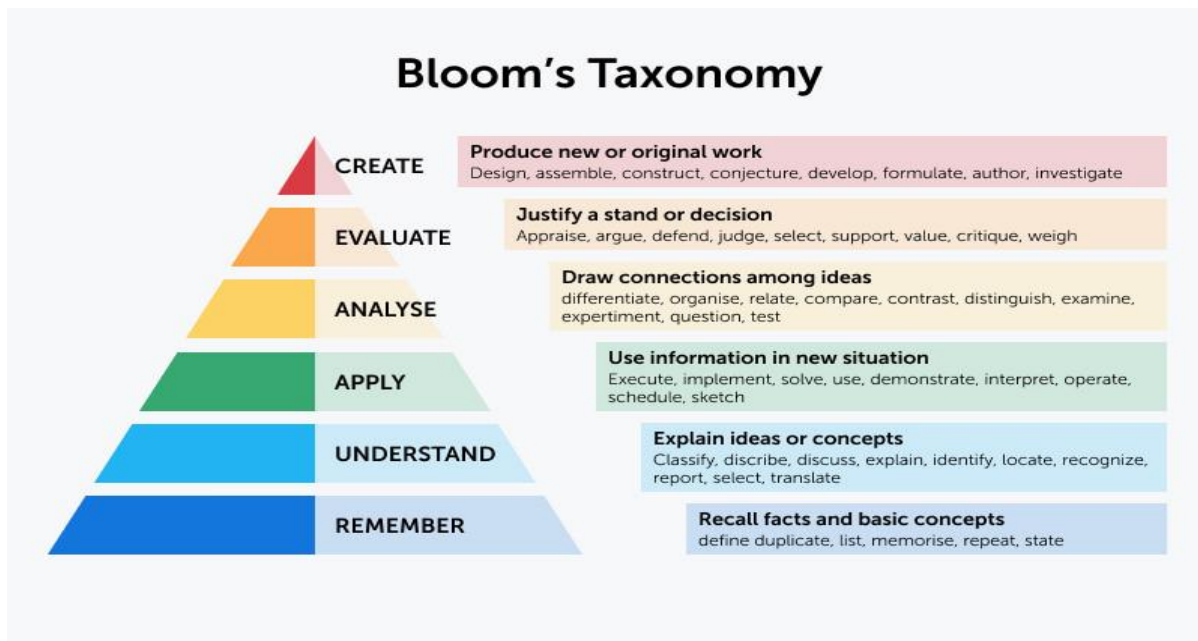
Course Description

The basics of crime scene handling course provide students with a comprehensive understanding of the principles and practices involved in effectively managing and processing crime scenes. This course covers essential topics such as information, manpower, technology and logistics management, crime scene investigation model, crime scene documentation, collection, preservation, labelling and forwarding of physical evidence to the forensic science laboratory, forensic photography, chain of custody procedures, and legal considerations. Students will learn how to determine the location of the crime scene, how to properly secure and isolate crime scenes, assess scene dynamics, and prioritize tasks to ensure the integrity of evidence and the accuracy of investigative outcomes. Emphasis will be placed on the role of the crime scene investigator in coordinating with other law enforcement professionals, forensic specialists, and legal authorities to conduct thorough and systematic examinations of crime scenes. By the end of the course, students will be equipped with the foundational knowledge and practical skills needed to effectively manage crime scenes, adhere to established protocols and standards, and contribute to the successful resolution of criminal cases through the proper handling and interpretation of evidence. This course serves as a valuable foundation for further study and specialization in forensic science, criminal justice, or related fields.

Learning outcomes

After the completion of the course the student will be able to:

1. **Identify** and locate crime scenes, demonstrating an understanding of the critical role physical evidence plays in criminal investigations.
2. **Apply** the core elements of crime scene management, effectively coordinating information, technology, logistics, and manpower.
3. **Demonstrate** proficiency in the initial investigation of a crime scene, including the responsibilities of the first responder, scene surveying, and comprehensive documentation (photography, sketching, note-taking).
4. **Analyze** and classify various types of physical evidence.
5. **Formulate** and execute systematic crime scene search methods to ensure comprehensive evidence recovery.



Course Format

Course Format

Class time will include a combination of lectures, detailed case study analyses, and active classroom discussions. Students are expected to complete the assigned essential readings prior to each class to facilitate robust discussion on the scientific techniques being covered. Practical case studies will be utilized frequently to bridge the gap between theoretical laboratory methodologies and field investigations.

Assignments:

Note: Dates and submission formats to be finalized.

Internal Assessment (70 Marks)

1. Quiz 1 (10 Marks)

Coverage: Unit I (General Crime Scene Considerations) & Unit II (Elements of Crime Scene Management)

Linked to Learning Outcomes: 1 & 2

Description: A short-format assessment designed to test students' foundational knowledge of crime scene management, the role of the first responding officer, and the identification of physical evidence.

2. Quiz 2 (15 Marks)

Coverage: Unit III (Investigation of Crime Scene) & Unit IV (Physical Evidence)

Linked to Learning Outcomes: 3 & 4

Description: An intermediate assessment focusing on the practical procedures of crime scene investigation. Students will be tested on surveying and documentation techniques (including notetaking, sketching, and photography), as well as the classification, objectives, and systematic search methods for recovering physical evidence.

3. Group or Solo Presentation (25 Marks)

Linked to Learning Outcomes: Varies based on selected topic (1–5)

Description: Students will select a specific topic or case study from the course manual to research and present to the class. Whether working individually or in small groups, students must demonstrate a thorough understanding of the scientific principles involved and the ability to critically analyze forensic methodologies.

4. Mock Crime Scene Analysis (10 Marks)

Linked to Learning Outcomes: 1, 2, 3, 4, & 5

Description: A practical, hands-on evaluation where students apply their theoretical knowledge to a simulated crime scene. Students will be assessed on their adherence to proper protocols for scene securing, documentation, and the scientific collection and classification of physical evidence.

5. Attendance and Active Participation (10 Marks)

Description: Marks will be awarded based on consistent attendance, punctuality, and the quality of the student's engagement during lectures. Active participation requires meaningful contributions to case study discussions and demonstrating a professional attitude in the classroom environment.

End Semester Assessment (30 Marks Total)

6. End Semester Examination (Closed Book) (30 Marks)

Coverage: Comprehensive (Units I–V)

Linked to Learning Outcomes: 1, 2, 3, 4, & 5

Description: A comprehensive, closed-book final examination covering all four course modules. This exam will evaluate the students' overall retention of scientific crime scene principles, their analytical skills regarding complex logistical scenarios, and their deep understanding of scene documentation and physical evidence search methodologies.

(*Please note that absenteeism on day of assessment will not be entertained and no assessments shall be rescheduled.)

Missed or Late Assessment Submission

All assessments are expected to be submitted on the scheduled day. In case of exceptional circumstances, the student can contact the course instructor and at their discretion (with or without penalty), the instructor may take a call on the concession that is granted. It is the student's responsibility to double check that the correct file has been submitted. In case the incorrect or corrupted document is submitted for evaluation, it may result in a lower grade for the student.

Grading of Student Assessment

Letter Grade	Percentage of Marks	Grade Points	Interpretation
O	80 and above	8	Outstanding: Exceptional knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and extraordinary critical and analytical ability.
A+	75 - 79	7.5	Excellent: Sound knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and critical and analytical ability.
A	70 - 74	7	Very Good: Sound knowledge of the subject matter, excellent organizational capacity, ability to synthesize ideas, rules and principles, critically analyse existing material and originality in thinking and presentation.
A-	65 -69	6	Good: Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills.
B+	60 - 64	5	Fair: Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills.
B	55 - 59	4	Acceptable: Adequate knowledge of the subject matter to go to the next level of the study and reasonable critical and analytical skills.

B-	50 - 54	3	Marginal: Limited knowledge of the subject matter and irrelevant use of materials, and poor critical and analytical skills.
P1	45 - 49	2	Pass 1: Pass with Basic understanding of the subject matter.
P2	40 - 44	1	Pass 2: Pass with Rudimentary understanding of the subject matter.
F	Below 40	0	Fail: Poor comprehension of the subject matter; poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course.

Course Outline and Reading with **Application Hours**

Dates / Module	Lesson	Classroom Activity	Readings
Unit I Weeks 1-2	General Crime Scene Considerations: Introduction of crime scene, how to locate crime scenes, role of physical evidence in a criminal investigation, scientific crime scene investigation, case studies.	Lecture with Case Studies & Discussion	Lee, H., Palmbach, T., & Miller, M. T. (2001). Henry Lee's crime scene handbook. Chapter 1
Unit II Weeks 3-5	Elements of Crime Scene Management: Information, technology, logistics and manpower management, case studies.	Lecture with Case Studies & Discussion	Lee, H., Palmbach, T., & Miller, M. T. (2001). Henry Lee's crime scene

			handbook. Chapter 2
Unit III Weeks 6-7	Investigation of Crime Scene: Introduction, first responding at scene of crime, crime scene survey, documentation of the crime scene (such as note-taking, videography and audio-graphy of the scene, photography, sketching), case studies.	Lecture with Case Studies & Discussion	Lee, H., Palmbach, T., & Miller, M. T. (2001). Henry Lee's crime scene handbook. Chapter 3 & 4
Unit IV Weeks 8-9	Physical evidence: Introduction, definition, classification of physical evidence, objectives of a crime scene search, concept of crime scene search, crime scene search methods, case studies.	Lecture with Case Studies & Discussion	Lee, H., Palmbach, T., & Miller, M. T. (2001). Henry Lee's crime scene handbook. Chapter 5

Unit-V (Week 10-15)	Collection and preservation of physical evidence - General considerations, Fingerprints, biological, toxicological, chemical, trace evidence, firearms and toll marks, entomological evidence, impression evidence, explosive materials, bitemarks, questioned documents	Lecture with Case Studies & Discussion	Chapter 6 Lee, H., Palmbach, T., & Miller, M. T. (2001). Henry Lee's crime scene handbook.

Reading List: Mention all the readings here

Lee, H., Palmbach, T., & Miller, M. T. (2001). Henry Lee's crime scene handbook.

CLASSROOM POLICIES

Professional Conduct in Classroom

Developing professionalism means arriving on time to the classroom, maintaining classroom decorum, such as being seated within the first two minutes, being respectful to the instructor, peers, conflicting opinions, and submitting assignments on time. As a student of this course you are expected to integrate these skills into your daily behaviour as maintaining professionalism is an essential component of the course. It is essential that we pursue higher ideals which means incorporating behaviours such as listening to others when they are contributing, being sensitive to other individuals and diversity, and supporting the overall learning environment. Disrupting the learning environment by arriving after a two-minute window from the designated start time would mean that the student will be refused entry/attendance. It is also expected that the student contributes in classroom discussions, activities, and presentations to enhance the overall learning environment.

Attendance Policy

Students are expected to attend all classes (100% attendance). Students that are regularly absent cause a disruption to the learning environment and limit their own potential. A student who fails to attend a class is expected to inform the Course Instructor, beforehand, orally or in writing, the reason for their absence. A minimum of 75% attendance is mandatory, failing which, student is not permitted to take the final exam or end term exam.

Punctuality

Students are expected to be seated and prepared inside the class at the scheduled class time. Regular late comers will be denied entry. Both late comers and early departures disrupt the learning environment and would be penalized. A student who might feel like that they might be late for a class is expected to inform the Course Instructor, beforehand, orally or in writing, the reason for the same.

Respectfulness

Students must maintain the integrity of the classroom which means respecting peers, faculty, and staff. It is essential that the student is attentive and sensitive about the words that they use and its impact on others. Students who harm the decorum of the classroom will be asked to leave the classroom and marked absent for the day.

Electronic Devices

Electronic devices such as laptops, headphones, mobile phones are known to be major distractions for learning. Therefore, students will be permitted to use electronic devices only at the behest of the course instructor.

Notes on Plagiarism

Plagiarism is not acceptable! Chat GPT extracted answers are not acceptable either. Please refrain from copying and pasting paragraphs and sentences from your reading materials. This includes copying someone's words, structure, grammar, ideas, thoughts, and phrases and passing them as your own. Too many quotes are not acceptable! Using

What is acceptable? Using one quote which is not more than 40 words with proper citation. Use citation! It's a must! Present the content you read from your reading materials in your own words! It is necessary to cite all material that is not the student's original work. Think and critically analyse the content! The source should be always acknowledged in your written material and presentation. All papers in this class will be checked electronically for plagiarism. Sharing or using past work is also counted as plagiarism.

Academic learning is founded on ideals of honesty, integrity, and civility and students are expected to display these ideals at all times. Serious consequences could result when the ideals of academic behaviour are violated.

Safe Space Pledge

Some parts of this course may discuss a range of issues that might result in distress for some students. Discussions and images in the course might also provoke strong emotional responses. To make sure that all students collectively benefit from the course, and do not feel troubled due to either the contents of the course, or the conduct of the discussions, it is incumbent upon all within the classroom to pledge to maintain respect towards our peers. This does not mean that you need to feel restrained about what you feel and what you want to say. Conversely, this is about creating a safe space where everyone can speak and learn without inhibition and fear. This responsibility lies not only on students, but also the instructor.

Disability Support and Accommodation Requirements

JGU endeavors to make all its courses accessible to students. All students with a known disability needing academic accommodations are required to register with the Disability Support Committee [s](#). The Committee has so far identified the following conditions that could possibly hinder student's overall well-being. These include: physical and mobility related difficulties; visual impairment; hearing impairment; medical conditions; specific learning difficulties e.g. dyslexia; mental health. The Disability Support Committee maintains strict confidentiality in its discussions. The students should preferably register with the Committee in the first week of the semester as disability accommodation requires early planning. DSC will approve and coordinate all the disability related services such as appointment of academic mentors, specialized interventions and course related requirements such as accessible classrooms for lectures, tutorials and examinations. All faculty members are required to refer students with any of the above-mentioned conditions to the Disability Support Committee for addressing disability-related accommodation requirements.

Centre for Wellness and Counseling Services:

Contact: Email ID: cwcs@jgu.edu.in

Mobile: +91 8396907312