



# 2016 Catalog

CSI Academy of Florida  
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Alachua, FL 32615  
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**License No. 4844**

[www.csiacademyflorida.com](http://www.csiacademyflorida.com)

Email inquiries can be sent to [info@csiacademyflorida.com](mailto:info@csiacademyflorida.com)

**Licensed by the Commission for Independent Education, Florida Department of Education**  
**Additional information regarding this institution may be obtained by contacting the**

**Commission at:**  
**325 West Gaines Street Suite 1414**  
**Tallahassee, FL 32399-0400**  
**Toll Free Telephone Number: 888-224-6684**  
**Fax Number: 850-245-3234**

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## **Courses**

All classes will have a 10 minute break every hour. If the class session is 8 hours or more, there will be a 30 minute lunch break in the middle of the session.

**CSI101-Introduction/History of CSI (1 clock hour: 1 theory)**

**CSI140-Introduction to Crime Scene Investigation (40 clock hours: 10 theory, 30 lab)**

**CSI201-Introduction to Crime Scene Equipment (1 clock hour: 1 theory)**

**CSI202-Crime Scene Safety (1 clock hours: 1 theory)**

**CSI301-Crime Scene Ethics (1 clock hour: 1 theory)**

**CSI302-Documentation of a Crime Scene: Sketching & Diagramming (8 clock hours: 2 theory, 6 lab)**

**CSI401-Crime Scene Photography (40 clock hours: 10 theory, 30 lab)**

**CSI501-Latent Print Processing (40 clock hours: 15 theory, 25 lab)**

**CSI601-Casting techniques (8 clock hours: 2 theory, 6 lab)**

**CSI701-Alternative Light Source Applications (24 clock hours: 8 theory, 16 lab)**

**CSI801-Arson Investigations (40 clock hours: 10 theory, 30 lab)**

**CSI901-Forensic Entomology (8 clock hours: 4 theory, 4 lab)**

**CSI1001-Bloodstain Pattern Analysis (40 clock hours: 15 theory, 25 lab)**

**CSI1101-Shooting Scene Investigations (40 clock hours: 15 theory, 25 lab)**

**CSI1201- Sexual Assault Crime Scenes (24 clock hours: 10 theory, 14 lab)**

**CSI1202-Death Investigations (40 clock hours: 20 theory, 20 lab)**

**CSI1203-Human Remains Recovery (40 clock hours: 10 theory, 30 lab)**

**CSI1301- Report and Affidavit Writing (8 clock hours: 2 theory, 6 lab)**

**CSI1401- Courtroom Testimony (16 clock hours: 5 theory, 11 lab)**

**PI140-Introduction to Private Investigations I (24 clock hours)**

**PI141-Introduction to Private Investigations II (16 clock hours)**

## **Academic Calendar**

40 hour program runs concurrently with 340 hour program

The following courses are included in the 340 hour program and can be taken as stand alone courses on the condition that the 340 hour program is completed within a twelve month period from start of program (date of 1<sup>st</sup> class attended): Introduction to Crime Scene Investigation, Crime Scene Photography, Latent Print Processing, Alternate Light Source Applications, Courtroom Testimony, Bloodstain Pattern Analysis, Arson Investigations, Sexual Assault Crimes, Death Investigation, Human Remains Recovery  
January 11, 2016-November 18, 2016 (340 hour program has to be completed within a twelve month period).

Registration is available at any time.

Crime Scene Photography:

*January 11-15, 2016*

Latent Print Techniques:

*January 21, 2016*

Advanced Crime Scene Photography:

*January 25-29, 2016*

Courtroom Testimony:

*February 4-5, 2016*

Crime Scene Management for First Responders:

*February 9, 2016*

Sexual Assault Investigations:

*February 10-12, 2016*

Bloodstain Pattern Analysis:

*February 15-19, 2016*

**Shooting Incident Reconstruction:**  
*February 29-March 4, 2016*

**Introduction to Crime Scene Investigation:**  
*March 14-18, 2016*

**Alternate Light Source Applications (New York State Law Enforcement):**  
*March 21-25, 2016*

**Advanced Bloodstain Pattern Analysis:**  
*March 28-April 1, 2016*

**Introduction to Private Investigations:**  
*April 1-3, April 9-10, 2016*

**Alternate Light Source Applications:**  
*April 6-8, 2016*

**Death Investigations:**  
*April 11-15, 2016*

**Advanced Crime Scene Investigation:**  
*April 18-22, 2016*

**Introduction to Crime Scene Investigation:**  
*April 25-29, 2016*

**Crime Scene Photography:**  
*May 9-13, 2016*

**Latent Print Techniques:**  
*May 19, 2016*

**Advanced Crime Scene Photography:**  
*May 23-27, 2016*

**Courtroom Testimony:**  
*June 2-3, 2016*

**Bloodstain Pattern Analysis (Italian Course)**  
*June 6-10, 2016*

**Crime Scene Management for First Responders:**  
*June 14, 2016*

**Sexual Assault Investigations:**  
*June 15-17, 2016*

**Bloodstain Pattern Analysis:**  
*June 20-24, 2016*

**Bloodstain Patterns on Fabrics and Clothing:**  
*June 28-30, 2016*

**Human Remains Recovery:**  
*July 11-15, 2016*

**Alternate Light Source Applications:**  
*July 20-22, 2016*

**Advanced Bloodstain Pattern Analysis:**  
*July 25-29, 2016*

**Introduction to Private Investigations:**  
*August 5-7, August 13-14, 2016*

**Introduction to Crime Scene Investigation:**  
*August 15-19, 2016*

**Advanced Crime Scene Investigation:**  
*August 22-26, 2016*

**Death Investigations:**  
*August 29-September 2, 2016*

**Crime Scene Photography:**  
*September 12-16, 2016*

**Latent Print Techniques:**  
*September 22, 2016*

**Advanced Crime Scene Photography:**  
*September 26-30, 2016*

**Bloodstain Patterns on Fabrics and Clothing:**  
*October 3-5, 2016*

**Courtroom Testimony:**  
*October 6-7, 2016*

**Crime Scene Management for First Responders:**

*October 11, 2016*

**Sexual Assault Investigations:**

*October 12-14, 2016*

**Bloodstain Pattern Analysis**

*October 17-21, 2016*

**Human Remains Recovery:**

*November 14-18, 2016*

**Alternate Light Source Applications:**

*November 30-December 2, 2016*

**Introduction to Private Investigations:**

*December 2-4, December 10-11, 2016*

**Advanced Bloodstain Pattern Analysis:**

*December 5-9, 2016*

**Introduction to Crime Scene Investigation:**

*December 12-16, 2016*

## **Holidays Observed**

**January 1<sup>st</sup>, 2016 New Year's Day**

**January 18<sup>th</sup>, 2016 Martin Luther King Day**

**March 25<sup>th</sup>, 2016 Good Friday**

**May 30<sup>th</sup>, 2016 Memorial Day**

**July 4<sup>th</sup> 2016 Independence Day**

**September 5<sup>th</sup>, 2016 Labor Day**

**November 11<sup>th</sup>, 2016 Veterans Day**

**November 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> 2016 Thanksgiving Holiday**

**December 19<sup>th</sup>, 2016-January 1<sup>st</sup>, 2017 Winter Holiday**

## **Statement of Legal Control or Ownership**

CSI Academy, LLC is a registered corporation formed under the laws of the State of Florida, doing business as CSI Academy of Florida. Robert Rush and Thomas Sperring are the owners. "CSI Academy, LLC is not accredited."

This catalog will be made available to students at least one week prior to signing the Student Enrollment Agreement.

## **Contact Information**

CSI Academy, LLC  
12787 NW US Highway 441  
Alachua FL 32615

386-518-6300

Office Hours are 9:00am-5:00pm Monday through Friday.

Please call office for all scheduling, accounting and any general inquiries.

Web site: [www.csiacademyflorida.com](http://www.csiacademyflorida.com)

Email:  
General questions [info@csiacademyflorida.com](mailto:info@csiacademyflorida.com)

Faculty email addresses are located in the “Faculty” section at the end of the catalog.

## **Tuition and Fees**

Fees include tuition based on the program, and may also include textbooks and equipment. Fees vary from program to program and are subject to change based on CSI Academy, LLC policy.

All fees can be paid by cash, cashier’s check, money order, or by credit /debit card (Visa and MasterCard). Fees are due before the start of the first class. No student will be allowed to attend a class without first paying all fees.

## **Program Costs**

### **Introduction to Crime Scene Investigation:**

40 Clock Hour Training Program \$1,250

#### Breakdown:

Application Fee (non-refundable)	\$50
Registration Fee (non-refundable)	\$100
Tuition	\$900
Proprietary Books/Lab Fees	\$150
Background Check	\$50

### **Comprehensive Crime Scene Investigation**

340 Clock Hour Program \$9,950

#### Breakdown:

Application Fee (non-refundable)	\$50
Registration Fee (non-refundable)	\$100
Tuition	\$8,450
Proprietary Books/Lab Fees	\$1,300
Background Check	\$50

### **Introduction to Private Investigations**

40 Clock Hour Program \$450

#### Breakdown:

Application Fee (non-refundable)	\$50
Registration Fee (non-refundable)	\$100
Tuition	\$200
Proprietary Books and Supplies	\$50
Background Check	\$50

Prices are subject to change without notice.

## **About CSI Academy, LLC**

CSI Academy, LLC was created and legally organized as a Florida Limited Liability Corporation based in Alachua, Florida in January 2012. The goal of the company is to provide quality instruction in Crime Scene Investigations and Private Investigations.

CSI Academy, LLC includes approximately 28,000 square feet of climate controlled classrooms, labs and offices supported by industry standard equipment. Check the web site **[www.csiacademyflorida.com](http://www.csiacademyflorida.com)** or call for the most up-to-date programs being offered.

There is space, equipment and instructional material in the institution to provide training of good quality.

### **Disclaimer**

CSI Academy, LLC complies with Federal statutes on non-discrimination on basis of religion, race, national origin, marital status, color, sex, age, sexual orientation, political affiliation, citizenship, belief or disability.

### **Students with Disabilities**

CSI Academy, LLC accommodates students with disabilities under federal law.

### **Policy on the Handicapped**

CSI Academy, LLC complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a program of instruction. However, any handicapped person seeking admission should be aware that the program requires a high level of manual dexterity and coordination and that an individual evaluation is necessary to determine employability in the law enforcement industry. All facilities are readily accessible to the handicapped students.

CSI Academy, LLC has an extensive list of written policies referenced throughout this catalog. These policies are considered public knowledge by CSI Academy, LLC and can be viewed at any time. Just ask your instructor or other CSI Academy, LLC representative.

## **About CSI Academy, LLC Staff**

All of the CSI Academy, LLC faculty are experienced law enforcement professionals and/or have earned their Bachelor's, Master's and/or PhD's. (See faculty list).



All CSI Academy, LLC faculty has a current Florida license or certificate in their field. They are also required to be in compliance with continuing education and re-certifications each year. Most of the faculty has extensive experience, both private and public, in their fields.

### **CSI Academy, LLC Purpose and Mission**

The purpose of CSI Academy, LLC is to educate and train persons to become competent Crime Scene Investigators and/or competent Private Investigators. Through continuous assessment of the law enforcement industry's needs, desires, and self-assessment of our program offerings, classes will be offered to suit the variety of needs of our students. CSI Academy, LLC will assist all students in a successful transition from the classroom to the workplace.

Our mission is to provide quality training which enables our students to become productive and successful in their careers.

### **Licensure Approval**

CSI Academy, LLC is licensed by the Commission for Independent Education, Florida Department of Education (License No. 4844). Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

CSI Academy, LLC is approved for veterans training.

### **Administrative Organization**

CSI Academy, LLC is a private school, with a flat organizational structure. All educational decisions are made by the Director of Forensic Education. All policy decisions are made by the Board of Directors for the school. The Board Members consist of:

Robert A. Rush-Managing Partner  
Thomas Sperring-Managing Partner  
Phyllis Sperring-Managing Partner  
David J. Thomas, PhD-Dean/Director of Education  
Michael Thompson-Director of Law Enforcement & Investigations  
Debra Mongiardo-General Manager/Director of Admissions

## **Grievance Procedures**

If students or applicants feel they have been unfairly treated, they may appeal any policy, procedure or treatment.

1. The first step is to discuss the issue with the instructor.
2. If the issue is not resolved, the second step would be to submit the grievance, in writing, to the Director of Admissions. A written response will be provided to the student within 2 weeks.
3. If the issue is not resolved to the student's satisfaction, the student may file a written appeal to the Director of Forensic Education. A written response will be provided to the student within 2 weeks.

For unsolved matter, the student may contact the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Toll Free Telephone number (888) 224-6684 Fax number (850) 245-3234.

## **Admission Requirements**

The student must:

1. Provide proof of a High School Diploma, GED or its equivalency. \*(It is suggested that you be either prior or current military, active law enforcement or currently enrolled or graduated from an accredited college or university in criminal justice or similar program before attending the academy).
2. Pass a state required background check.
3. Possess a valid government-issued photo identification card.
4. Have no physical or mental limitations precluding the student from fully participating in the activities of a crime scene investigator.
5. Complete and sign a Student Enrollment Agreement with appropriate fees.

Note: Students under 18 years of age must have enrollment agreement signed by parents/guardian.

## **Admission Procedures**

CSI Academy, LLC will not accept any student who cannot meet the admission requirements for the program applied for. This is in line with CSI Academy LLC's purpose and mission.

CSI Academy, LLC staff and/or faculty will work with individual students to ensure the requirements are met before students are enrolled in the class. If a student fails to provide the required information and/or provides false information, the normal refund policy will be followed.

## **Student Records**

All enrolled student records will be kept on file permanently at the academy.

## **Standards for Satisfactory Academic Progress**

1. Students will sign and may receive a copy of a Participant Progress Report so they will be kept abreast of their academic standing throughout the program.
2. While every attempt is made to assure that students will be successful at CSI Academy, LLC, there are some instances when students must be withdrawn from a program. These include unsatisfactory conduct, excessive absences, safety violation regulations, unsatisfactory progress and other causes.
3. Students dropped from a program cannot re-enter the same program cycle for any reason. The student will be placed under a probationary period of 1 program cycle and may reapply for the next available cycle only after a formal meeting with the Director of Admissions. The student in question will be allowed to re-enter the program after participating in faculty interviews and completing a tutoring or make-up policy written by the instructor.

## **Grades and Completion of Course**

Students will be awarded a diploma upon satisfactorily completing their program. This diploma **cannot** be used in lieu of a license or to obtain a license. This diploma should also not be confused with official state certification required in the State of Florida. The diploma from CSI Academy, LLC only recognizes satisfactory completion of the course.

Students are responsible for showing consistent progress, satisfactory attendance, and employability skills. If a student is not progressing, the instructor will offer to work with the student during non-class hours, or recommend appropriate measures to assist the student. CSI Academy, LLC reserves the right to withdraw students who do not satisfactorily progress in their program, who refuse to cooperate with their instructor(s), or refuse to follow the rules and regulations of CSI Academy, LLC.

Throughout the grading period, the instructor completes a student progress report, which represents an overview of the student's growth and achievement. Students may receive a record of their academic progress at any time. Records of academic progress are permanently maintained at the school in accordance with the State of Florida Department of Education Rules and Regulations.

## Pass/Fail

A pass/fail grading system is one in which the student receives either a passing grade or a failing grade rather than a more accurate ranking of success. Any student that does work above a failing level--defined by either the school or the instructor--will pass the class.

## **Attendance**

Students are responsible for following school policy on attendance. Students must attend 90% of their program. Students who miss 10% of their program must meet with their instructor before attending the next program session. Students who miss more than 10% of their program will be dropped from the class, forfeit all equipment fees, and must have written approval from the Director of Admissions to re-enroll. The tuition will be refunded in accordance with the refund policy in the catalog.

Students with extenuating circumstances, including but not limited to, hospital confinement, personal problems, and extended illness, may appeal to the Director of Admissions for any exceptions to the absence rule. Documentation of the extenuating circumstances may be required.

## **Definition of a clock hour**

A clock hour is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor (50 minutes of class time and a 10 minute break).

## **Employability Skills**

CSI Academy, LLC believes employability skills are as important as competency in a profession. Our mission is to provide quality training which enables our students to become productive and successful in their careers. Competency and ability to perform the job tasks are crucial to success in a career however there are other skills just as important that make a student successful in their career. These skills will be included and referenced in each and every class.

They include:

- Reporting to class each and every class session
- Arriving to class on time
- Being prepared with necessary supplies for class
- Maintaining an assignment notebook or similar system
- Completing homework and other assignments on time
- Dressing appropriately for class
- Cooperating with teachers and classmates
- Focusing on appropriate tasks while in class
- Working quietly, independently and safely
- Using appropriate language
- Following all school and instructor rules

## **Employment Assistance**

Although placement assistance may be offered, CSI Academy, LLC does not guarantee employment.

## **Access to Records**

CSI Academy, LLC maintains educational records in accordance with state and federal laws. Parents/legal guardians of minor-age students, eligible students and adult students have the right to review the records of their child or their own records.

Parents/guardians of minor-age students and adult students have the following rights to students' records.

1. Right of access to all records maintained on the student by CSI Academy, LLC.
2. Right of privacy with respect to data contained in personally identifiable records.
3. Right to challenge any record thought to be inaccurate or misleading, and to a hearing, if necessary.
4. Right to copies of such records.

Parents/guardians of minor-age students and adult students requesting to review and receive copies of educational records may do so verbally or in writing. CSI Academy, LLC will comply within a 30-day period.

**Fees for copies of education records are 25 cents a page.**

## CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if CSI Academy does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration/application fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Once issued equipment or supplies have been utilized, the fee for those cannot be refunded.
6. Cancellation after completing 40% of the program will result in no refund.
7. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received by CSI Academy.
8. Refunds will be made within 30 days of termination of the student's enrollment or receipt of CSI Academy's Student Enrollment Withdrawal Form from student.
9. A student's enrollment can be terminated at the discretion of the governing board of CSI Academy for unsatisfactory academic progress, non-payment of academic costs, or failure to comply with the rules as set forth by CSI Academy.
10. All program equipment must be returned in good working order or replaced for cost by the student prior to the final day of class. Any student's diploma will be withheld until all accounts are reconciled.

**Percentage of refund** = Number of hours remaining divided by total number of hours in course.

**Refund amount** = Percentage of refund times tuition fee.

**Percentage completed** = Number of hours completed divided by total number of hours in course. If this number is greater than 40% then no refund will be provided.

### Textbooks, Equipment/Supplies

No refunds will be given on a textbook that has been written in, marked, or otherwise damaged. If the textbook is in good condition, a refund will be made according to the tuition refund rules. Once issued equipment or supplies have been utilized, the fee cannot be refunded.

### Registration/Application Fees

Registration/Application fees are non-refundable.

### Class Cancellation

A full refund of all fees paid will be made for classes that are cancelled regardless of length. The refunds will be made to the appropriate agency or student as prescribed above.

## **Leave of Absence**

CSI Academy LLC programs are designed to be completed in a very short period of time. CSI Academy, LLC recognizes emergencies do arise, and situations may change. Should it be necessary for a student to take a leave of absence, students will be allowed to re-enter the program after participating in faculty interviews and completing a tutoring or make-up policy written by the Director of Forensic Education. The leave of absence cannot exceed more than 10% of the program period or specified course. (Example: If the course is a 40 hour course then no more than 4 hours can be missed).

## **Dismissal**

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies.

The following actions are cause for immediate dismissal:

- Excessive absenteeism and tardiness
- Any grossly negligent or careless act, which results, or may result, in personal injury, property damage, or loss.
- Willful refusal or failure to follow instructions, perform assigned work, or otherwise defy the authority of an employee.
- Theft or removal from the premises, without proper authorization, of any school property or property of another person.
- Abusive or abrasive language or conduct.

## **Course Numbering**

The course numbering system used by CSI Academy, LLC is based on the following: The first 3 letters refer to the program, and the numbers are the course number. CSI101 is a CSI Course, number 101. PI140 is a PI Course, number 140.

## **Transfer of Credit**

CSI Academy, LLC does not accept any credits from other institutions. Transferability of credit is at the discretion of the accepting institution, and that it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## Student Services

### Advising Services

Advisors are available to assist students with academic and career advice throughout the school day, and at other times via appointment. Advising services focus on the needs of the total individual, bringing together the resources of the school and the community to achieve the desired goals of the mission statement. Students may request to see an advisor on a walk-in basis or by appointment.

### Career Placement

CSI Academy, LLC staff will work with the student to find job opportunities while enrolled or upon completion of a program. Current job opportunities are posted daily on the bulletin board in the waiting room of each office.

CSI Academy, LLC will assist you in finding employment, but **will not guarantee job placement**. You are encouraged to seek job opportunities on your own, and to follow CSI Academy, LLC's advice as to employability skills.

Academic Advisor: David J Thomas, PhD  
Personal Advisor: Michael C. Thompson  
Financial Aid Advisors: Debra Mongiardo  
Placement Services: Michael Thompson, Debra Mongiardo

### Library

All enrolled students who have taken a class at CSI Academy, LLC previously and staff are eligible to use the library services.

The facility has a library with pertinent reference materials along with periodicals and magazines appropriate to each program offered by the school. In addition to the reference materials, a staff member will be able to assist students in locating specialized databases, journal's, magazines, etc. from the Internet or the local library. The library will be available to students from 9:00am to 5:00pm Monday through Friday during normal hours of operation.

Computer stations for Internet access are provided and a staff person is available to assist in the Internet searches. Computers must be reserved; contact the Director of Admissions for details. The offices' labs and videotapes are often available for self-study as well. Just ask your instructor or call us for available times.



### Food and Drink

We have bottled water that is free. Please feel free to bring any non-alcoholic drink into the classrooms.

Eating is restricted to the outside and break areas and is not allowed in the classrooms, labs or computer rooms.

### Transportation

There are plenty of available parking spots for our students. There may be reserved parking spots in an office location. They are well marked, and if a car is parked in one of these spots, it may be towed. Shuttle transportation may be provided.

## **Code of Student Conduct**

Students who attend CSI Academy, LLC will conduct themselves in a manner consistent with a safe and positive learning environment.

### Dismissal

While every attempt is made to assure that students will be successful at CSI Academy, LLC, there are some instances when students must be withdrawn from a program. These include unsatisfactory conduct, excessive absences, violation of safety regulations, unsatisfactory progress and other causes.

### Tobacco use

Students may not smoke or use any other tobacco products inside the building at any time. Smoking is only permitted during designated breaks or before and after classes and must be done outside, at least 20 feet from the entrance of the building.

### Cell phones

The use of cell phones, audible pagers or beepers are prohibited during class. Students may be asked to leave the class if this policy is violated. There may be extenuating circumstances which warrant the use of one of these devices. Please discuss these circumstances with your instructor

# Programs

**Program Title: INTRODUCTION TO CRIME SCENE INVESTIGATION(CSI)**  
**40 clock hours**

**PROGRAM OBJECTIVE:**

The objective of the Introduction to Crime Scene Investigation is to familiarize persons with the basic necessities of crime scene investigation, so they will have a minimum degree of competence and competency in processing basic crime scenes.

**PROGRAM DESCRIPTION:**

This introductory program is an overview of the basics of crime scene investigation. This certificate program will give students a working knowledge and understanding of how to properly approach a crime scene and to complete basic evidence gathering and documentation. This course is designed for people who desire to have a working knowledge of crime scene investigation to enhance their law enforcement skills, or for persons who wish to do volunteer work.

<u>Course Number</u>	<u>Course Title</u>	<u>Theory/Lab (clock hours)</u>	
CSI140	Introduction to Crime Scene Investigation	10/30	40 Total

**Course description:**

This class is designed for students who have little or no background in crime scene investigations. Students will gain a basic understanding of the requirements of this field. Students will learn how to approach and properly document crime scenes, will be given an introduction into crime scene photography, basic fingerprinting techniques, casting of footprints and tire tracks, use of alternate light sources, demonstration of other available crime scene investigation equipment, and an actual field training exercise to demonstrate the skills learned.

This course is designed for a 30/70 ratio of lecture/practical exercise, respectively.

**Program Title: COMPREHENSIVE CRIME SCENE INVESTIGATION**  
**340 clock hours**

**PROGRAM OBJECTIVE:**

The objective of the Comprehensive Crime Scene Investigation program is to offer quality training and education that will prepare a student to competently process crime scenes.

**PROGRAM DESCRIPTION:**

This program prepares students for employment as a Crime Scene Investigator. The successful completion of the 340 clock hour program prepares students to work in the field of crime scene investigation. Students who want to work full time in law enforcement will be encouraged to become a certified law enforcement officer. This 340 clock hour program will be completed over an eight (8) week period. It will also be available in an evening course that will cover the exact same curriculum, but will be extended out over 16 weeks.

\*Note: See pages 18-22 for this program

(Course Numbers, Course Titles, Clock Hours and Course Descriptions)

**Program Title: INTRODUCTION TO PRIVATE INVESTIGATIONS**  
**40 clock hours**

**PROGRAM OBJECTIVE:**

The objective of Introduction to Private Investigations is to familiarize the student with Florida Statutes governing the private investigation industry in Florida, and begin imparting the knowledge and skills of the many facets of the private investigation field. These would include; Florida Statute 493 and administrative code 5N-1, professional ethics, legal issues, public records restrictions, confidentiality of cases, statement analysis, documentation/ reporting of findings, equipment used, surveillance techniques, courtroom and formal hearing, pre-trial responsibilities, and the private investigator as a witness. This is also intended to prepare students for employment as Private Investigator Interns (SOC 33-9021) in accordance with the requirements of Chapter 33 of the Code of Federal Regulations (33 CFR), the requirements of the Florida Department of Agriculture and Consumer Services (DOACS) Chapter 493, Florida Statutes (F.S.), and Chapter 5N-1, Florida Administrative Code (F.A.C.).

**PROGRAM DESCRIPTION:**

This introductory program is introduction to the basic knowledge and skills an individual is required to possess to become a licensed private investigator in the State of Florida. Reinforcement of basic skills in language and reading, appropriate for the job, is provided through preparatory classroom instruction and applied laboratory procedures and practice. Classroom and laboratory activities are an integral part of this program. These activities include practical experience in managing security; using verbal and nonverbal skills to defuse conflict; cooperating with emergency personnel; conducting record searches; employment or financial assets investigations; delivering court testimony; and responding to and analyzing results of case studies of investigative incidents. This program also includes methodology on conducting electronic surveillance, executive protection, obtaining, and maintaining and preserving evidence.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
<b>PI140</b>	<b>Introduction to Private Investigations I</b>	<b>24</b>
<b>PI141</b>	<b>Introduction to Private Investigations II</b>	<b>16</b>

**Course descriptions:**

**PI140: Introduction to Private Investigations I**

Description: This class is designed for students who have no background in private investigation and who want to gain a basic understanding for the requirements in this field. Students will learn How to properly investigate and document and report their findings for clients and attorneys. They will be introduced to the various techniques used in investigations and the use of surveillance equipment. They will also participate in field exercises to demonstrate learned skills. This course covers chapter 493 F.S. and Chapter 5N-1 F.A.C., professional ethics, the intern/sponsor relationship, legal issues, surveillance, report writing, equipment, interviewing and truth verification, sources of information and public records, use of the computer for investigations, and records restrictions.

**PI141: Introduction to Private Investigations II**

Description: This class is designed for students who have no background in private investigation and who want to gain a basic understanding for the requirements in this field. Students will learn How to properly investigate, document and report their findings for clients and attorneys. They will also participate in field exercises to demonstrate learned skills. This course covers locating persons and background investigations, physical evidence, executive protection, anti-terrorism, courtroom testimony, pre-trial preparation, the investigator as a witness, and report preparation.

# Course Descriptions

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
CSI101	Introduction to the history of CSI	1/0	1 Total

**Course description:**

The student will gain an overview of crime scene investigation, including the history of crime scene investigation in lecture form.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
CSI201	Introduction to Crime Scene Equipment	1/0	1 Total

**Course description:**

The student will be shown a variety of crime scene equipment and will be taught the purpose and use of each piece of equipment. The instructor will demonstrate all the equipment. The student will then have the opportunity to handle and try out different pieces of equipment so they have a basic familiarity with the equipment. In the Lab portion the student will have the opportunity to handle and use the equipment. The Lab will be followed by a critique of the student's use of the equipment followed by a question and answer period.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
CSI202	Crime Scene Safety	1/0	1 Total

**Course description:**

The student will learn how to use safety equipment and containment suits, and will become familiar with the biological and physical dangers in processing a crime scene.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
CSI301	Crime Scene Ethics	1/0	1 Total

**Course description:**

The student will learn the ethical responsibilities required for crime scene investigators and will explore and present ethical issues confronting crime scene investigation for resolution.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
CSI302	Sketching & Diagramming	2/6	8 Total

**Course description:**

The student will learn how to initially approach a crime scene, proper techniques for entering and exiting the crime scene, documentation of persons entering and exiting, basic skills of being a scribe at a crime scene, crime scene sketching, including triangulation, placement of evidence

markers, and the need to document and photograph all aspects. The student will then enter simulated crime scenes where they will be given the opportunity to produce their own drawings and select an approach to the evidence collecting techniques within the crime scene. That will be followed by a review of the drawings and decisions made by the student followed by a question and answer period.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
<b>CSI401</b>	<b>Crime Scene Photography</b>	<b>10/30</b>	<b>40 Total</b>

**Course description:**

Lectures will review crime scene documentation, which include basic camera concepts, formatting a proper image, lighting techniques, terminology, common settings for digital cameras and nomenclature. Students will learn techniques for manual photography including aperture, shutter speed, focus, depth-of-field and proper lighting, including the use of an alternate light source. We will also discuss legal standards for admissibility of photographs in court. The students will be divided into teams and will engage in the practical exercise of photographing four simulated crime scenes, both indoors and outdoors, and in light and darkness.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
<b>CSI501</b>	<b>Latent Print Processing</b>	<b>15/25</b>	<b>40 Total</b>

**Course description**

The student will learn the skills and current industry standard techniques necessary for the detection, development, collection and preservation of fingerprint evidence. The student will learn a variety of collection techniques by using a variety of materials, including Super Glue applications, small particle reagent, various methods for processing the adhesive side of tape, chemical methods and mechanical methods for the processing of latent prints. Participants will be broken into small groups where each will be given the opportunity to process fingerprints at simulated crime scenes; they will locate, identify, collect and preserve prints from various porous and non-porous substrates, utilizing learned techniques.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
<b>CSI601</b>	<b>Casting Techniques</b>	<b>2/6</b>	<b>8 Total</b>

**Course description:**

The student will learn various techniques for taking casting impressions of footprints, hand prints, tire tracks and tool pry marks. The student will be taught the different materials available for castings, and ways to improvise while at a simulated/real life crime scene. The lab will involve the student casting various prints in three different types of soil as well as casting underwater. The student will then compare the quality of their castings with the tool impressions, footprint and/or tire tracks.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
<b>CSI701</b>	<b>Alternative Light Source Applications</b>	<b>8/16</b>	<b>24 Total</b>

**Course description:**

This course is designed to introduce students to the use of the visible light spectrum to enhance organic and inorganic substances that otherwise may be overlooked in a criminal investigation. Students will learn how light affects some biological fluids often left at crime scenes, causing absorption, fluorescence, luminescence and contrast with the target surface. We will also cover documentation, preservation and collection techniques.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
<b>CSI801</b>	<b>Arson Investigations</b>	<b>10/30</b>	<b>40 Total</b>

**Course description:**

The student will learn the basic role of an arson investigator/fire marshal when at the scene of a crime involving incendiary devices, accelerants, and other means of intentional fire setting. Burn patterns, seat of the fire, and differentiating between accidental or intentional. Fires will be the focus of this course.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
<b>CSI901</b>	<b>Forensic Entomology</b>	<b>4/4</b>	<b>8 Total</b>

**Course description:**

The student will learn the basics of forensic entomology, when forensic entomology will be relevant and an overview of beetles, larvae, flies and other insects that can be expected at a crime scene. The student will have the opportunity in the lab setting to actually look at decomposing animal remains and will be able to look at exemplars of the various insects involved.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
<b>CSI1001</b>	<b>Bloodstain Pattern Analysis</b>	<b>15/25</b>	<b>40 Total</b>

**Course description:**

This course is designed to give students a basic understanding of the uses and limitations of bloodstain pattern analysis to include the components and nature of blood, physics and mathematics associated with bloodstain analysis (area of convergence and area of origin calculation techniques), presumptive testing procedures using various chemicals, the cause and appearance of various patterns including drips, impacts, cast-off, transfers, pools, voids and other patterns, enhancement of latent bloodstains using light and chemical applications and crime scene safety and biohazard awareness. Course time is designed to give students a maximum amount of time in the bloodstain laboratory area, both creating and performing analysis on actual blood patterns.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
CSI1101	Shooting Scene Investigations	15/25	40 Total

**Course description:**

This course will introduce students to the techniques required to properly document evidence at a crime scene involving firearms. Students will learn about internal, external and terminal ballistics, related terminology, determination of the direction of penetration in different target surfaces, angle of impact determinations, glass fracture analysis and gunshot residue testing procedures on human skin, fabric and solid target surfaces using GSR kits, sodium rhodizonate and the Modified Griess Test. Students will also learn to determine minimum and maximum firing distances using laser trajectory analysis.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
CSI1201	Sexual Assault Crime Scenes	10/14	24 Total

**Course description:**

The student will learn the special considerations of a crime scene involving a sexual assault. The student should be able to draw upon some of the skills that he/she has learned in prior weeks, including the importance of alternate light sources to collect biological materials, the swabbing and preserving of biological evidence, establishing and maintaining a chain of custody for said evidence and the importance of information taken from the crime victim. The student will have the opportunity in the lab to identify, preserve and collect pseudo biological materials and analyze victim statements for clues in the detection and collection of evidence.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
CSI1202	Death Investigations	20/20	40 Total

**Course description:**

The student will learn the latest scientific and technological techniques in the field of death investigations. These techniques include locating and recovering DNA, trace evidence, establishing time of death, reviewing autopsy reports, and dealing with buried or decomposed remains. Numerous case studies will be reviewed and discussed and students will perform various collection and documentation procedures to challenge their thought process with regard to trace and latent evidence.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab (clock hours)</b>	
CSI1203	Human Remains Recovery	10/30	40 Total

**Course description:**

This course is designed for students who want to enhance their knowledge of modern forensic recovery techniques in an outdoor context. Human remains recovery requires specialized

methods for proper evidence collection and preservation. The student will learn how to initially approach an outdoor crime scene that includes suspected human remains. Mapping, including triangulation and electronic measuring techniques, and the need to document and photograph all aspects will be stressed. Students will process both surface and buried human remains that will be followed by a review of the recovery efforts and decisions made by the student followed by a question and answer period.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
<b>CSI1301</b>	<b>Report and Affidavit Writing</b>	<b>2/6</b>	<b>8 Total</b>

**Course description:**

The student will learn to write accurate and detailed reports documenting his/her activities within the crime scene. The student will also learn how to properly prepare affidavits that may be used in securing search warrants and arrest warrants. The student will then be required to write five separate reports and five separate affidavits based on preselected case studies.

<b>Course Number</b>	<b>Course Title</b>	<b>Theory/Lab</b> (clock hours)	
<b>CSI1401</b>	<b>Courtroom Testimony</b>	<b>5/11</b>	<b>16 Total</b>

**Course description:**

The student will learn the basic rules of evidence for the introduction of crime scene evidence in a courtroom. The student will learn the proper foundations that are necessary to admit a piece of evidence and the required proof regarding chain of custody. The student will then learn how to be prepared to answer questions on direct examination where the student explains each action taken and each piece of evidence collected and submitted. The student will then learn how to defend his/her opinions through cross-examination.



# Administration

## **Robert Rush, CEO**

### Education:

Juris Doctorate- University of Florida  
Board Certified Criminal Trial Law  
Board Certified Civil Trial Law  
Active Law License (License No. 0559512)

## **David J Thomas**

### Education:

PhD, Forensic Psychology- The Union Institute  
Masters of Education- National Louis University  
BA, Psychology- Mercy College of Detroit  
Retired Police Officer  
Criminal Justice Standards & Training Instructor Certification  
Licensed Mental Health Counselor (License No. MH 11114)

## **Michael C Thompson, Director-Law Enforcement and Investigations**

### Education:

Criminal Justice Standards and Training- Santa Fe Community College Police Academy  
Retired Police Officer  
FBI National Academy Graduate, 215<sup>th</sup> Session  
Licensed Private Investigator (License No. C2400822)

## **Debra Mongiardo, General Manager/Director of Admissions**

### Education:

BS Finance- University of Florida  
AA Business- Santa Fe College

# Faculty

## **Robert A Rush**

### Education:

Juris Doctorate- University of Florida  
Board Certified Criminal Trial Law  
Board Certified Civil Trial Law  
Active Law License (License No. 0559512)

## **David J Thomas**

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PhD, Forensic Psychology- The Union Institute  
Masters of Education- National Louis University  
BA, Psychology- Mercy College of Detroit  
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Licensed Mental Health Counselor (License No. MH 11114)

## **Michael C Thompson**

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Retired Police Officer  
FBI National Academy Graduate, 215<sup>th</sup> Session  
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BS, Biology- University of Florida  
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## **Derek Schmidt**

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## **Marc Trahan**

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AA- Santa Fe Community College  
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Active Law Enforcement Officer  
Criminal Justice Standards and Training Instructor Certification

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Education:

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Law Enforcement Certification

**Pricilla Doyle**

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MS Criminal Forensics, Florida Gulf Coast University  
Board Certified Medicolegal Death Investigator (Fellow)  
American Board of Medicolegal Death Investigators, BC1659  
Certified Radiographer, Florida Department of Health JX0025921  
Foundation for Lee County Public Schools STEM Program

**Michael Knezevich**

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BS Criminology, Florida State University  
AA General Studies, Santa Fe College  
Law Enforcement Academy, Santa Fe College  
Criminal Justice Standards and Training Certification  
Private Investigator

**Jon Wierzbowski**

Education:

MA Criminal Justice-University of South Florida  
BS Biology-Jacksonville University  
Law Enforcement Certification

**Kimberly Long**

Education:

BS Criminal Justice-Liberty University  
Law Enforcement Certification  
Corrections Certification  
Criminal Justice Standards and Training Instructor Certification