

## CJ 468 Final Project Guidelines and Rubric

### Overview

To effectively do their jobs, criminal justice professionals rely on good information. Because the information they receive comes from multiple sources and is often fragmented, it is especially important that they be able to analyze existing information, evaluate the credibility of sources, and identify new informational needs in preventing and responding to threats. In addition, those gathering intelligence information need to be able to choose appropriate surveillance and reconnaissance tools for combating illegal activities that can be used to legally prosecute offenders.

The final project for this course is the creation of a surveillance and reconnaissance request, for supervisor approval, with two main parts: a surveillance and reconnaissance request, and a legal brief highlighting legal concerns with respect to the proposed surveillance and reconnaissance activities.

For both parts of the final project for this course, you will imagine that you are a member of an intelligence task force, and your unit has just received the finished intelligence report included in the prompts below as a referral from another agency.

For Part I of the final project, you will prepare a surveillance and reconnaissance request for supervisor approval that includes a plan of action based on an assessment of the existing information. (You may want to draw on the analysis of the intelligence report information that you completed earlier in the course using the five steps of the intelligence cycle to help inform your request.) The surveillance and reconnaissance request should clearly identify the target and determine the appropriate surveillance and reconnaissance methods to employ.

For Part II of the final project, you will prepare a legal brief for review by the appropriate authority (Assistant United States Attorney, local judge, etc.) that makes clear any legal concerns associated with the proposed surveillance and reconnaissance activities.

Remember that the accuracy, validity, and clarity of the surveillance and reconnaissance request and the legal brief are critical because it is possible that they could be called up under court discovery processes as the basis for expert testimony.

The project is divided into **three milestones**, which will be submitted at various points throughout the course to scaffold learning and ensure quality final submissions. These milestones will be submitted in **Modules Two, Four, and Five**. Parts I and II will be submitted in **Module Seven**.

**In this assignment, you will demonstrate your mastery of the following course outcomes:**

- CJ.468.1 Assess potential safety threats by interpreting available law-enforcement intelligence data using the intelligence cycle
- CJ.468.2 Evaluate intelligence data and intelligence-gathering techniques for legal admissibility in prosecuting offenders
- CJ.468.3 Select appropriate electronic surveillance methods in planning intelligence-gathering missions based on available intelligence
- CJ.468.4 Select appropriate human reconnaissance methods in planning intelligence-gathering missions based on available intelligence
- CJ.468.5 Create audience-appropriate surveillance and reconnaissance plans for legal and operational approval that are accurate, valid, and clear

## Part I: Surveillance and Reconnaissance Request

In this first part of the final project, you will create a surveillance and reconnaissance request for supervisor approval using the provided intelligence report from the referring agency. (This is the same intelligence report employed earlier in the course to assess information using the five steps of the intelligence cycle.) Your surveillance and reconnaissance request should identify the target and determine the appropriate surveillance and reconnaissance method(s) to employ in collecting additional intelligence. You should focus on the “who, what, where, when, why, and how” in requesting approval for these activities.

Specifically, your surveillance and reconnaissance request should address the following critical elements:

### I. Background and Justification:

- A. Accurately **summarize** the intelligence collected to date. Information should be drawn from the referring agency’s intelligence report and be presented in chronological order from inception to most recent activity. Be sure to include who or what initiated the cycle, what agency referred the intelligence, the reason the intelligence was requested in the first place, and what information has been collected. The goal is to set the context for your request, balancing brevity with clarity.
- B. Explain why you are requesting the surveillance and reconnaissance for a particular **target**, based on information from the intelligence report. Your answer should accurately identify the target (group or individual) and address intent, opportunity, and capability. Remember, you can use your analysis of the referring agency’s intelligence report completed earlier in the course to help support your argument. [CJ-468-01]
- C. Assess what **additional** intelligence is needed. What information is missing from the referring agency’s intelligence report that criminal justice agencies need to effectively evaluate and neutralize the threat? Be sure to justify your response. Remember, you can use your analysis of the intelligence report from the referring agency completed earlier in the course to help support your argument. [CJ-468-01]
- D. **Justify** why it is important to invest time and resources on surveillance and reconnaissance now. How significant and urgent is the potential threat? What might occur next? Remember, you can use your analysis of the intelligence report from the referring agency completed earlier in the course to help support your argument.

### II. Electronic Surveillance: Propose appropriate electronic surveillance methods for collecting the necessary intelligence. Remember, even if electronic surveillance methods are not the ones you would recommend as a first choice, you should still address the following elements, in case your preferred option turns out not to be feasible for budgetary or political reasons. Specifically, you should address:

- A. What electronic surveillance **method**(s) would be most appropriate? Where would the surveillance occur? What is the timeframe for the surveillance activity? Support your choice of methods, including location and timeframe, using information from the referring agency’s intelligence report.
- B. Would the surveillance you propose above be done **overtly** (openly; for example, by reading newspapers or reviewing images from traffic security cameras), covertly (in secret; for example, through listening devices or satellite image), or using a combination of methods? Support your choice using information from the referring agency’s intelligence report.
- C. What **resources** (financial, equipment, facilities, and manpower) would be needed for the surveillance activities you propose? (Estimates are fine for the purposes of this project.) Be sure to justify why this allocation of resources would be appropriate given intelligence objectives and the nature and imminence of the threat.

- III. **Human Reconnaissance:** Propose appropriate human reconnaissance methods for collecting the necessary intelligence. Remember, even if human reconnaissance surveillance methods are not the ones you would recommend as a first choice, you should still address the following elements, in case your preferred option turns out not to be feasible for budgetary or political reasons. Specifically, you should address:
- A. What **human** reconnaissance method(s) would be most appropriate? Where and how would the reconnaissance occur? What is the timeframe for the reconnaissance activity? Support your choice of methods, including location and timeframe, using information from the referring agency's intelligence report.
  - B. Would the reconnaissance you propose above be done overtly (**openly**; for example, through observing public behavior), covertly (in secret; for example, by using undercover agents or confidential informants), or using a combination of methods? Support your choice using information from the referring agency's intelligence report.
  - C. What resources (financial, equipment, facilities, and manpower) would be needed for the reconnaissance activities you propose? (Estimates are fine for the purposes of this project.) Be sure to justify why this **allocation** of resources would be appropriate given intelligence objectives and the nature and imminence of the threat.
- IV. **Communication:** Throughout, your surveillance and reconnaissance request should be accurate and clear, communicating key information concisely in language appropriate to a non-specialist audience, since it may be used as the basis for expert testimony in prosecuting criminal offenders. You should work overall to balance detail with brevity, because if your plan is too vague, you run the risk that it won't be approved. Likewise, a plan that is overly complex or wordy may also fail to gain approval because approving bodies may not understand the essence of what is being proposed. Remember that your plan should be written in the third person.

## Part II: Legal Brief

In the second part of the final project, you will prepare a legal brief for the Assistant U.S. Attorney (or other appropriate legal authority), outlining the proposed surveillance and reconnaissance activities. You should use the intelligence report from the referring agency as well as the information and analysis from the surveillance and reconnaissance request you prepared in Part I of the assessment as the basis for the briefing. You should succinctly analyze the legal aspects of the operation in order to obtain approval for the plan and ensure the request does not violate individuals' civil rights or applicable laws.

Specifically, your legal brief should address the following critical elements:

- I. **Executive Summary:** Using the information from the referring agency's intelligence report and your own surveillance and reconnaissance request, briefly summarize how and why the target was identified, the proposed surveillance and reconnaissance activities, the proposed timeframe for those activities, and the level and imminence of threat. Remember that your summary and analysis need to be valid, accurate, and clear for your intended audience in order to ensure legal compliance and admissibility and to secure approval.
- II. **Existing Intelligence:** Assess the information in the referring agency's intelligence report for its legal admissibility in prosecuting offenders. Are there any legal considerations with the data that has been collected to date? Support your answer, citing the relevant laws and codes to consider and why they do or do not apply in this case.

- III. **Electronic Surveillance:** Are there any legal considerations related to the surveillance techniques being proposed? Do any of the proposed methods require legal sign off? For example, if the request involves the use of spying devices in the home, office, or other locations, will you need a judge's warrant? Will the surveillance infringe on a person's reasonable expectation of privacy? Support your answer, citing the relevant laws and codes to consider and why they do or do not apply in this case.
- IV. **Human Reconnaissance:** Are there any legal considerations with respect to the reconnaissance techniques being proposed? Do any of the proposed methods involve potential civil rights or privacy violations? For example, does the proposed reconnaissance have the potential to violate stalking laws or laws against loitering? Support your answer, citing the relevant laws and codes to consider and why they do or do not apply in this case.
- V. **Jurisdiction:** Whose jurisdiction do the intelligence activities proposed in Part I fall under? What agencies need to be looped in? For example, local police would not track a target across the state or into other states, but might be involved in surveillance within their city. Support your answer with information from the referring agency's intelligence report and relevant laws and codes.

## Milestones

### Milestone One: Intelligence Report

In **Module Two**, you will submit your completed intelligence report. Accurately summarize the intelligence collected to date based on the three supplied intelligence reports found in the Milestone One Guidelines and Rubric document. Information should be drawn from the referring agency's intelligence report and be presented in chronological order from inception to most recent activity. Explain why you are requesting the surveillance and reconnaissance for a particular target, based on information from the referring agency's intelligence report. Assess what additional intelligence is needed. Remember that your summary and analysis need to be valid, accurate, and clear for your intended audience in order to ensure legal compliance and admissibility and to secure approval. **This milestone is graded with the Milestone One Rubric.**

### Milestone Two: Electronic Surveillance Report

In **Module Four**, you will submit your electronic surveillance report. After creating your intelligence report, you will propose the appropriate electronic surveillance methods for collecting the necessary intelligence. What electronic surveillance method(s) would be most appropriate? Where would the surveillance occur? What is the timeframe for the surveillance activity? Would the surveillance you propose be done overtly (openly; for example, by reading newspapers or viewing images from traffic security cameras), covertly (in secret; for example, through listening devices or satellite image), or by using a combination of methods? What resources (financial, equipment, facilities, and manpower) would be needed for the surveillance activities you have proposed? **This milestone is graded with the Milestone Two Rubric.**

### Milestone Three: Human Reconnaissance Report

In **Module Five**, you will submit your human reconnaissance report. Propose appropriate human reconnaissance methods for collecting the necessary intelligence. What human reconnaissance method(s) would be most appropriate? Where and how would the reconnaissance occur? What is the timeframe for the reconnaissance activity? Would the reconnaissance you propose be done overtly (openly; for example, through observing public behavior), covertly (in

secret; for example, by using undercover agents or confidential informants), or by using a combination of methods? What resources (financial, equipment, facilities, and manpower) would be needed for the reconnaissance activities you have proposed? **This milestone is graded with the Milestone Three Rubric.**

Final Submission: Final Surveillance and Reconnaissance Request

In **Module Seven**, you will submit your final surveillance and reconnaissance request. It should be a complete, polished artifact containing **all** of the critical elements of the final product. It should reflect the incorporation of feedback gained throughout the course. **This submission is graded with the Final Project Part I Rubric.**

Final Submission: Legal Brief

In **Module Seven**, you will submit your legal brief. It should be a complete, polished artifact containing **all** of the critical elements of the final product. It should reflect the incorporation of feedback gained throughout the course. **This submission is graded with the Final Project Part II Rubric.**

**Refer to the samples provided to assist you in the completion of your final project:** [Intelligence Report Executive Summary Sample](#), [Sample of a Surveillance Plan](#), [Sample of a Reconnaissance Plan](#), and [Sample of a Legal Brief](#).

### Deliverables

Milestone	Deliverable	Module Due	Grading
One	Intelligence Report	Two	Graded separately; Milestone One Rubric
Two	Electronic Surveillance Report	Four	Graded separately; Milestone Two Rubric
Three	Human Reconnaissance Report	Five	Graded separately; Milestone Three Rubric
	Final Submission: Final Surveillance and Reconnaissance Request	Seven	Graded separately; Final Project Part I Rubric
	Final Submission: Legal Brief	Seven	Graded separately; Final Project Part II Rubric

## Final Project Part I Rubric

**Guidelines for Submission:** Your surveillance and reconnaissance request should be double spaced and four to six pages, depending on the complexity of requested intelligence-gathering activities. Be sure to start your request with an appropriate heading, and use clear, easy-to-understand language written in the third person, with complete sentences and all acronyms spelled out throughout the entire paper. As appendices to your request, you should also provide a copy of the intelligence report from the referring agency and the analysis you completed of that intelligence using the five-step process earlier in the course. While these elements will not be graded as part of the final project, they provide important supporting documentation for your supervisor and others who may review the request.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
<b>Background and Justification: Summarize</b>	Meets “Proficient” criteria and summary expertly balances detail with brevity and clarity	Accurately summarizes the intelligence collected to date in chronological order from inception to most recent, drawing from the referring agency’s intelligence report	Summarizes the intelligence collected to date, drawing from the referring agency’s intelligence report, but summary is not in chronological order or is inaccurate	Does not summarize the intelligence collected to date, drawing from the referring agency’s intelligence report	9
<b>Background and Justification: Target</b>	Meets “Proficient” criteria and explanation expertly balances detail with brevity and clarity	Explains request for surveillance and reconnaissance for a particular target based on information from the intelligence report, accurately identifying the target, intent, opportunity, and capability	Explains request for surveillance and reconnaissance for a particular target based on information from the intelligence report, but does not accurately identify the target, intent, opportunity, and capability	Does not explain request for surveillance and reconnaissance for a particular target based on information from the intelligence report	9
<b>Background and Justification: Additional</b>	Meets “Proficient” criteria and identified needs are particularly well-aligned with the parameters of the case (e.g., urgency of threat, existing information, information needed for prosecution and averting threat)	Assesses what additional intelligence is needed and justifies response	Assesses what additional intelligence is needed, but does not justify response	Does not assess what additional intelligence is needed	9
<b>Background and Justification: Justify</b>	Meets “Proficient” criteria and justification is well-supported and convincing	Justifies why it is important to invest time and resources on surveillance and reconnaissance now, relating response to the significance and urgency of the potential threat and what might occur next	Justifies why it is important to invest time and resources on surveillance and reconnaissance now, but justification does not consider significance and urgency of the potential threat and what might occur next	Does not justify why it is important to invest time and resources on surveillance and reconnaissance now	9

<b>Electronic Surveillance: Method</b>	Meets “Proficient” criteria and selected surveillance methods are particularly strategic given the parameters of the referred intelligence	Selects appropriate electronic surveillance method(s), including location and timeframe, and supports choices using information from the referring agency’s intelligence report	Selects electronic surveillance method(s), including location and timeframe, but selection is inappropriate or not supported using information from the referring agency’s intelligence report	Does not select electronic surveillance method(s), including location and timeframe	8
<b>Electronic Surveillance: Overtly</b>	Meets “Proficient” criteria and selected mode of surveillance is particularly strategic given the parameters of the referred intelligence	Appropriately selects between overt, covert, or mixed electronic surveillance methods, and supports choice using information from referring agency’s intelligence report	Selects between overt, covert, or mixed electronic surveillance methods, but selection is inappropriate or not supported using information from the referring agency’s intelligence report	Does not select between overt, covert, or mixed electronic surveillance methods	8
<b>Electronic Surveillance: Resources</b>	Meets “Proficient” criteria and estimates are realistic and include a detailed list of the different types of resources needed	Estimates resources needed for proposed surveillance and justifies allocation given intelligence objectives and the nature and imminence of the threat	Estimates resources needed for proposed surveillance, but does not justify allocation given intelligence objectives and nature and imminence of the threat	Does not estimate resources needed for proposed surveillance	8
<b>Human Reconnaissance: Human</b>	Meets “Proficient” criteria and selected reconnaissance methods are particularly strategic given the parameters of the referred intelligence	Selects appropriate human reconnaissance method(s), including location and timeframe, and supports choices using information from the referring agency’s intelligence report	Selects human reconnaissance method(s), including location and timeframe, but selection is inappropriate or not supported using information from the referring agency’s intelligence report	Does not select human reconnaissance method(s), including location and timeframe	8
<b>Human Reconnaissance: Openly</b>	Meets “Proficient” criteria and selected mode of reconnaissance is particularly strategic given the parameters of the referred intelligence	Appropriately selects between overt, covert, or mixed human reconnaissance methods, and supports choice using information from referring agency’s intelligence report	Selects between overt, covert, or mixed human reconnaissance methods, but selection is inappropriate or not supported using information from the referring agency’s intelligence report	Does not select between overt, covert, or mixed human reconnaissance methods	8
<b>Human Reconnaissance: Allocation</b>	Meets “Proficient” criteria and estimates are realistic and include a detailed list of the different types of resources needed	Estimates resources needed for proposed reconnaissance and justifies allocation given intelligence objectives and the nature and imminence of the threat	Estimates resources needed for proposed reconnaissance, but does not justify allocation given intelligence objectives and the nature and imminence of the threat	Does not estimate resources needed for proposed reconnaissance	8

# Southern New Hampshire University

<b>Communication</b>	Meets "Proficient" criteria and summary is exceptionally articulate, modeling language that would be used in a real-world request and that would be particularly useful if called on for legal proceedings	Throughout document, communicates information accurately and clearly, communicating key information concisely and in audience-appropriate language	Communicates accurately and clearly throughout document, but level of detail or language used is not appropriate for the intended audience	Does not communicate accurately and clearly	8
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	8
<b>Earned Total</b>					<b>100%</b>



## Final Project Part II Rubric

**Guidelines for Submission:** Your legal brief should be double spaced and two to four pages, depending on the complexity of requested surveillance and reconnaissance. Be sure to start your briefing with an appropriate heading, and use clear, easy-to-understand language written in the third person, with complete sentences (no shorthand) and all acronyms spelled out throughout the entire paper.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
<b>Executive Summary</b>	Meets “Proficient” criteria and summary is exceptionally succinct and articulate, modeling language that would be used in a real-world briefing and that would be particularly useful if called on during legal proceedings	Briefly summarizes how and why the target was identified, proposed surveillance and reconnaissance activities, proposed timeframe for those activities, threat level and imminence, and summary and subsequent analysis are valid, accurate, and clear for the intended audience	Briefly summarizes target, proposed surveillance and reconnaissance, timeframe, and threat level and imminence, but summary and subsequent analysis are not valid, accurate, and clear for the intended audience	Does not briefly summarize target, proposed surveillance and reconnaissance, timeframe, and threat level and imminence	18
<b>Existing Intelligence</b>	Meets “Proficient” criteria and assessment shows keen insight into the legal admissibility of existing intelligence and how that affects future intelligence-gathering needs	Assesses the information in the referring agency’s intelligence report for its legal admissibility in prosecuting offenders, and supports answer, citing the relevant laws and codes and why they do or do not apply	Assesses the information in the referring agency’s intelligence report for its legal admissibility in prosecuting offenders, but does not support answer by citing the relevant laws and codes and why they do or do not apply	Does not assess the information in the referring agency’s intelligence report for its legal admissibility in prosecuting offenders	18
<b>Electronic Surveillance</b>	Meets “Proficient” criteria and evaluation shows keen insight into the legal parameters involved in conducting electronic surveillance	Evaluates the legal considerations related to the surveillance techniques being proposed and supports answer, citing the relevant laws and codes and why they do or do not apply	Evaluates the legal considerations related to the surveillance techniques being proposed but does not support answer by citing the relevant laws and codes and why they do or do not apply	Does not evaluate the legal considerations related to the surveillance techniques being proposed	18
<b>Human Reconnaissance</b>	Meets “Proficient” criteria and evaluation shows keen insight into the legal parameters involved in conducting human reconnaissance	Evaluates the legal considerations related to the reconnaissance techniques being proposed and supports answer, citing the relevant laws and codes and why they do or do not apply	Evaluates the legal considerations related to the reconnaissance techniques being proposed but does not support answer by citing the relevant laws and codes and why they do or do not apply	Does not evaluate the legal considerations related to the reconnaissance techniques being proposed	18
<b>Jurisdiction</b>	Meets “Proficient” criteria and assessment shows keen insight into the jurisdictional issues involved in conducting	Assesses whose jurisdiction intelligence activities fall under and which agencies need to be looped in, supported by	Assesses whose jurisdiction intelligence activities fall under and which agencies need to be looped in, but does not support	Does not assess whose jurisdiction intelligence activities fall under and which agencies need to be looped in	18

# Southern New Hampshire University

	intelligence activities	information from the referring agency's intelligence and relevant laws and codes	with referring agency's intelligence and relevant laws and codes		
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
<b>Earned Total</b>					<b>100%</b>