

Los Angeles Police Department  
Detective School  
Expanded Course Outline (40 Hours)  
1850-31480

**Instructional Goal:** To provide the new or recently assigned investigator the basic skills to help them complete a thorough investigation.

**Performance Objectives:**

Upon completion of the course, the student/investigator will be familiar with:

- Crime scene investigations.
- Case preparation and presentation.
- Laws investigators face (search and seizure)
- Interrogation and Interviewing techniques.
- Courtroom testimony
- Evidence collection and processing

**References:** Instructors, facilitators and training supervisors shall ensure that the most current references are utilized.

**DAY 1**

**I. Introduction/Orientation**

**(1 hour)**

- A. Introductions and Course Goals
- B. Learning Activity No. 1 (Bingo game)
  - 1. Group facilitated learning activity.
- C. Student introductions (Student interviews)
  - 1. Learning Activity No.2 (Student interviews)
- D. Conclusion
  - 1. Questions and answers

**II. ETHICS**

**(1 hour)**

- A. Introduction
  - 1. Inform the students of learning goals and performance objectives.
  - 2. Read to class out of that day's newspaper a story of unethical/criminal conduct involving a police agency.
  - 3. Inform class that we will be discussing ethics, ethical dilemmas, and ethical decision making.
- B. Using interactive discussion, define the key terms
  - 1. Ethics (handout)
  - 2. Mal in se

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3. Mal in prohibit
  4. Moral E. Principe
  5. Value
- C. Discuss Rationalization
1. How officers have rationalized unethical decision
  2. How officers have rationalized misconduct in the past
- D. Discuss Foundations of LAPD Ethics
1. Law Enforcement Code of Ethics (Handout)
  2. LAPD Core Values (Solicit from class)
- E. Solicit Characteristics of Ethical Individuals From Class
1. Civic minded
  2. Promise keeper
  3. Integrity
  4. Courage
  5. Fair
  6. Respectful
  7. Unbiased
  8. Responsible
- F. Show Overhead Slide 1 and discuss "Fairness is evaluated more on the process than the results."
- G. Show Overhead Slide 2 and discuss "You can lose credibility with just one incident."
- H. Show Overhead Slide 3 and discuss "Law enforcement agencies are judged by their last worst act."
- I. Discuss Rules for Ethical Decision Making (OH and handout).
1. Is it moral & legal?
  2. Does it harm anyone?
  3. If your actions were printed in the paper, would you or your family be embarrassed?
  4. Remember, far more officers have lost their careers through ethical failures than through adverse encounters with suspects.

**III. Case Management and Detective Procedures**

**(4 hours)**

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- A. Introduction - Instructor
  - 1. The course coordinator will introduce the instructor to the class.
- B. Case Package Review
  - 1. The instructor will divide the class into four groups and provide each group with a Detective Case Package and a supervisory case review questionnaire.
  - 2. Each group will answer all the questions on the questionnaire.
  - 3. The instructor will debrief the learning activity
- C. Conclusion
  - 1. Instructor debriefing and review
  - 2. Questions and answers

**IV. Detective Case Tracking System – Introduction**

**(2 hours)**

- A. Technology Training Unit, Computer Training
  - 1. Detective Case Tracking System
  - 2. COPLINK:
  - 3. CLEAR
  - 4. CCHRS
  - 5. NECS
  - 6. Microsoft® Applications
- B. Detective Case Tracking System (DCTS)
  - 1. Basic Functions
- C. Admin Functions
  - 1. Creates Tables, Teams and Units
  - 2. Assign and Reassign Employees
  - 3. Update Report Groups
  - 4. OPG
  - 5. Look up Values Filter
  - 6. Case Load Search
  - 7. Party Detail Window
  - 8. Party Detail Window – Address
  - 9. Warrant Type
  - 10. Create NEW Warrant
  - 11. Arrest Warrant Detail
  - 12. Creating Case Notes
  - 13. Case Notes
  - 14. Fly Sheet
  - 15. Set Case Status
  - 16. Family Violence
  - 17. Property Recovery Log

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18. Interview Window
19. Reports
20. Select table and teams
21. Cases Assigned Report

D. DCTS FACTS

1. It is mandatory for all Detectives to use DCTS
2. No password required just a LAN account
3. Employee can only be assigned to one Team
4. Employee can only be assigned to one Server
5. When the report is entered into the Detective Case Tracking System (DCTS) the system will add the sequential number to the control number

**Day 2**

**V. Interview and Interrogation Techniques - Introduction/Orientation (4 hours)**

A. Introduction

1. The class coordinator shall introduce the instructor to the class.
2. The instructor shall inform the students of the module instructional goals and learning objectives.
3. The instructor shall inform the students of the module outline
4. Purpose. Before any interview or interrogation, the interviewer/interrogator must prepare a plan on how he or she will obtain a confession.
5. Topics.
6. Differences Between an Interview and Interrogation.
7. Profile of a successful interviewer/interrogator during the interview
8. Profile of a Successful Interviewer/Interrogator -"During the Interrogation."

B. Behavior Symptoms Analysis

1. Purpose.
2. Topics.
3. Psychological Principle
4. General Principles.
5. Factors Influencing the Accuracy of the Behavior Symptoms
6. Internal Factors Affecting the Accuracy of Behavior Symptom Analysis
7. Evaluation of Behavior Symptoms
8. Control of the Suspect During the Analysis.
9. Analysis of Non-Verbal Behavior
10. Analysis of Verbal Behavior.
11. Conclusion.

C. The Behavior Analysis Interview

1. Purpose
2. Topics
3. General Guidelines

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4. Preparation Prior to the Interview
5. Conducting the Interview
6. The Behavior Analysis Questions
7. Baiting Technique
8. Concluding the Interview
9. Questions.

D. The Confrontation Interrogation Technique

1. Purpose
2. Introduction
3. Nine Steps of the Confrontation Interrogation Technique
4. Psychological Domination.
5. The Confrontation Statement
6. Theme Development
7. Handling Denials.
8. Overcoming Objections
9. Negative/Alternative Questions
10. Expanding & Clarifying the Confession
11. The Written Confession

**VI. Interrogation Law**

**(4 hours)**

A. Introduction

B. Standard For Statement Admissibility

1. Proposition 8
2. California Constitutional Amendment.
3. Admissibility based on U.S. Supreme Court Case Law

C. U.S. Constitutional Issues.

U.S. Supreme Court Case Law

1. 4th Amendment  
"The right of the people to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures shall not be violated." Miranda waivers will not remedy:
2. 5<sup>th</sup> Amendment  
No person "shall be compelled in any criminal case to be a witness against himself..."
3. 6th Amendment  
"In all criminal prosecutions, the accused shall enjoy the right to.... have the assistance of counsel for his defense."
4. 14th Amendment  
"...nor shall any state deprive any person of life, liberty, or property, without due process of law..."

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D. Miranda vs. Arizona

Arizona decisions.

1. How the case got to the U.S. Supreme Court
2. Supreme Court decisions.
3. Miranda=Custody & Police Interrogation. ((PP Slide 10)
4. Oregon vs. Mathiason

E. Interrogation

Words or Actions designed to illicit an incriminating response

1. Words....
2. Actions....
3. CUSTODY.
4. No Constitutional right to attorney-prior to arraignment.
5. Invoking Miranda
6. Effect of invoking silence.
7. Miranda waiver.
8. Express v. Implied waivers.
9. Miranda Non-compliance.
10. Statement for guilt.
11. Statement to impeach.
12. Statement leads to evidence. Oregon v. Elstad.
13. Statement for Search Warrant PC.
14. Statement to clear other crimes.
15. Miranda is a court decision-not law-not a component of the Constitution
16. Non-coercive questioning outside Miranda-not unlawful
17. Nothing unlawful about non-coercive questioning outside Miranda
18. The officer has little to lose and perhaps something to gain by way of uncovering impeachment material. Oregon v. Hass

F. Custodial Interrogation

1. Preparation.
2. Appearance of interrogator.
3. Conduct of interrogator. People v. Honeycutt.
4. No softening up.
5. Admin questions.
6. State of mind/being questions.

G. Juveniles and Miranda

1. 625 WIC.
2. Custody alone triggers Miranda for juveniles.
3. Burden on prosecution to prove understanding.
4. Advise in "today's language."
5. No waiver questions until interrogation.
6. Request for mom-why?

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H. Interrogation Law Questions

**Day 3**

**VII. Robbery Investigation**

**(2 hours)**

- A. Introduction (Service to the Community)
  - 1. Instructors.
  - 2. Surveillance.
  - 3. Stakeouts.
  
- B. Surveillance and Case Preparation (Reverence for the law)  
Work up on suspects and associates
  - 1. Background check.
  - 2. Intelligence.
  - 3. Department computer checks.
  - 4. Reconnaissance of suspect residence and work locations.
  
- C. Equipment
  - 1. Surveillance Team (2 persons)
  - 2. Vehicle-neutral  
Fueled and ready!
  - 3. Necessary items:
  
- D. Establish the Point
  - 1. Point.
  - 2. North, South, East, and West.
  
- E. Once the Point is established
  - 1. Point should never leave position until relieved.
  - 2. Never leave point unobserved.
  - 3. Never drive by point.
  - 4. Never double point.
  - 5. OIC responsible for maintaining the log.
  
- F. Differences in driving:  
When suspect is moving.
  - 1. Surface Streets.
  - 2. Freeways.
  
- G. Communication:
  - 1. Universal terminology.
  - 2. Do not override point transmissions.

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3. Proper terminology.
- H. Takedowns: Stationary/Vehicular
- I. Review of Surveillance Worksheet
- J. Stakeouts:
1. Value of stakeouts
  2. Definition of a stakeout
  3. Reason for Stakeout
  4. Locations and manpower
  5. Briefing
  6. Use stakeout checklist.
  7. Takedowns

**VIII. Comparative Analysis Blood Collection (4 hours)**

Introduction

1. The instructor shall introduce him/herself giving education and experience background.
  2. In an open discussion format, the students and instructor will discuss the interaction of the detectives with the laboratory and the type of evidence encountered in casework.
  3. Outside agency students will be instructed that the policy and procedures of the laboratory handling their evidence may be different.
- A. Explanation of the performance objectives.
- B. How To Utilize Laboratory Services To Complement The Investigation.
- C. Verbal and/or Slide Presentation Tour of the Technical and Criminalistics Laboratories.
1. Handouts
  2. Responsibilities of each unit of the laboratory.
- D. Discussion of the following topics using a combination of display on a poster board, demonstration, hands-on and slide presentation.
- What is physical evidence?
1. Give examples of physical evidence.
  2. How to evaluate, preserve and handle multi-discipline evidence.
  3. When and how to call a criminalist to respond to a crime scene
  4. How do you find, document, preserve and collect impression/imprint evidence?
  5. How do you collect biological stains?
  6. Chemical methods available for the detection and enhancement of blood.



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7. What is the purpose and collection method for exemplars?
8. How to collect GSR.

E. Test – To be completed during the final examination.

**IX. Firearms Evidence**

**(2 hours)**

- A. Introduction
  1. Instructors' background
  2. Firearms Analysis Unit location and telephone numbers
  3. Outline of objectives
  
- B. Introduction of Firearms Safety Review
  1. Show video of shotgun accident
  2. Basic safety rules
  3. Display firearm examples pointing out specific safe handling techniques
  4. FAU render safe responsibility  
Anything which can't be cleared or checked by Officers in the field
  
- C. Introduction of ammunition terminology
  1. Using proper terminology assists in effective communication and spares ourselves possible embarrassment and contradiction.  
**Instructor note:** Ask students to volunteer information appropriate to discussion as terminology is being presented
  2. Ammunition
  3. Cartridge identification
  
- D. FAU Technology
  1. The Drugfire system and allows the FAU to take a proactive role in solving crime.
  2. CROSSFIRE
  3. Walk-In Wednesday Program
  
- E. Introduction of Firearms Terminology
  1. California Assault Weapons
  
- F. Introduction of FAU at work
  1. Test firing and comparison microscopy
  2. Type and caliber
  3. Other analysis performed
  
- G. Case Management at FAU
  1. Administrative aspects
  2. Requesting analysis

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3. Prioritization

**Day 4**

**X. Courtroom Testimony**

**(2 hours)**

- A. Introduction
  - A. The class administrator will introduce the instructor to the class
  - B. The instructor will advise the students of the Lesson Goals and Objectives
- B. Courtroom Presentation
  - A. Introduction
  - B. What hearing?
- C. Trial
- D. Appearance
- E. Demeanor
  - A. The oath
  - B. The witness stand
  - C. Conversations off the stand
- F. Testimony
  - A. General rules
  - B. Cross Examination
- E. CONCLUSION
  - 1. Questions

**XI. Juvenile Procedures**

**(2 hours)**

- A. Background
  - 1. Introduction to Missing Juvenile Investigations
  - 2. Historical Overview of Missing Juvenile Investigations
  - 3. Historical overview of missing juvenile cases
  - 4. The number of missing juvenile cases
  - 5. Significant trends
- B. Reporting Requirements
  - 1. Legal Responsibilities Regarding the Initial Law Enforcement Response to Missing Juveniles Cases
  - 2. Review of California Penal Code Sections 14200 to 14251.
  - 3. Review of the Department Juvenile Manual, Chapter 21 and 22.
  - 4. Review of various sections witting the Department Manual.

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5. Review of Department Orders, Notices, and Training Bulletins.
6. Review of POST Missing Person Investigations Guidelines and Curriculum.
7. When to accept missing juvenile reports
8. Procedures for accepting missing juvenile reports

C. Initial Response

Initial Law Enforcement Response to Missing Juveniles Cases

1. Employee responsibilities – Department and State requirements
2. Initial Law Enforcement First Response

D. Stranger Abductions

1. Stranger Abductions-Understanding the Dynamics

E. Searches and Canvasses

1. Conducting searches and Neighborhood Canvasses
2. Consent Searches
3. Interviews of Persons of Interest

F. Investigative Responsibilities

1. Missing Juvenile Investigations-Resident of LA
2. Missing Juvenile Investigations-Non-Resident LA
3. Mandated Forms
4. Required Follows-Ups
5. NCIC Requirements
6. Runaway Juvenile Investigations
7. Investigative Resources
8. Children Missing From Care/Probation Facilities
9. NCIC – Understanding the System and its capabilities
10. Closure of Missing Juvenile Investigations

G. Conclusion

1. Overview
2. Questions and Answers

**XII. Electronic Surveillance**

**(2 hours)**

A. INTRODUCTION

1. Instructor
2. How can the Electronics Unit help you?

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3. SID Electronic Unit duties
- B. Definition Of Electronic Surveillance
- C. Types Of Electronic Surveillance
1. Audio
  2. Video
- D. Department Policy
- Electronic Surveillance equipment divided into two categories
1. Restricted: Equipment designed or adapted for concealed use
  2. Discretionary Items: those items not specifically designed for concealed use, which can be used in a concealed manner. When used for such purposes, discretionary items become restricted items of electronic surveillance equipment and, as such, their use is controlled. (LAPD Department Manual 3/568.05).
  3. Granting Authorization
- E. Legal Considerations
1. What is "Confidential Communications?"  
Any communication, regardless of its form, where any party to the communication desires it to be confined to the parties thereto.
  2. Penal Code 632 (a) provides criminal penalties for "Every person who intentionally and without consent of all parties to confidential communication, by means of any electronic amplifying or recording device, eavesdrops upon or records the confidential communication, whether the communication is carried off among such telephone or other device, except a radio."  
**This language prohibits electronic eavesdropping or cording without consent of ALL parties of any confidential communication (CIVILIAN)**
  3. Law Enforcement Exception  
**Penal Code Section 633 exempts the listed law enforcement officials from the all-party consent rule of Penal Code sections 631 and 632. You must have at least one party consent.**
  4. Confidential Communications do not have to be verbal. (People vs. Gibbons, 1989).
  5. Civilian Exception.  
Penal Code Section 633.5 provides: Nothing in sections 631,632, 632.5 or 632.7 prohibits one party to a confidential communication from recording the evidence reasonably believed to relate to the commission by another party to the communication of the crime of extortion, kidnapping, bribery, any felony involving violence against the person, or a violation of Section 658m.
  6. Domestic Violence Court Order. Bill AB 207, Approved by Governor September 13, 1999. Section 1. Section 633.6 is added to the Penal Code to read, "Notwithstanding the

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provisions of this chapter, and in accordance with federal law, upon requires of a victim of domestic violence who is seeking a domestic violence restraining order, a judge issuing the order may include a provision in the order that permits the victim to record any prohibited communication made to him or her by the perpetrator."

7. Video Related Law approved by Governor August 25, 1999. Section 647 of the Penal Code is amended to read, "Every person who commits any of the following acts is guilty of disorderly conduct, a misdemeanor: (k) (1) Any person who looks through a hole or opening, into, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, camera, motion picture camera, or camcorder, the interior of a bathroom, changing room, fitting room, dressing room, or tanning booth, or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside."
  
- F. Communications with Attorneys, Physician, and Religious Advisors. Penal Code 636.5 provides, "Every person who, without permission from all parties to the conversation, eavesdrops on or records, by means of an electronic device, a conversation or any portion thereof, between a person who is in the physical custody of a law enforcement officer or the public officer and that person's attorney, religious advisor, or who is on the property of a law enforcement agency or other public agency, and that person's attorney, religious advisor, or licensed physician is guilty of a felony."
  
- G. Trespassing to Violate the Privacy Act.  
Penal Code Section 634 provides misdemeanor/felony penalties for "Any person who trespasses on property for the purpose of committing any act, or attempting to commit any act in violation of 631, 632, 632.5, 632.7 or 636."
  
- H. Wire Intercepts  
Penal Code Section 629, a search warrant/court order authorizing a wire tap may be obtained for the following crimes:
  1. Importation, possession for sale, transportation, manufacture, or sale of a substance containing heroin, cocaine, LSD, methamphetamine or their analogs where the substance exceeds 10 gallons by liquid volume or three pounds or solid substance weight
  2. Murder or solicitation to commit murder
  3. Crimes involving the bombing of public or private property
  4. Aggravated kidnapping, as specified in Section 208
  5. Conspiracy to commit any of the above-mentioned crimes
  
- I. Video Surveillance Equipment.
  
- J. Review.

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**XIII. Search Warrant Preparation**

**(2 hours)**

- A. Introduction
  - 7. The course coordinator will introduce the instructor to the class.
  
- B. Legal standard for issuing a search warrant
  - 1. Probable Cause
  - 2. Reasonableness
  
- C. Types of search warrants
  - 1. Search of suspect's residence/business
  - 2. Search of 3<sup>rd</sup> party's residence/business
  - 3. Business records
  - 4. Court Orders
  
- D. Other types of warrants
  - 1. Arrest warrants
  
- E. Advantages of search warrants
  - 1. Provides legal authority to search
  - 2. Shifts burden of proof to defendant to attack
  - 3. P.C. approved before search
  - 4. Very limited legal attacks
  - 5. Good faith saves a weak warrant
  - 6. Hide informant's identity
  - 7. Professional image
  - 8. Civil Liability - \$\$
  
- F. Search Warrant Terminology
  - 1. Search warrant
  - 2. Affiant
  - 3. Probable cause
  
- G. Ground for issuing a search warrant
  - 1. Property was stolen or embezzled
  - 2. Property or things were used as a means of committing a felony
  - 3. Property or things possessed with intent to use to commit a public offense or possessed by another for the purpose of concealment
  - 4. Property or things show that a felony has been committed or that a person has committed a felony

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5. Property of things show the sexual exploitation of a child is occurring or has occurred.
  6. There is a warrant for the person's arrest
- H. Who can issue a search warrant?
1. Magistrates = Judges
  2. Scope of judge's jurisdiction
- I. Mechanics of preparation
1. Names of all affiants
  2. Statutory grounds for issuance – P.C. 1524
  3. Description of places/persons to be searched
  4. Description of property to be seized
  5. Indication by magistrate if night service authorized
  6. Request to seal (Hobbs)
  7. Magistrate signature
  8. Date issued
- J. Describing places, vehicles, persons and evidence
1. Premises
  2. Persons
  3. Vehicles
  4. Answering the phone
  5. Describing evidence
  6. Just in case you missed it...the affiant, that means you, must establish probable cause to seize every single item requested to be seized. Why would you expect it or similar types of evidence/contraband to be present at the location and what does it have to do with your case, i.e., why is it relevant?
  7. Evidence to be seized
  8. Search warrant invalid
- K. Search warrant for fruits and instrumentalities of crime at a suspect's residence
1. Affidavit/statement of probable cause should include the following:
  2. Drafting the affidavit – writing the narrative
  3. Deficiencies in search warrants:
- L. Warrant writing tips
1. Plain language
  2. "I" not "your affiant"
  3. Short sentences
  4. Double space

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5. Judge may want more facts
6. Explain why you believe that evidence may be found where you think
7. "Running affidavit"
8. Be prepared to answer questions
9. What is the observations/information that form the probable cause in the present warrant were the result of a violation off the 4<sup>th</sup> Amendment?
  - a. It depends
    - (1) If suspects-not a good thing
    - (2) If a 3<sup>rd</sup> party-no harm or foul (P v. Madrid (1992) 7 C.A. 4<sup>th</sup> 1888

- M. Legal aspects of informant use
1. Who is an informant?
  2. For privilege to apply:
  3. Citizen Informants
  4. Building a "Wall" around the Informant
  5. "We Tip" Informants
  6. People v. Hobbs (7 Cal. 4<sup>th</sup> 949 (1994)

**Day 5**

**XIV. Show-ups/Live Line-ups**

**(2 hours)**

- A. Introduction
1. Instructor
- B. Photo Identification
1. Should show at least six photos of similar looking persons.
  2. Obliterate or cover, remove all markings from photos.  
People vs. Cook (1967) 252 CA 2d25 (remove markings from photos prior to showing victims)
- C. Execution of the search warrant
1. Legal parameters of search warrant service
  2. Return to search warrant
  3. Night-time Service
  4. Knock – Notice: P.C. §1531
  5. Entry
  6. Seizing Unlisted Items
  7. Securing a location
  8. Detention at search warrant scene



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9. Specialized warrant procedures
10. Piggyback (Rollback) search warrant
11. Multi-location search warrant
12. Oral affidavits
13. Telephonic search warrants
14. Failure of recording equipment

C. Who you gonna call?

E. Questions?

**XV. Sources of Information**

**(2 hours)**

A. Introduction

Instructor(s) will introduce themselves

B. Purpose of This Class

1. Increase case clearances
2. Point you in the direction of locating new sources
3. New sources can assist you in locating:
4. Encourage class participation-share your knowledge with class
5. Ask questions

C. Sources Of Information

1. What is considered Privileged Information?
2. Privileged Sources Available

D. What is CORI???

1. What types of information fall under CORI?
2. In order to access CORI you need to have a right to know the information and the need to know the information
3. LAWS Pertaining to CORI
4. CORI Tips  
DOJ and ICSB conduct audits

E. Department Computer Sources

1. What other agencies are represented?
2. These systems are probably available in your city/county
3. For each of these sources you need an IRD password
4. Other Department Sources

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F. What makes a record public?

Contact the individual agency to obtain the information.

1. Federal Freedom of Information Act.
2. California Public Records Act.
3. Federal
4. State
5. County
6. City

G. Summary

1. How you treat others will determine how much info you will get.
2. Use the various privileged/public/computer sources to conduct your investigation.
3. Questions

**XVI. Parole LEADS**

**(2 hours)**

A. Introduction  
Instructor

B. Parole LEADS Orientation

1. LEADS Manual
2. Policy (Integrity in All we say and do)
3. Procedures
4. Legal guidelines for data management
5. History of LEADS
6. Civil/criminal/administrative repercussions.
7. Department policy

C. Overview of the System

Critical points about the system

1. Legalities/liabilities
2. Security policy

D. LEADS Advisory Committee

E. Course Objectives

F. Querying the System

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1. Password Standards
2. Security Audit and Incidents
3. Help Screens
4. How to Access Specific Information
5. Printing a Record
6. Advanced Actions

G. Review

Instructors will review all material covered.

H. Testing

1. Students will be required to complete search exercises (queries) correctly.
2. Additional testing will be conducted during the final course examination.

**XVII. Course Review**

**(1 hour)**

A. Introduction

1. The course coordinator will introduce the instructor to the class or teach the class him/herself.

- B. The instructor will review the course through the use of a Game Show Pro and a Detective Feud game designed to create interaction and competition among the students for correct answers to subject matter covered during the course.

**XVIII. Final Examination**

**(1 hour)**

- A. The course coordinate will administer the final examination by giving the students completion instructions, handing out the test booklets and the answer sheets.

B. Student will complete the final examination and turn in the following items:

1. Final examination test booklet
2. Examination answer sheet
3. Course critique