Inver Hills Community College

CJS 2235: Professional Police Report Writing and Employment Preparation

A. COURSE DESCRIPTION

Credits: 2
Lecture Hours/Week: 2
Lab Hours/Week: 0
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

Prepares students in the construction of professional police reports using the Minnesota POST Board approved format. Professional police report writing includes peace officer terminology, effective grammar, sentence structure and syntax. This course also includes career preparation skills such as resume development, cover letter writing, background check preparation, and interviewing for the policing field. This course promotes five (5) core values: Accountability, Compassion/Empathy, Integrity, Cultural Responsiveness, and Interpersonal Communication. These core values serve as the foundation to prepare future public servant leaders.

B. COURSE EFFECTIVE DATES: 01/09/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Form, function, and mechanics of professional peace officer writing.
   - Report writing in POST approved styles.
   - Interviewing and interrogation techniques.
   - Employment preparation and skills for securing employment as a professional peace officer.

D. LEARNING OUTCOMES (General)

1. Demonstrate the difference between factual content and opinion writing.
2. Demonstrate an understanding of narrative and bullet style writing.
3. Define and demonstrate the various interviewing and interrogation techniques using contemporary policing practices.
4. Create a professional police report using a chronological method, that includes peace officer terminology, effective grammar, sentence structure and syntax.
5. Learn and apply effective interviewing skills and techniques for securing employment as a professional peace officer.
6. Demonstrate knowledge of Minnesota POST Board requirements.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted