

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

Instructs students in the correct preparation and construction of police reports using Minnesota POST Board approved format. Emphasis is placed on basic writing skills, which includes standard English, spelling, syntax, and police terminology. Job search skills are covered, which includes resume/cover letter writing, and background/interview preparation.

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

C. OUTLINE OF MAJOR CONTENT AREAS

1. Form, function, and mechanics of Law Enforcement reporting 20%
2. Report writing in POST approved styles in Law Enforcement specific formats 65%
3. Employment preparation and skills for securing employment in the LE industry 15%

D. LEARNING OUTCOMES (General)

1. Explain the functions and mechanics of police records.
2. Differentiate among various types of police reports.
3. Analyze the crime-reporting system.
4. Identify modern trends in police reporting.
5. Demonstrate good report writing, proofreading and editing skills.
6. Illustrate good spelling techniques.
7. Construct industry level police reports in various report formats to Minnesota POST standards.
8. Critique industry level reports in various formats.
9. Apply law enforcement job search techniques.
10. Construct an industry appropriate application.
11. Apply proper interview techniques.
12. Create a professional resume.
13. Demonstrate skills required for an efficient and effective job search and oral interview.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted