Alexandria Technical and Community College

PTE 2602: Police Report Writing/Employment Prep

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 2
Lab Hours/Week: 2
OJT Hours/Week: *.*

Prerequisites:
This course requires either of these prerequisites
   ENGL 1460 - Technical Writing
   ENGL 1410 - Composition I

Corequisites: PTE 2505
MnTC Goals: None

Learners are taught the proper construction and preparation of police reports using Minnesota POST approved style. Emphasis is also placed on spelling, word usage, and police terminology. Basic writing skills are emphasized. Job search skills, resume writing, and application letter writing are also taught.

B. COURSE EFFECTIVE DATES: 10/16/2023 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Learn the structure and required content of police reports.
2. Understand the uses of police reports.
3. Become familiar with the MN Offense Codes.
4. Develop a first person, active voice, past tense writing style.
5. Demonstrate proofreading and editing skills.
6. Write initial incident and arrest reports.
7. Complete various standard police forms.
8. Write serious incident reports, including DUI.
9. Learn the law enforcement job application process.
10. Participate in a mock job interview.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate a basic understanding of the form and function of a police report, the first person-past tense form of writing, as well as editing and proofreading skills.
2. The learner will be able to produce job-seeking documents and develop skills needed for a successful job search.
3. The learner will be able to produce police reports.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus
G. SPECIAL INFORMATION

None noted