MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT.  Law Enforcement  COURSE NUMBER:  LAWE 2224

NUMBER OF CREDITS:  2 (1 Lecture 1 Lab)

COURSE TITLE: Police Report Writing

CATALOG DESCRIPTION:

Develops the students understanding of legal, procedural, and need for factual reports in the criminal justice process. Students will be exposed to a variety of reports and forms used in law enforcement as well as a variety of report writing mediums including computer applications. Students will practice writing police reports in a detailed chronological order using proper formatting. Emphasis will be placed on proper spelling, grammar, punctuation, and the ability to create a clear and concise meaning throughout the report.

AUDIENCE: Law Enforcement A.A.S. Students, Law Enforcement Skills Students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area:  by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

Must be formally accepted into the Law Enforcement Program.

LENGTH OF COURSE: One semester

THIS COURSE IS USUALLY OFFERED:
Every other year  fall  spring  summer  undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. Distinguish a well-grounded theoretical foundation in the concepts of law enforcement.
   b. Establish a specialized body of knowledge that is the foundation of, and intrinsic to, competent professional practice in law enforcement.
c. Provide experiences in performing the most common, most important, and highest risk duties of a peace officer by integrating the core competencies in law enforcement.

d. Demonstrate the ability to properly use and maintain tools, and demonstrate the mechanics of techniques and tactics peace officers need to employ.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. Formulating through the analysis, synthesis and internalization of law enforcement and criminal justice concepts, theories, and research a foundation for making decisions and forming views about how the roles of peace maker and law enforcer relate to the world a peace officer lives and works in.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Use and interpret verbal and non-verbal cues to enhance interpersonal communications.
   b. Class discussions on topic areas
   c. Oral presentations
   d. Community presentations
   e. Moot court exercises
   f. Written exercises and assignments
   g. Completing reports
   h. Law enforcement computer applications
   i. Team building exercises
   j. Reality based training exercises

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Explaining how intolerance, prejudice, and stereotyping impact human behavior.
   b. Discussing ways to promote positive relationships with community members of varying races, ethnicities, national origins, immigration statuses, genders, ages, economic classes, disabilities and/or sexual orientations.
   c. Discussing how recognizing and valuing diversity, cultural differences and varied perspectives, promotes community unity, facilitates information gathering, and contributes to officer safety.
   d. Discussing the diverse groups that make-up Minnesota’s communities and some of the traits unique to communities.
   e. Discussing the risks and problems associated with intolerance, insensitivity, partiality, marginalizing and unjust application of the law for both law enforcement and community members.
   f. Demonstrate skills which promote consensus building, show respect for the opinions of others, and encourage cooperation, adaptability, and conflict resolution.
TOPICS TO BE COVERED:

1) Communication
2) Warrants, Subpoenas, Orders and Summons
3) Minnesota Criminal Code and Statutes
4) Racially Based Profiling and Bias Motivated Crime
5) Crisis Intervention and Mental Illness Crises
6) Practical Law Enforcement Writing
7) Peace Officer Testimony

LIST OF EXPECTED COURSE OUTCOMES:

The goal of professional peace officer education is to produce peace officer license eligible candidates who have the knowledge, skills and attributes necessary for performance of an entry level peace officer in Minnesota as identified by the law enforcement profession. In broad terms this means candidates who

1) understand the U.S. and Minnesota criminal justice systems and laws,
2) speak, read, write and listen effectively in interpersonal and group interactions,
3) think critically and creatively in seeking solutions to practical and theoretical problems alone and in groups,
4) make timely decisions based on the circumstances and on law enforcement related theoretical and experiential learning,
5) demonstrate an understanding of the duties and tasks most commonly expected of peace officers and how to perform those tasks responsibly, ethically, and with appreciation for cultural differences, and
6) integrate and apply all these abilities to serve citizens, protect individual freedoms, promote peace and justly enforce the law in the State of Minnesota. (Learning Objectives For Professional Peace Officer Education Minnesota Board Of Peace Officer Standards and Training)

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Problem Solving
- Student Presentations
- Interactive Lectures
- Creative Projects
- Individual Coaching
- Lecture
- Films/Videos/Slides
- Demonstrations
- Other (describe below)
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Portfolio
- Group Problems
- Term Paper
- Other (describe below)

Reality based training exercises.

EXPECTED STUDENT LEARNING OUTCOMES:

Students will be able to successfully identify the knowledge base, respond to and properly handle all task associated with the following Professional Police Officer Education (PPOE) Learning objectives required by the Minnesota POST Board:
Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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