

Course discipline/number/title: POFC 2110: Police Report Writing

- A. CATALOG DESCRIPTION
  - 1. Credits: 2
  - 2. Hours/Week: 2
  - 3. Prerequisites (Course discipline/number): POFC 1105 or POFC 1112, ENGL 1117
  - 4. Other requirements: None
  - 5. MnTC Goals (if any): NA
- B. COURSE DESCRIPTION: This course's major topics will include field notes, report structure and organization, basic grammar, data retrieval and use, and uses of police reports.
- C. DATE LAST REVISED (Month, year): February, 2023
- D. OUTLINE OF MAJOR CONTENT AREAS:
  - 1. Common spelling words used by Peace Officers
  - 2. Proper methods of gathering information for reports
  - 3. Commonly used report forms
  - 4. Proper methods of report narrative writing
- E. LEARNING OUTCOMES (GENERAL): The student will be able to:
  - 1. Illustrate their ability to correctly spell commonly used words.
  - 2. Differentiate between interview and interrogation techniques.
  - 3. Demonstrate their ability to correctly fill out commonly used report forms.
  - 4. Demonstrate their ability to write a variety of narrative reports.
- F. LEARNING OUTCOMES (MNTC): NA
- G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
  - 1. Written tests
  - 2. Report writing
- H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s): Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.
- I. SPECIAL INFORMATION (if any): None