Police Communications
Course Design
2008-2009

Course Information
Organization: EASTERN ARIZONA COLLEGE
Division: Social Sciences
Course Number: AJS 120
Title: Police Communications
Credits: 3
Developed by: Steven Johnson
Lecture/Lab Ratio: 3 Lecture/0 Lab
Transfer Status:
- ASU Elective Credit
  Valid thru Summer II 2008: CJ Departmental Elective
  Fall 2008 and beyond: CCJ Departmental Elective
- NAU Elective Credit
- UA Elective Credit

Activity Course: No
CIP Code: 43.0107
Assessment Mode: Pre/Post Test (200 Questions/200 Points)
Semester Taught: Fall
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No

Prerequisites
None

Educational Value
An excellent course for both freshmen and sophomores desiring to improve their written and verbal skills as they relate to law enforcement.
**Description**

This course covers methods of communication used in police work, including testifying in court, and radio communications, with special emphasis placed on written communications and police report writing.

**Competencies and Performance Standards**

1. **Analyze the importance of writing a proper police report.**
   
   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Identify the differences between an administrative and operational report.
   b. Describe the methods of recording clear, concise and accurate notes.
   c. Describe the characteristics and uses of field notes as they relate to a police report.
   d. Explain the different types of police report styles used in Arizona.
   e. Demonstrate the proper method of writing a police report.

   **Performance Standards**

   *Competence will be demonstrated:*
   
   o by completion of online quizzes and examinations.
   o through Internet Web based computer assignments
   o by completion of written police reports
   o by completion of in-class spelling quizzes
   o through an objective cumulative final exam

   **Criteria - Performance will be satisfactory when:**

   o learner explains how to tell the difference between an administrative and an operational police report
   o learner describes the uses of different types of police reports
   o learner demonstrates an ability to use proper grammar, spelling and legible writing in a police report
   o learner records clear and accurate notes to write a report demonstrating accuracy, conciseness, completeness, clarity, legibility and proper grammar
   o learner demonstrates ability to write a proper police report in both the block and bullet format
   o learner analyzes the characteristics of good field notes
   o learner identifies examples of "fact" and "inference"

2. **Practice the proper methods of participating in a police oral board interview.**

   **Learning objectives**

   *What you will learn as you master the competency:*

   a. Identify the common methods of conducting a police oral board
   b. Describe the purpose of conducting a police oral board
c. Discuss kinesic communication
d. Articulate the importance of being ethically correct in responses
e. Identify types of oral boards and their composition

**Performance Standards**

*Competence will be demonstrated:*

- by completion of online quizzes and examinations.
- by participation in a mock oral board
- through Internet Web based computer assignments
- by completion of written police reports
- by completion of in-class spelling quizzes
- through an objective cumulative final exam

*Criteria - Performance will be satisfactory when:*

- learner describes verbal versus non-verbal communication
- learner demonstrates ability to use kinesics during a mock oral board
- learner describes the uses and structure of oral boards
- learner analyzes the importance of providing ethically correct answers to questions posed by the oral board

3. **Summarize the proper methods of providing courtroom testimony.**

*Learning objectives*

*What you will learn as you master the competency:*

a. Identify the persons involved in the courtroom work group
b. Discuss how honesty plays an integral part of courtroom testimony
c. Identify ways of improving courtroom testimony by the officer
d. Explain the consequences of falsely testifying in court
e. Identify the common tactics used by defense attorneys to confuse officers testifying in court
f. Describe the importance of both primary and secondary victims as they relate to courtroom testimony

**Performance Standards**

*Competence will be demonstrated:*

- by completion of online quizzes and examinations.
- by participation in testifying from a report in a mock trial
- by completion of written police reports
- through Internet Web based computer assignments
- by completion of in-class spelling quizzes
- through an objective cumulative final exam

*Criteria - Performance will be satisfactory when:*

- learner describes the ethical considerations of honestly testifying in court
4. Identify the uses and proper methods of police communication as used in Arizona.

**Learning objectives**

*What you will learn as you master the competency:*

a. Identify the methods for ensuring proper grammar usage in police reports
b. Describe the importance of correct spelling in police reports
c. Identify how to properly complete a police report when writing legibly
d. Articulate the importance of using radio etiquette
e. Provide an overview of the most commonly used police radio codes
f. Identify the ways of ensuring proper voice usage on the radio

**Performance Standards**

*Competence will be demonstrated:*

- by completion of online quizzes and examinations.
- by completion of using the police radio correctly during a field scenario
- by completion of written police reports
- through Internet Web based computer assignments
- by completion of in-class spelling quizzes
- through an objective cumulative final exam

*Criteria - Performance will be satisfactory when:*

- learner demonstrates an ability to use proper voice inflection when using the police radio
- learner describes police radio "etiquette"
- learner describes the definition and type of information incorporated by the: ALETS, ACIC, NCIC, CCH, LEJIS, NLETS, and OBSCIS
- learner identifies how communications are used by the law enforcement officer on a daily basis
- learner identifies what the positive and negative consequences are when communication breaks down
- learner analyzes how police communication systems have evolved from verbal use only to wireless communication in patrol cars
o learner describes communication systems commonly used by various sizes of police agencies in the United States
o learner identifies the proper police terminology that officers should use on the radio
o learner describes what common data is available for police through local, state and national record systems
o learner identifies methods for improving communication between the police and public

**Types of Instruction**
Classroom Lecture/Discussion
Multimedia

**Grading Information**

**Grading Rationale**
Each instructor has the flexibility to develop evaluative procedures within the following parameters:
1. A Pre Test MUST be administered to EACH student during the first 2 weeks of class. It will NOT count toward the student's grade.
2. The Final Examination and Post Test will be the same test. It will represent 20% of the final course grade.
3. Quizzes represent 40% and the midterm exam represents 20% of the final course grade.
4. Other activities will represent 20% of the final course grade.
5. Within the Administration of Justice Program there is NOT credit given toward the final course grade for extra credit activities or attendance. Such activities will be assigned a value and listed under "Other Activities".

**Grading Scale**
A  90% - 100%
B  80% - 89%
C  70% - 79%
D  60% - 69%
F  Below 60%