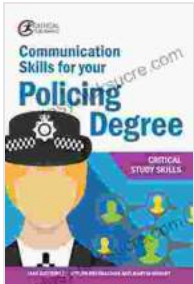


Communication Skills for Your Policing Degree: Critical Study Skills



Communication Skills for your Policing Degree (Critical Study Skills: Police) by Jane Bottomley

★★★★☆ 4.4 out of 5

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Enhanced typesetting	: Enabled
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Effective communication skills are essential for a successful policing career. As a police officer, you will need to be able to communicate effectively with a wide range of people, including victims, witnesses, suspects, and your fellow officers. You will also need to be able to write clear and concise reports, give presentations, and provide testimony in court.

Developing strong communication skills is an important part of your policing degree. This article will explore the critical study skills you need to excel in your coursework and enhance your communication abilities.

Written Communication

Written communication is a vital part of policing. You will need to be able to write clear and concise reports, emails, and other documents. Your writing

should be accurate, well-organized, and free of grammatical errors.

To improve your written communication skills, focus on the following:

- **Clarity:** Make sure your writing is easy to understand. Use simple language and avoid jargon.
- **Conciseness:** Get to the point quickly and avoid unnecessary details.
- **Organization:** Structure your writing logically and use headings and subheadings to make it easy to read.
- **Accuracy:** Make sure your facts are correct and your writing is free of errors.

Here is an example of clear and concise written communication:

Police Report: Suspicious Activity

Date: 03/08/2023

Time: 10:30 AM

Location: 123 Main Street, Anytown, CA

Description: A concerned citizen reported seeing a suspicious person loitering near the rear entrance of the Anytown Bank. The person was described as a white male in his 30s, wearing a black hoodie and jeans. The person was seen making furtive movements and appeared to be casing the bank.

Officer Response: Officers responded to the scene and located the suspicious person. The person was detained and questioned. The person was found to be in possession of burglary tools and was arrested for attempted burglary.

Verbal Communication

Verbal communication is just as important as written communication in policing. You will need to be able to communicate effectively with people from all walks of life, in a variety of situations.

To improve your verbal communication skills, focus on the following:

- **Clarity:** Speak clearly and concisely. Avoid using jargon or slang.
- **Empathy:** Put yourself in the other person's shoes and try to understand their perspective.
- **Respect:** Treat others with respect, even if you disagree with them.
- **Active listening:** Pay attention to what others are saying and ask clarifying questions to show that you are engaged.

Here is an example of effective verbal communication:

Officer: "Hello, my name is Officer Smith. I'm here to speak with you about the noise complaint that we received."

Resident: "Oh, I didn't realize that the music was too loud. I'll turn it down right now."

Officer: "Thank you for your cooperation. I appreciate your understanding."

Interpersonal Communication

Interpersonal communication is the ability to communicate effectively with people on a personal level. This is important for police officers, who often need to build rapport with victims, witnesses, and suspects.

To improve your interpersonal communication skills, focus on the following:

- **Body language:** Be aware of your body language and use it to convey confidence and empathy.
- **Eye contact:** Make eye contact with people to show that you are engaged and interested in what they have to say.
- **Verbal cues:** Use verbal cues, such as "I understand" and "I hear you," to show that you are listening and understanding.
- **Empathy:** Try to put yourself in the other person's shoes and understand their perspective.

Here is an example of effective interpersonal communication:

Officer: "I know this is a difficult time for you. I'm here to listen and help in any way that I can."

Victim: "Thank you. I appreciate that."

Officer: "Can you tell me what happened?"

Victim: "I was walking home from work when a man attacked me. He grabbed me from behind and tried to drag me into an alley."

Officer: "I'm so sorry that happened to you. I want to assure you that we will do everything we can to find the person who did this."

Critical Thinking and Analysis

Critical thinking and analysis skills are essential for effective communication in policing. You will need to be able to think critically about information, analyze it, and draw conclusions.

To improve your critical thinking and analysis skills, focus on the following:

- **Identify the main points:** When you are listening or reading, identify the main points of the message.
- **Analyze the information:** Break down the information into smaller parts and analyze each part to understand its meaning.
- **Draw conclusions:** Based on your analysis, draw conclusions about the information.
- **Evaluate the conclusions:** Are your conclusions reasonable? Are there any other possible conclusions?

Here is an example of critical thinking and analysis:

Officer: "I'm investigating a burglary. The victim said that his house was broken into while he was at work. The only thing that was stolen was a laptop computer."

Critical thinking: The officer needs to consider the following:

- Why would someone break into a house just to steal a laptop?
- Is there anything else that could have been stolen but wasn't?

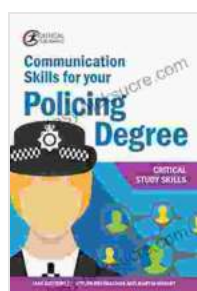
- Are there any other possible suspects besides the victim?

Analysis: The officer concludes that the burglary may have been an inside job. The victim may have staged the burglary to collect insurance money.

: The officer decides to investigate the victim's alibi and look for other possible suspects.

Effective communication skills are essential for a successful policing career. By developing strong written, verbal, and interpersonal communication skills, you can improve your ability to interact with people, build rapport, and get the information you need to do your job effectively.

The critical study skills outlined in this article will help you excel in your policing degree and enhance your communication abilities. By focusing on clarity, conciseness, empathy, and critical thinking, you can become a more effective communicator and a better police officer.



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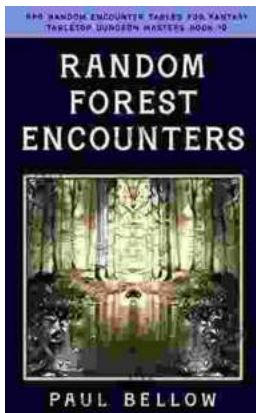
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