COURSE SYLLABUS

# AI for Law Enforcement & Public Safety Course (Self-Paced)

Build and apply a personalized Claude workflow to streamline law enforcement and public safety documentation, analysis, and communication while maintaining professional judgment, data sensitivity, and appropriate AI use boundaries.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-for-law-enforcement-public-safety-course-self-paced




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## Course Outline

### Module 1: Getting Started with Claude AI

- Explain how Claude works in plain language and identify the model tiers, plans, and interface
- Understand the context window, how Claude processes information, and when to start new conversations
- Practice your first Claude conversation using a law enforcement-specific prompt
- Identify what Claude does well, what it doesn't, and when human judgment is essential

### Module 2: Prompting Fundamentals

- Apply the five-part prompt framework: context, task, format, constraints, and examples
- Write effective prompts across five use cases: writing, summarization, analysis, research, and creative problem-solving
- Recognize and fix common prompting mistakes that produce vague or unusable output
- Practice prompting with law enforcement scenarios: improving an incident report narrative, summarizing a multi-page case file, and drafting a community safety bulletin

### Module 3: Working with Files & Documents

- Upload and analyze images, PDFs, spreadsheets, and documents directly in Claude
- Use Claude to extract, compare, and summarize information from uploaded files
- Work with law enforcement-specific file types: incident reports, case summaries, crime statistics exports, policy manuals, and training documents
- Complete a hands-on document analysis exercise using provided public safety sample files

### Module 4: Projects & Knowledge Bases

- Explain how Projects use custom instructions and knowledge bases to organize ongoing work
- Write effective Project instructions that encode your role, audience, format preferences, and rules
- Upload reference documents and understand how RAG retrieves relevant content
- Create a law enforcement Project for a policy revision or training development initiative using provided sample files and templates

### Module 5: Artifacts, Styles, Memory & Usage Management

- Create reusable deliverables with Artifacts and edit them directly or through conversation
- Build custom Styles that match your professional communication voice
- Configure Memory to retain key context about you and your work across conversations
- Apply usage management techniques to extend your plan value

### Module 6: Introduction to Claude Cowork

- Explain what Cowork is and how it differs from the claude.ai chat interface
- Read, write, and manage files from your desktop environment
- Configure guardrails, file permissions, and network settings for safe use
- Understand prompt injection risks and how to protect against them

### Module 7: Advanced Prompting & AI Tool Selection

- Use role-based prompting, chain-of-thought reasoning, and multi-step workflows
- Apply Extended Thinking, web search, and the You Ask Me technique for complex tasks
- Compare Claude with ChatGPT, Copilot, and Gemini to choose the right tool for each task
- Practice advanced prompting with law enforcement scenarios: analyzing crime trend data for a briefing, building a training curriculum outline, and preparing a community engagement communication plan

### Module 8: Context System, Connectors & Integrations

- Build foundational context files and set Global Instructions that apply to every Cowork session
- Connect Claude to Slack, Google Drive, Gmail, and other workplace tools
- Use Claude natively in Excel and PowerPoint with the Office add-ins
- Configure your context system and connections for law enforcement workflows, including crime data analysis in Excel and briefing presentations in PowerPoint

### Module 9: AI for Law Enforcement — Core Workflows

- Use Claude to transform rough incident notes into clear, complete, and professionally structured reports
- Summarize multi-page case files into concise briefings for supervisors, prosecutors, or inter-agency coordination
- Draft and revise standard operating procedures, general orders, and policy documents
- Develop training materials, scenario-based exercises, and roll call briefing content
- Complete a hands-on lab producing a multi-document law enforcement content package

### Module 10: Capstone — Build Your Law Enforcement Claude System

- Audit your administrative and documentation tasks to identify the highest-value opportunities for Claude assistance
- Configure a personalized law enforcement Claude system: Projects, context files, Styles, and connected tools
- Run a complete end-to-end workflow: improved incident report, case summary briefing, revised policy section, and community communication
- Create a Week 1 action plan for applying what you've learned to your agency role