COURSE SYLLABUS

AI for Law Enforcement & Public Safety Course Online

Create and deploy a personalized Claude workflow to simplify law enforcement and public safety documentation, analysis, and communication while upholding 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 partnerships@vdci.edu or visit: https://vdci.edu/courses/ai-for-law-enforcement-public-safety-course-online



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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