



City of Creedmoor Citizen's Police Academy

The Citizen's Police Academy (CPA) is an exciting way to learn about police work. Through a well-prepared curriculum, taught once a week for eight weeks, students will learn about the various aspects of police operations. Academy participants will meet many of the men and women who serve in the Creedmoor Police Department as they explain the roles of police officers, investigators, and administrators. Participants will also learn how officers are trained, and how every citizen can help protect themselves and their community against crime.

An important and exciting phase of the Academy is providing participants with the opportunity to leave the classroom and participate in many of the practical exercises. This experience will give the participants a first-hand look at the dynamic world of policing in the twenty-first century.

Interested applicants must submit to a limited background investigation by the Creedmoor Police Department that will include a check of their criminal history and driving record. Acceptance into the program will be on an individual basis as determined by the Chief of Police.

Students must be a minimum of 18 years of age by the first day of class, or if under the age of 18, must be a current high school student and provide the necessary parental waivers. Class space is limited, but a waiting list will be held for future classes should the demand exceed available space.

The Citizen's Police Academy is an excellent way for community members to become better informed about crime and public safety. It also gives Creedmoor residents and other community stakeholders an opportunity to develop working relationships with the Police Department members. Attached to this document is the academy schedule and course application. Please complete the form in its entirety and return it to the Creedmoor Police Department. If you require notary services, our department will happily provide them free of charge. Once the process is complete you will be contacted by a member of the agency to finalize the registration process.

If you have any questions or concerns please let me know.

Sincerely,

Keith E. King
Chief of Police

**ALL CLASS TIMES ARE 6:00 PM – 8:30 PM EVERY MONDAY
MARCH 5, 2018 – APRIL 23, 2018**

WEEK 1**ORIENTATION / CRIMINAL JUSTICE SYSTEM INTRODUCTION**

The first session of the Citizens Police Academy will provide participants with an overview of the Creedmoor Police Department. Policies and procedures will be discussed to gain a better understanding of police operations. Students will also have an opportunity to meet the Police Department management team. This session will also focus on the roles played by other criminal justice organizations outside the police department, as well as how those entities work hand in hand with the police department in the pursuit of justice. Citizens will also learn about a variety of services available to them through different criminal justice organizations.

WEEK 2**CRIMINAL LAW AND SEARCH AND SEIZURE**

This course includes a discussion of the three sources of law, comparing and contrasting reasonable suspicion and probable cause, and comparing and contrasting the terms “voluntary contact”, “investigative detention”, and “arrest.” Students will learn about the types of searches an officer may conduct without a search warrant, the legal concepts of custody, interview and interrogation as they apply to Miranda rights, and the difference between criminal offenses and civil matters. Students will also discuss elements of common crimes.

WEEK 3**CRIME SCENE INVESTIGATION**

During this block, students will receive a general overview of different scenarios investigators are faced at crime scenes. Participants will be instructed on the dangers of contamination, methods of properly documenting scenes and collecting evidence. Participants will get to take part in practical exercises.

WEEK 4**DRUG / GANG AWARENESS / K9**

As with any city, Creedmoor experiences its share of drug and gang related crime. Since the use and distribution of illegal narcotics is often the root of many other crimes, and because gangs and drugs generally go hand-in-hand, enforcement is a major priority for the Creedmoor Police Department. In this session, the class will discuss some of the strategies and resources officers utilize to suppress and combat this type of criminal activity. Participants will also be provided with information that will allow them to join with police in recognizing and reporting gang / drug related crimes to the police. Citizens will also be provided with useful information they can share with others seeking to overcome drug addiction or gang involvement. Furthermore, this session provides class members with a chance to ask questions of K-9 officers who will be on hand to explain police canine operations and conduct demonstrations.

WEEK 5**POLICE USE OF FORCE / SCAT**

A few of the questions answered in this session include: How often must Creedmoor police officers resort to force to affect an arrest? How do we ensure officers use only the amount of force necessary? What weapons are issued to and utilized by Creedmoor Police Officers? You will also learn how officers are trained in the use of force and how difficult decisions regarding the use of force are made. A portion of this session will be “hands-on”, and will provide participants with the chance to interact with “suspect” role players in a variety of practical exercises. The session will include exercises involving the implementation of a variety of force options.

WEEK 6**VEHICLE STOPS**

Another inherently dangerous task performed by police officers is traffic stops and the subsequent interaction with drivers and passengers. In this block of instruction, class members will be presented with basic information pertaining to the actual stop of the vehicle, the environmental dangers faced by the officer, and some procedures for conducting records checks associated with the encounter. Participants will also have an opportunity to conduct mock traffic stops during a practical exercise, and learn what to do if they are stopped by a law enforcement officer.

WEEK 7**FIREARMS (OFF-SITE)**

During this practical exercise session, the class will have the opportunity to revisit the issue of use-of-force as it pertains to deadly encounters. With the use of actual duty gear and service weapons, participants will be exposed to demonstrations and practical exercises that address weapon grip, draw, presentation, sight alignment, trigger manipulation, breathing and much more. Citizens will also be provided with resources that will allow them to be responsible firearms owners. Resources permitting, this session will be unique in that students will use the training weapon to fire simulated rounds at a variety of training targets.

WEEK 8**COMMUNITY POLICING / GRADUATION**

The final session of the Creedmoor Citizens Police Academy is a summation of how participants can work with police to create a safer community. Instructors will discuss some common sense strategies for preventing crime before it is committed, and students will be provided with some suggestions on better securing themselves and their property from criminal activity. Students who successfully complete the course will be awarded a certificate recognizing their participation and partnership with the agency.

ORDER IN WHICH CLASSES ARE TAUGHT IS SUBJECT TO CHANGE

CLASS RULES

ATTENDANCE

In order to successfully complete the Citizens Academy, members are expected to attend all scheduled classes. Because the class size is so limited, individuals who do not attend are using a valuable spot that could be used by another potential participant. If an emergency arises that would prevent your attendance, please make a reasonable effort to contact the police department prior to the start of each class by calling (919) 528-1515. Successful completion of the course is dependent upon your attendance to at all of the regularly scheduled classes. Students who do not attend the required number of course hours will receive a Certificate of Participation in lieu of the Certificate of Completion.

PERSONAL CONDUCT

All persons participating in the Citizens Academy will be expected to conduct themselves in a professional manner. Academy members will display appropriate respect for differing viewpoints, as well as for one another and the presiding instructor.

Some of the topics covered in the academy will likely generate lively debates among those who have strong feelings about a particular issue. Participants will strive to communicate their ideas and opinions while keeping their emotions under control. No individual will be allowed to monopolize scheduled class time. Questions and discussions will be directed in such a fashion so as to allow everyone an opportunity to learn and to be heard.

Should an instructor deem a participant's behavior to be disruptive, the student will be asked to leave the training environment. The student's participation in future sessions will be decided by the Chief of Police or his designee after a review of the incident.

CLASSROOM CLEANLINESS

The Creedmoor Police Department is committed to providing the best training locations possible for its employees and guests. In an effort to promote a clean and professional training environment, all Academy members are expected to be responsible for the proper disposal of their trash. Smoking and other tobacco product use will only be allowed in designated areas. No participant will be allowed to consume alcoholic beverages while attending an Academy session.

FIREARMS

At no time will any class member be allowed to possess a firearm inside City Hall or other training area. Academy members who elect to participate in the agency's ride along program will also not be allowed to possess weapons.

CLASS SCHEDULE DISCLAIMER

Based on the unpredictable nature of public safety, it may become necessary for the organization to adjust or alter the class schedule. Please understand that these changes may take place at the last minute or with very little notice. Every reasonable effort will be made to make class participants aware of any schedule changes. Regardless of any unforeseen schedule changes, Academy members can be assured that all course material will be covered.

CITY OF CREEDMOOR POLICE DEPARTMENT
COMPLETE AND RETURN

PRINT NAME: _____

HOME ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

OCCUPATION: _____

ADDRESS: _____

TELEPHONE NUMBER: (Home, Cell, Work) _____

EMAIL ADDRESS: _____

BACKGROUND CONSENT CHECK

I hereby authorize the City of Creedmoor Police Department to conduct a limited background investigation including a check of criminal history records and driver's history. I understand this check is limited to determining if I meet the basic requirements for enrollment in the Creedmoor Citizens Police Academy.

The following is needed to conduct the records check:

SIGNATURE: _____

RACE: _____ **SEX:** _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____

WITNESS (PRINT NAME): _____

WITNESS SIGNATURE: _____

LIABILITY WAIVER
COMPLETE AND RETURN

The undersigned being over the age of eighteen (18), do hereby request permission for me or my minor child to be enrolled in the Creedmoor Citizens Police Academy. I agree at all times to obey all instructions, orders, and commands given to me by any police officer, firefighter, employee, instructor or other agent of the City of Creedmoor during the time of my participation in this program.

I fully realize and understand that the profession of public safety by its nature is at times dangerous and that I may be subjecting myself to situations that may result in property damage, injury, or death. Furthermore, I understand and acknowledge the potential of property damage, injury, or death that may occur as a result of my participation. Knowing and understanding these risks, I nevertheless freely accept these risks and accept full responsibility for myself, for any property damage, injury, or death that may occur as a result of the granting of this request.

In consideration of the educational benefit to be received by me and the granting of this request, I, my heirs, and my estate, agree to hold harmless, individually and in their official capacity, any and all City of Creedmoor Police Department officials, employees, and agents from all liability in the event of property damage, injury, or death sustained by me during my time as a participant of the Creedmoor Citizens Police Academy. I, my heirs, and my estate further agree to hold harmless the City of Creedmoor, North Carolina and the City Council individually and in their official capacity from all liability for property damage, injury, or death sustained by me as a result of the granting of this request.

The inclusive dates and times for this request are today through April 23, 2018.

PRINT NAME: _____ **SIGNATURE:** _____

PARENT / GUARDIAN SIGNATURE (IF APPLICABLE): _____

DATE: _____

Granville County, North Carolina

I certify that the following person personally appeared before me this day, acknowledging to me that he or she signed the foregoing document:

NAME OF PRINCIPAL (PARENT/GUARDIAN)

SIGNATURE OF PRINCIPAL (PARENT/GUARDIAN)

NOTARY PUBLIC NAME

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES: _____

SEAL:

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

COMPLETE AND RETURN

I am an applicant for the Creedmoor Police Department's *Citizen's Police Academy* program. In order to determine my suitability for the program, I understand that the Creedmoor Police Department, City of Creedmoor, North Carolina must make a thorough investigation of my personal records and background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _____, DOB _____, Operators License Number _____, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of the Creedmoor Police Department, Creedmoor, North Carolina regarding me, whether of a privileged or confidential nature.

Moreover, I hereby release the Creedmoor Police Department, Creedmoor, North Carolina from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my participation in the *Citizens Police Academy* program. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application. I do further authorize the Creedmoor Police Department, its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to the North Carolina Criminal Justice Education & Training Standards Commission, North Carolina Sheriffs' Education & Training Standards Commission, North Carolina Attorney General's Office, agencies of other states, and the federal government, and the applicant's employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the program has been completed, whichever is later. A copy of this document is considered valid, just as the original.

I have read and fully understand the above statements.

DATE: _____

APPLICANT PRINTED NAME: _____

STREET ADDRESS: _____

HOME PHONE: () _____ **CELL:** () _____

SIGNATURE: _____

STATE OF NORTH CAROLINA; COUNTY OF _____

Subscribed and sworn to before me, this _____ day of _____, 20_____.

Notary Public Signature & Seal

My Commission Expires _____