

GRIFFIN POLICE DEPARTMENT

C. FRANK STRICKLAND, Director of Public Safety

CITIZEN'S POLICE ACADEMY

I would like to take this opportunity to welcome you to the Griffin Police Department Citizen's Police Academy. The academy is sponsored and presented by our Police Department staff as part of our Community-Oriented Policing Partnership Programs. I would also like to thank you for taking away from your valuable time to participate in the program. I hope that the academy will be a rewarding and enriching educational experience for you.

This program was designed to provide citizens with basic information about the police profession and the daily operations of the Griffin Police Department. The ultimate objective is to establish and maintain positive communications, and to develop partnerships between the community and the police department through training and education.

After completing this program, I hope you will use the information to develop a better understanding of what we do as police officers and support law enforcement in the communities where you live. Your attendance in the Citizen's Police Academy demonstrates your commitment to the men and women of law enforcement and your desire to become involved.

Again, thank you for your interest and I am sure you will enjoy this educational experience.

Sincerely,

C. Frank Strickland
Director of Public Safety

CITIZEN'S POLICE ACADEMY

DESCRIPTION OF CLASSES

Class Orientation and Welcome

Participants are introduced to the Academy Staff and fellow classmates. The Chief of Police and his command staff are introduced. State Certification and National Accreditation will be discussed. Light refreshments are available for participants and staff. A tour of the facility and a brief history of our department will be presented by the Chief of Police.

Officer Survival/Mechanics of Arrest

Techniques involving officer survival are discussed. Student will view videotapes regarding officer shootings and survival techniques. Participants will perform practical exercises searching rooms and buildings. Domestic disputes will also be discussed within this block of instruction. The PRISM Simulator will be utilized during this section of the academy. This simulator will place participants in shoot-don't shoot situations. Students are also introduced to proper handcuffing techniques, as well as the use of force continuum.

Criminal Investigations Division/Crime Scene Processing

Members of the Criminal Investigation Division present this course. Participants will be exposed to the structure of the Investigative Division as well as interview techniques, investigative tactics and available resources. Juvenile offenses will be discussed during this block of instruction. Techniques for crime scene processing and evidence gathering are discussed. Participants will conduct a practical exercise processing a mock crime scene.

Drug Identification/Awareness

Participants will be introduced to the different drugs that affect our community. Topics included will be drug recognition and intervention programs. The class will be supplemented by a variety of visual aids.

Traffic Laws/Traffic Investigations/DUI Investigations

Participants are introduced to the Georgia Motor Vehicle Law. Other topics that are presented will include traffic direction, vehicle pullovers, officer safety and pursuits actions, and officer responsibilities.

The laws regarding DUI cases are discussed along with techniques officers use in determining if a driver is safe to operate a motor vehicle.

Juvenile Operations

The Juvenile Officer will present an overview of procedures for dealing with the special needs and responsibilities relating to the arrest and processing of juvenile offenders.

Internet Crime/Identity Theft

The officer assigned to this program will discuss internet safety and prevention techniques to help protect your children from being victims of sexual predators. Also, the class will present information on how to guard against Identity Theft and what actions you should take if you become a victim.

SWAT Team Operations/Communications 911 Center

The Special Response Team Members of the Griffin Police Department will discuss their responsibilities and tactical operations abilities. A field demonstration is provided. 911 Center operations are discussed. Participants are given a tour of the communications center and will see how emergency calls are received, processed and dispatched.

FIREARMS Training

Attendees will participate in both classroom and live-fire training held at the Griffin Gun Range.

GRADUATION

For further information contact Lieutenant Darrell Dix

ddix@cityofgriffin.com

770-229-6450 x 394



GRIFFIN POLICE DEPARTMENT CITIZEN'S POLICE ACADEMY

GOAL:

The goal of the Griffin Police Departments' Citizen's Police Academy is to create and develop a nucleus of well-informed, responsible citizens who have the potential to influence public opinion concerning police practices and the delivery of police services. Graduates from our academy will increase citizen involvement on issues of mutual concern. The active participation will help to improve the quality of life and build lasting and productive partnerships between the police department and the community we serve.

MOTTO:

Open for class discussion

OBJECTIVES:

Upon successful completion of the Citizen's Police Academy, each student will:

1. Gain a better understanding of how the Griffin Police Department is organized and how each unit functions, as well as achieve an appreciation for the daily challenges facing law enforcement professionals.
2. Possess the skill and desire to identify, recruit and mentor potential candidates for employment with the Griffin Police Department, as well as future participants in the Citizen's Police Academy.
3. Demonstrate the enhancement of their observation skills and make a commitment to report any suspected criminal behavior.
4. Bring greater support to our Police Department by giving the citizens an understanding of what our roles are as police officers.

Griffin
Growing, TOGETHER

WAIVER OF LIABILITY

Whereas, I

NAME

ADDRESS

HOME PHONE

WORK PHONE

have made a voluntary request on my own initiative to participate in the Citizen's Police Academy of the Griffin Police Department, Griffin, Georgia;

Now, therefore in consideration of Griffin, Georgia allowing me to participate in the Citizen's Police Academy and in consideration of Griffin Police Department permitting me use of its facilities, the validity, sufficiency, and receipt of which consideration is acknowledged, I do hereby, for myself, my heirs, executors, and administrators, remise, release and forever discharge the City of Griffin, its employees, officers, commission staff, representatives, affiliates, and agents, acting officially or otherwise (hereinafter City of Griffin) from any and all claims, actions, demands, or causes of action, on account of my death or on account of my personal injury or damage to my personal property which may occur, regardless of whether or not said harm or injury occurs through the negligence, misfeasance, or malfeasance on the part of the City of Griffin, or whether said harm or damage occurs through acts of a person not employed by the City of Griffin.

I **ACKNOWLEDGE** that I am aware that participating in the Citizen's Police Academy can be dangerous and may result in property damage or serious bodily injury. I **ASSUME THE RISK** of all injuries that may occur as a result of my being permitted to participate in the Citizen Police Academy.

I **ACKNOWLEDGE** that my participation in the Citizen's Police Academy is strictly voluntary on my part, is solely for my personal benefit, and is in no way related to any employment I may have/have had with the City of Griffin.

I **ACKNOWLEDGE** that my participation in the Citizen's Police Academy may cause me to view possibly graphic and/or hazardous emergency photographs or scenes, and I agree to abide by all rules and instructions provided to me by Griffin Police Department personnel. I agree to assume the risk of any harm or injury I may receive as a result of my participation.

I **ACKNOWLEDGE** and **UNDERSTAND** that I will not engage in, perform, or interfere with any life threatening or emergency activities I may observe during my participation in the Citizen's Police Academy. I further acknowledge that I am solely responsible for any medical or other expenses resulting from accidents, injuries, or illnesses that I may incur or be exposed to during my participation in the Citizen's Police Academy.

I **AGREE** to abide by all instructions given to me while participating in the Citizen's Police Academy and **I ASSUME RESPONSIBILITY** for my failure to abide by those instructions.

During the Citizen's Police Academy, I may gain access to information or documents of a sensitive nature, and/or information deemed confidential by the Griffin Police Department, The State of Georgia or other agencies. **I agree that I will not release ANY information, or items obtained by me or that I may become privy to in the course of my participation in the Citizen's Police Academy.**

During the period of my participation in the Citizen's Police Academy, I agree to advise the program coordinator immediately of any personal interaction I may have with any law enforcement official. This contact consists of but is not limited to; arrests, citations, being a party to an incident of report, or the object of any law- suits.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS the City of Griffin from and against any and all liability, loss, cost or expense (including attorneys' fees) arising from or in any manner connected with being permitted to participate in the Citizen's Police Academy.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND BY SIGNING IT I VOLUNTARILY IN TEND TO RELEASE AND INDEMNIFY THE CITY OF GRIFFIN, GEORGIA FROM ANY AND ALL LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE THAT RESULTS FROM MY PARTICIPATION IN THE CITIZEN'S POLICE ACADEMY.

DATE

SIGNATURE

WITNESS

THIS RELEASE MUST BE EXECUTED PRIOR TO PARTICIPATION IN THE CITIZEN'S POLICE ACADEMY.



GRIFFIN POLICE DEPARTMENT
CITIZEN'S POLICE ACADEMY

APPLICATION FOR ENROLLMENT

Class #14-01
Each Thursday March 13 – May 15, 2014
6:30 P.M. to 8:30 P.M.
Griffin P.D. Training Room
868 W. Poplar St. Griffin Georgia 30224

Name _____ Preferred Name _____

Address _____
(P.O. Box not acceptable)

Phone: Home _____ Work _____

D.O.B. _____ Drivers License Number _____ State _____

Employer _____
Name _____ Address _____

How long have you lived in Griffin? _____

How did you hear about the academy? _____

Are you committed to attending all of the scheduled classes? _____

Have you ever been arrested for any offense other than minor traffic offenses?

If yes, what for _____ When _____ Where _____

Check all that apply:

Resident _____ Business Owner _____ Employed by the City of Griffin _____

Occupation _____

The Griffin Police Department will make reasonable efforts to assure all persons access to any programs and services. If disability requires special accommodations, please call the Griffin Police Department 770-229-6450.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. The Griffin Police Department is authorized to make any investigation of my personal history deemed necessary for consideration to attend the Citizen's Police Academy.

Signed _____ **Date** _____

For Official Use Only

Date/Time Received _____ / _____

Criminal History Check Date/Time _____ / _____

COP Approval _____



POLICE DEPARTMENT-CITIZEN'S POLICE ACADEMY
IMPORTANT INFORMATION

Please Note the following:

1. Please fill out the [Application for Enrollment](#) form in its entirety. Class members must be at least 18 years of age. Acceptance of applicants is at the discretion of the Griffin Police Department Chief of Police.
2. All applicants will be subject to a criminal history check as a precondition to acceptance into the academy. **Deadline for the return of applications is March 1, 2014**. Return applications in person to the Police Department front desk, or mail to Griffin Police Department 868 West Poplar St., Griffin, GA 30224 (attention Lt. Darrell Dix)
3. The Chief of Police has final approval of all applicants and reserves the right to deny entry to any applicant. Accepted applicants will be notified by mail and/or phone.
4. The academy is free of charge to all members. Class size is limited to the first twenty-five people.
5. Dress for class is casual. Name badges will be provided and should be worn to class.
6. Qualified applicants who are denied admission due to class size will be given first choice when the next academy session is scheduled.
7. The [Release of Liability Statement](#) form must be signed and turned in by the applicant with the completed application.
8. The classes will be held in the training room of the Police Department located at 868 West Poplar St. Griffin, Georgia.
9. Classes will be held on Thursday evenings from 6:30 P.M. to 8:30 P.M.
10. For those of you that enjoy smoking, a designated smoking area will be available during the scheduled breaks.
11. Please contact the Griffin Police Department at 770-229-6450 for any additional questions.
12. Ride-Alongs with the police department will be on the student's own time and must be applied for and scheduled separately.

Students will receive more information at the first class session.



**CITIZEN'S POLICE ACADEMY
GRIFFIN POLICE DEPARTMENT**

*868 WEST POPLAR STREET
GRIFFIN, GEORGIA 30224*

AUTHORIZATION FOR RELEASE OF INFORMATION / CONSENT FORM

I hereby authorize the Griffin Police Department to obtain and/or receive criminal history record and history record information pertaining to me, which may be in the files of any state or local criminal justice agency in Georgia, any other state, or any other country.

The intent of this authorization is to give my consent for full and complete disclosure of the following records and request that the custodian of such records/information permit my records to be examined, copied or otherwise reviewed:

Criminal History Record

A photocopy of this release form will be valid as an original hereof even though the said photocopy does not contain an original writing of my signature. The release is executed with full knowledge and understanding that the information is for the official use of the Griffin Police Department in determining my suitability to attend the Citizen's Police Academy.

I hereby waive and release any claims against any party, which I may have as a result of the release of any records or information referenced in this authorization. I acknowledge that no party shall have any liability to me as a result of complying with a request for such information and /or records.

Full name (print) _____ Signature _____

Drivers License number _____ State _____

Complete home address _____

Home phone number _____ Work phone number _____

Race _____ Sex _____

Date of Birth ____ / ____ / _____ **TODAY'S DATE** _____

FOR OFFICIAL USE ONLY	
Information verified by _____	Date _____

**** Return completed application to the address above, attention: Lieutenant Darrell Dix ****

CITIZEN'S POLICE ACADEMY AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and by GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures, which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. 35-3-38 establishes criminal penalties for specific offences involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. 16-9-90 et seq.) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offences, all major felonies for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy and Computer Forgery. The criminal penalties for each offense carry maximum sentences of 15 years in prison and/or fines up to \$50,000, as well as possible civil ramifications. The act also establishes Computer Password Disclosure as a criminal offense with penalties of one year in prison and/or a \$5,000 fine.

The Georgia Justice Information System (CJIS) Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. 35-3-31. The Computer Systems Protection Act protects all databases accessible via CJIS Network terminals. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: _____

Signed: _____ Date: _____

Witnessed: _____



WEEK-BY-WEEK ITINERARY (Subject to Change)

WEEK #1 March 13, 2014

*Chief Strickland, Command Staff, Mr. Eddie Bogan, Lt. Morris Pike,
Ptl Sheldon Mayfield*

Welcome, Orientation,
Introduction of Chief, Overview of GPD, Tour
Accreditation, Explorer/DARE/SRO and
Community Outreach Programs

WEEK #2 March 20, 2014

Major Homer Daniel and Staff, Lt. Morris Pike

Patrol Functions / Traffic Law/ City Code/Pursuit Policy
Traffic Stops/LASER/RADAR

WEEK #3 March 27, 2014

Capt. Donald Britt and Investigators, CSI Staff

CID Operations and Investigations
Crime Scene Processing

WEEK# 4 April 3, 2014, 2014

Lt. Mike Richardson, Lt. Tony Thomason, Cpl. Kelly McKinney

Juvenile Crimes/Operations
Computer Fraud and Identity Theft

WEEK #5 April 10, 2014

Lt. Mike Natale, Sgt. Richard Phillips, Cpl. Stan Phillips, SIU Staff

Growing TOGETHER
Street Gangs
Special Investigations/ Narcotics and Drug Awareness

WEEK #6 April 17, 2014

Lt. Darrell Dix, Lt. Tony Thomason, Staff

Use of Force, Intermediate Weapons, TASER
Internal Affairs

WEEK #7 April 24, 2014

District Attorney Scott Ballard and Staff

Court Room Procedures
Ethics in Law Enforcement

WEEK #8 May 1, 2014

Lt. Darrell Dix, Lt. Tony Thomason, K-9 Unit

Special Response Team and K-9 Unit
Search and Seizure

WEEK #9 May 8, 2014

Lt. Darrell Dix, Lt. Tony Thomason, S/A Pete Spahn, and SRT Members

Firearms Familiarization
(Griffin Gun Club)

WEEK #10 May 15, 2014

Mr. Jack Poland - CIO City of Griffin Confirmed
Spalding County E-911 Director - Confirmed

Special Operations Center- Computer Operations
911 Communications Center Tour - Staff

GRADUATION WILL BE HELD DURING AN UPCOMING CITY COMMISSION
MEETING.

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