

City of Griffin Police Department

Citizen's Police Academy
Session 15-01

Student Application and
Course Information

Steven D. Heaton

A Note from Chief Steve Heaton

I would like to take this opportunity to thank you for your interest in the Griffin Police Department's Citizen's Police Academy. The academy is sponsored and presented by the Griffin Police Department staff as part of our Community-Oriented Policing Partnership Program.

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

After completing this program it is our hope that the students will use the information presented to help develop a better understanding of what we do as police officers, and enable them to show support for law enforcement in the communities where they live.

Your interest 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 in what we hope is a fascinating educational experience for you.

Sincerely,



Steven D. Heaton
Chief of Police

Griffin
Growing, TOGETHER

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.

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

CITIZEN'S POLICE ACADEMY

Some of the topics that will be discussed:

History and Information about the Griffin Police Department

Participants are introduced to the CPA Staff and fellow classmates. The Chief of Police and departmental command staff are introduced. State Certification and National Accreditation will be discussed. A brief history of our department will be presented by the Chief of Police.

Traffic Enforcement and Patrol Function

Participants are introduced to the Georgia Motor Vehicle Law. Other topics that are presented will include traffic direction, RADAR/LASER, vehicle pullovers, officer safety, vehicle pursuits, and functions of the Uniform Patrol Division.

Criminal Investigations and Crime Scene Processing

Members of the Criminal Investigation Division will present this course. Participants will be exposed to criminal law, the structure of the Investigative Division, interview techniques, investigative tactics, and available resources. Techniques for crime scene processing and evidence gathering are discussed. Participants will conduct a practical exercise processing a mock crime scene. Investigators will present an overview of procedures for dealing with the special needs and responsibilities relating to the arrest and processing of juvenile offenders.

Narcotics Enforcement and K-9 Program

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 and demonstrations.

Criminal Street Gangs

Investigators tasked with investigating and documenting participants in criminal street gang activity will present information centered on the gang problem, gang history, and gang issues as they affect us on a local level.

Internet Crime/Identity Theft

This program will discuss internet safety and prevention techniques to help protect you and your children from being victims of internet predators. The class will also

present you with information on how to guard against Identity Theft and what actions you should take if you become a victim of a cyber-crime.

Courts and the Criminal Justice System

During this presentation students will get a first-hand view of the criminal process from the initial call the officer receives, arrests, hearings, trial, and final case disposition.

Internal Affairs and Ethics in Law Enforcement

Students will learn how internal affairs investigations are conducted, and what leads to an internal affairs investigation. Students will learn the process of filing a complaint on an officer and the steps taken after their complaint is filed. Law enforcement ethics will be discussed in an open forum in which students will be encouraged to ask questions and discuss issues.

Use of Force

Laws regarding use of force and options in use of force will be discussed. Students will view and discuss video recordings of use of force incidents and their outcomes. "Force on Force" training will be utilized during this section of the academy. This training will place participants in shoot-don't shoot situations using role players. Students are also introduced to the use of force continuum, and case law regarding use of force.

Search and Seizure

Students will be presented with information regarding search and seizure, search warrants, searches that require warrants, various types of warrantless searches, vehicle searches, the results of unlawful searches.

SWAT, 911 Center, and Emergency Operations Center

Special Response Team Members of the Griffin Police Department will discuss their responsibilities and tactical operations abilities. Participants will perform practical exercises such as room clearing, searching rooms and buildings, and responding to crimes in progress. Participants will be given a tour of the communications center and will see how emergency calls are received, processed and dispatched. A tour of the City of Griffin's Emergency Operations Center will be conducted.

Firearms Training

Attendees will participate in both classroom and live-fire training held at the Shoal Creek Firing Range. This portion of the class is hands on and will allow students to participate in live fire, and see demonstrations of various weapons and body armor.

For further information contact Lieutenant Darrell Dix

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. **The deadline for the return of applications is May 8 , 2015.** 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 9:00 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.

Griffin
Growing, TOGETHER

GRIFFIN POLICE DEPARTMENT
CITIZEN'S POLICE ACADEMY

APPLICATION FOR ENROLLMENT

Class #15-01
Each Thursday May 14, 2015 – July 16, 2015
6:30 P.M. to 9:00 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 _____



**GRIFFIN POLICE DEPARTMENT
CITIZEN'S POLICE ACADEMY
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 _____

GRIFFIN POLICE DEPARTMENT

Steven D. Heaton Chief of Police
C. Frank Strickland, Director of Public Safety

CITIZEN'S POLICE ACADEMY

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 INTEND 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.

**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: _____

CITIZEN'S POLICE ACADEMY RIDE-ALONG REQUEST

Date of Request _____

Name _____ D.O.B. _____

Address _____

Home Phone _____ Work Phone _____

Requested Ride-Along Date _____

Related to or acquainted with a GPD employee? yes no

If so, who _____

Waiver of Liability

I request permission to accompany a Griffin Police Officer in a Griffin Police Department vehicle during the requested time period. I understand that as a condition of accompanying a member of the Griffin Police Department, I relieve and absolve the Griffin Police Department and their employees from any and all claims that may arise from accompanying a member of the Griffin City Police Department.

It is further understood that I am not to carry any type of firearm or weapon and may not engage in the arrest or restraint of any law violator during the time I am accompanying a Griffin Police officer.

Ride-Along _____ Witness

Approved Disapproved on _____

Date

Chief of Police

Ride-Along will accompany _____