

CITIZENS' ACADEMY PROGRAM - Procedural Outline

The Citizens' Academy is a 13-session (12 week) program held twice a year

Spring Program: March – May

Fall Program: September – November

Evening classes begin at 6.30 PM Saturday classes begin at 9.00 AM.

- Choose the day of the week for weekly evening classes.
- Choose starting and ending dates/weeks for the spring/fall program.
- Contact the Chief and Colonels (with copy to secretaries) to verify if dates chosen are acceptable and to request their attendance on both the first date (Orientation) and the last date (Graduation).
- Confirm Academy dates upon responses from the Chief and Colonels.
- Publicize the upcoming Citizens' Academy to solicit attendees.
- Recruitment is an ongoing process throughout the calendar year.
- Send the Citizens' Academy Brochure and Nomination Form via email to.
 - A. Police Dept. Executive Corps (obtain current list from Chief's secretary)
 - B. Precinct Outreach Unit Supervisors (includes Citizens on Patrol notifications).
 - C. Police Community Relations Councils via Det Paul Ciepiela.
 - D. Send hard copies of the Citizens' Academy Brochure and Nomination Form to all parties as well

- Nomination Forms are also provided to the graduates for referrals based on their experience and citizen/community leadership contacts
- Applicants must be adult residents of Baltimore County or work with the Police Department
- Applications must be completed and endorsed by the local precinct (if applicable).
- Applicants will also be subject to a background check.
- Applications received are processed as follows.
 - A. Original application is maintained in Community Resources
 - B. A Xerox copy is made and hand-delivered to Lt James Wickless in the Personnel Section for the background check (currently assigned to Richard Page, Civilian Background Investigator)
 - C. When completed, approved applications are returned to Community Resources with the approved signature
 - D. Problems uncovered during the background check are handled in person between Lt. Wickless and Captain Andre K. Davis of the Community Resources Section
 - E. Captain Andre K. Davis makes the final determination regarding the acceptance of the applicant into the Citizens' Academy Program.

- Prepare the class schedule based on topics to be covered and speaker availability.

- Schedule topics to be covered in a logical progression from laying the foundation of all police work (i.e. calls for service, probable cause, patrol and arrest procedures, use of force, shooting policy, etc.) to various units and support functions both within and outside of the agency (i.e. forensics, criminal investigations, traffic law, narcotics investigations, the Courts, the Communications Center, etc.)
 - ❖ Note: The Training Academy class should be scheduled at the beginning, the 2nd or 3rd week if possible. The Range should also be scheduled prior to other speakers as both training and range times have to be coordinated with the recruit class schedule which is not as flexible
 - ❖ Note: Avoid scheduling classes held outside of the Headquarters building on consecutive weeks. This will allow for weekly reminders of the attendees at the primary site (Headquarters) of a change in location for the following week. Contact all speakers via email to verify their continued support of the program and their ability to make the requested topic presentation. Provide each speaker with a choice of dates to accommodate their schedules. This is done gradually from the primary topics which lay the foundation of all police work.
 - ❖ Note: Speakers will be forwarded a copy of the student/teacher evaluation form in reference to their presentation by the end of the Citizen's Academy class
 - ❖ Note: Some speakers may require a confirmation of their commitment for presentation to be sent to their Commander (Captain Andre K. Davis will handle all formal requests). This is handled on a case by case basis. Coordinate the responses from the speakers and their availability to confirm a specific date and time for each speaker and finalize the Academy schedule. Contact all speakers as formal notification of their assigned date and time (as requested) for their presentations.

- Prepare a 121 Procurement and Maintenance Request Form for the Food Budget for the Citizens' Academy program approximately one month prior to the start of the upcoming session. The form is submitted to Lee Ann Coburn, Management Analyst II of the Youth and Community Resources Division. Food selection, purchase, preparation, etc. is handled by Detective Moudry
 - ❖ Note: The current approved budget for the Citizens' Academy program is \$2,045.00.

- Additional purchases in the month prior to the start of the Academy:
 - A. Laminating pouches for attendee photo ID cards, *chains for ID's from HQ Security Desk

- Prepare a roster of all approved applicants. When applicants are approved via background investigation, letters are sent to the citizens notifying them of their acceptance into the session with a tentative schedule and map and directions to the Public Safety Building/Headquarters.
 - ❖ Note: If time is short, notification can be made via phone or email as deemed appropriate. Session size will be limited based on space accommodations at the Headquarters training site.

- Maintain a list of approved applicants not accepted for the scheduled session due to space limitations. Applicants on the wait list may be contacted for the scheduled session if openings become available. Applicants on the waiting list should be contacted first for future sessions when scheduled.
- The roster as finalized at the start of the scheduled academy should be sent to the following persons:
 - A. Executive Corps (to include Precinct Commanders)
 - B. Scheduled speakers.
 - ❖ Note: It is important for the Precinct Commanders to know which attendees are from their respective Precincts so they can support these citizens by providing command level representation at both orientation and graduation.

- It is important for the speakers to have some background information on the attendees in preparing their presentations. This allows the speakers the ability to direct their information more appropriately to the attendees based on biographical and geographical data.
- A revised roster should be sent to the Executive Corps with the graduation date notice. This is important to allow for Precinct Command representation at the graduation ceremony, especially if any additions or deletions were made to the starting roster.
- Preparation of a Citizens' Academy Handbook for each attendee which includes the following information/documents.
 - A. Cover label and page with Academy number designation.
 - B. Message from the Chief of Police on police department letterhead
 - C. Academy schedule with all dates, topics and locations.
 - D. Citizens' Academy Objectives and Department Vision and Mission Statements.
 - E. Law Enforcement Code of Ethics
 - F. Article titled "What Are Policemen Made Of?" by Paul Harvey
 - G. History of the Baltimore County Police Department
 - H. The Police Officer's Prayer
 - I. Baltimore County Police Memorial – description and roll call of fallen officers.
 - J. Baltimore County Rank Insignias.
 - K. Current Police Department Statistical Profile.
 - L. Map of Baltimore County Police Precincts.
 - M. Police Department Facilities Address/Phone Listing

- N. General instructions regarding calling 911, reporting suspicious activity, police terminology, delayed response program, what to report, ten codes, military time, Miranda warning/waiver, probable cause, levels of proof, acronyms, and directions to off-site training locations.
 - O. Article titled "Defining a Citizen Leader" by Richard A. Couto
 - P. Important Phone Numbers and Things to Remember
 - Q. Police Recruitment Flyer
 - R. Citizens' Academy Evaluation Form.
 - S. Ride-Along Application (Form 95) with explanatory note attached
 - T. Current issue of the Baltimore County Police Department Annual Report.
 - U. Current issue of Behind the Badge Police Department Newsletter.
- Orientation – First night of Citizens' Academy.
 - A. Photos are taken of all attendees by the Baltimore County Photo Lab (back-up for photographs is Lee Ann Coburn) for preparation of photo IDs for identification and entrance to police facilities for the academy program. Lamination of the ID's will be performed by Det. Paul Ciepela (back-up is Lee Ann Coburn)
 - B. Attendees must sign a Waiver Form for liability purposes.
 - C. Attendees must sign an Attendance Sheet for attendance verification.
 - Must be signed each class during the course of the academy.
 - Minimum attendance standards set for graduation (citizens must attend 80% of the classes for the session)
 - ❖ Note. Citizens failing to attend the first night orientation class should be contacted to determine the reason for their absence and to verify their attendance for the second class and the entire session. If the applicant(s) can no longer attend this session, they may be able to attend the next session and may be put on a list for same. If a space(s) are now available in the current session and there is a waiting list of approved applicants, they may be contacted to attend immediately.
- Weekly Classes.
 - A. Equipment maintained by the Community Resources Team and provided for use by the speakers at their discretion. laptop computer, projector speakers, remote, and electrical cords.
 - B. Speakers provide personal introductions as deemed appropriate. Reminders will be provided at the end of the evening class regarding the next week's topics and change of location/training site if applicable.
- Preparation for Graduation.
 - A. Approximately two weeks prior to the date of graduation, notices containing date/time/location will be forwarded to the Chief, Colonels, Executive Corps, and all other interested parties
 - B. Send graduation certificates to the Chief's Office for signature by the Chief.
 - C. Complete a 121 Procurement and Maintenance Request Form to secure certificate folders from Property Management.

- D. Request giveaways for the attendees
 - 1. A 121 procurement and maintenance request form to request giveaways (i.e. mugs, folders, etc.) will be completed. Availability and type of item(s) available is at the discretion of the quartermaster from supplies on hand at the time of request.

- Graduation – Last night of Citizens' Academy:
 - A. Additional set up with flags for photos with police department administration.
 - B. Photos will be taken of attendees upon presentation of their graduation certificates. Photographs will be taken by the Baltimore County Photo Lab (back-up will be Lee Ann Coburn).
 - ❖ Note. Photos of attendees from graduation are processed by the print shop. Photos are sent to the graduates with a cover letter prior to the start of the next Citizens' Academy with a copy of the upcoming schedule. This time frame is utilized so that alumni who may have missed a class during their session may attend the missed class as a makeup. At the conclusion of the Citizens' Academy program/session, a copy of the entire academy information (to include copies of all handouts from all speakers) is prepared and maintained as follows:
 - 1. Community Resources Division files.
 - 2. CALEA files – sent to the 6th floor to the attention of Brian Rowland, Management Analyst II, Planning and Research Section.