



TOWN OF KNIGHTDALE CITIZENS POLICE ACADEMY

2024 Spring Session: March 19-May 14, 2024

The Citizens Police Academy (CPA) is an exciting way to learn about police work. Through a well-prepared curriculum, taught once a week for ten 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 Knightdale 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 Knightdale 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 Citizens Police Academy is an excellent way for community members to become better informed about crime and public safety. It also gives Knightdale 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 Knightdale 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,

Lawrence Capps
Chief of Police

Knightdale Citizens Police Academy

CLASS RULES

ATTENDANCE

In order to successfully complete the Citizens Academy, members are expected to attend at least 7 of the 9 classes scheduled. We recognize that adults have family and business commitments that may impact your ability to make it to each and every class, however there are key pieces of information delivered each week and we strongly encourage your committed participation. 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 919-217-2261 or emailing Sergeant Burke at Chris.Burke@knightdalenc.gov. 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.

CLASSROOM CLEANLINESS

The Knightdale 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 the Public Safety building, Town 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.

PARTICIPANTS UNDER AGE 18

Participants under the age of 18 are allowed to participate in the Citizens Police Academy so long as their parent or guardian has signed the appropriate waivers on behalf of the minor child. All participating minors must be at least 9th grade students.

**TOWN OF KNIGHTDALE POLICE DEPARTMENT
CITIZENS POLICE ACADEMY
APPLICATION**

(Complete and return the following two pages)

TYPE or PRINT NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OCCUPATION: _____

ADDRESS: _____

TELEPHONE NUMBER: (Home, Cell, Work) _____

EMAIL ADDRESS: _____

BACKGROUND CHECK CONSENT

I hereby authorize the Town of Knightdale 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 Knightdale 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: _____

LIABILITY WAIVER

The undersigned being over the age of eighteen (18), do hereby request permission for me or my minor child to be enrolled in the Knightdale 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 Town of Knightdale 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 Town of Knightdale 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 Knightdale Citizens Police Academy. I, my heirs, and my estate further agree to hold harmless the Town of Knightdale, North Carolina and the Town 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 May 31, 2024.

Print Name: _____ Signature: _____

Parent / Guardian Signature (if applicable): _____

Date: _____

Wake 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: