



# TOWN OF KNIGHTDALE CITIZENS POLICE ACADEMY

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

**TOWN OF KNIGHTDALE**

**CITIZENS POLICE ACADEMY**

**COURSE OUTLINE**

**\*\*\*ALL CLASS TIMES ARE 6PM – 8:30PM EVERY TUESDAY \*\*\***

**January 28 - April 7**

**WEEK 1**

**ORIENTATION / CRIMINAL JUSTICE SYSTEM INTRODUCTION**

Chief Lawrence Capps, Captain Jacqui Boykin, Captain Tracy Solomon, Lieutenant Ginger Keel

Jan 28

The first session of the Citizens Police Academy will provide participants with an overview of the Knightdale 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 and 3**

**CRIMINAL LAW / SEARCH AND SEIZURE**

Lieutenant Steve Bailey

Feb 4 and 11

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 4**

**POLICE USE OF FORCE/ BODY CAMERAS**

Chief Lawrence Capps

Feb 18

A few of the questions answered in this session include: How often must Knightdale 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 Knightdale 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. Time will be spent learning about body cameras and the implications of their use.

## **WEEK 5**

### **DRUG AWARENESS / SRO**

Detective Sergeant Pete Smith, SROs Patricia Moore and Cole Hunter

Feb 25

As with any town or city, Knightdale experiences its share of drug 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 Knightdale 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 drug related crimes to the police. Citizens will also be provided with useful information they can share with others seeking to overcome drug addiction. The School Resource Officer function serves as a liaison between the police department and Wake County Schools. You will learn about the role of the SRO, along with some of the programming offered in the schools.

## **WEEK 6**

### **CITY COUNTY BUREAU OF INVESTIGATION**

Captain Jacqui Boykin

March 3

During this block, students will participate in a tour of two facilities critical to police operations in Knightdale. The CCBI provide crime scene processing for all law enforcement agencies in Wake County. They have the ability to collect fingerprints and DNA, analyze narcotics, and recreate crime scenes. The Raleigh Wake 911 Center provides dispatching for most law enforcement agencies in Wake County. They operate out of a new facility near the beltline. PLEASE NOTE- this class will meet at the CCBI at 3301 Hammond Rd. Raleigh.

## **WEEK 7**

### **BUILDING SEARCHES**

Lieutenant Greg Whitley, Lieutenant Ginger Keel

March 10

During this block, students will receive an explanation of what a building search is intended to accomplish, the types of police calls which may indicate that a building search is likely, and steps an officer must take when a building search is likely. Students will be introduced to circumstances that may indicate that a building's security has been breached and safety tactics that officers must be

mindful of when conducting a building search. Student will conduct a mock building search utilizing the information discussed in this lesson. A portion of this session 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 discussed in week 3.

## **WEEK 8**

### **VEHICLE STOPS / K9**

Sergeant Danny Phillips, Officer Chris Burke, Officer Donnell Jackson, K9 Officer Kevin Jorgenson

March 17

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. A portion of this session 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 discussed in week 3. 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 9**

### **FIREARMS**

Lieutenant Greg Whitley, Lieutenant Steve Bailey

April 24

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. The session will be unique in that students will use the training weapon to fire simulated rounds at a variety of training targets. Citizens will also be provided with resources that will allow them to be responsible firearms owners.

## **WEEK 10**

### **SIMULATORS**

March 31  
Captain Jacqui Boykin

This class will take place at Wake Technical Community College, Public Safety Campus located at 321 Chapanoke Rd. Instructors will expose students to scenario-based training, including shoot/don't shoot response on the FATS machine and with simunitions. When available, students will also participate in a driving simulator that evaluates performance in high risk driving situations.

WEEK 11

**GRADUATION**

Chief Lawrence Capps, Captain Jacqui Boykin, Captain Tracy Solomon, Lieutenant Ginger Keel

April 7

The final session of the Knightdale Citizens Police Academy is a summation of how participants can work with police to create a safer community. Students who successfully complete the course will be awarded a certificate recognizing their participation and partnership with the agency. We will enjoy dinner with students, staff, and families.

**\*\*Order in which classes are taught is subject to change\*\***

# **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 11 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 252-205-0010 or emailing Captain Boykin at [Jacqui.boykin@knightdalenc.gov](mailto:Jacqui.boykin@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 9<sup>th</sup> 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, 2018.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent / Guardian Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

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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: