

PALM BEACH GARDENS POLICE DEPARTMENT		
CITIZEN POLICE ACADEMY		
POLICY AND PROCEDURE 3.3.6		
Effective Date : 04/27/00	Accreditation Standards: CALEA 45.1.1 CFA	Review Date: 04/01/2014

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1. Program Administration and Function

2. Course Structure

PURPOSE: Citizen Police Academy is a Palm Beach Gardens Police Department training program designed for citizens (adults over 21) who have met the prescribed selection criteria to attend.

SCOPE: This policy and procedure applies all members assisting with the Citizen Police Academy.

REVIEW RESPONSIBILITY: Crime Intervention Unit Sergeant

POLICY: This establishes a Citizen Police Academy as a means for citizen's support and their understanding of police practices and services. Community involvement is the most powerful, efficient and practical force any local law enforcement agency has in the control and prevention of crime.

1. PROGRAM ADMINISTRATION AND FUNCTION

- i. The Office of Professional Standards and Training shall be charged with development, organization, and implementing the academy program.
- b. The program primary function is to inform/educate citizens in the day-to-day operation of the Police Department and to enlist their assistance and support in achieving department goals, objectives, and mission.

2. COURSE STRUCTURE

- a. The academy program will be structured for a minimum of 6 weeks.
- b. The classes will run for a minimum of 2 hours and be limited to a maximum of thirty (30) students. Priority will be given to all residents (adults over 21) and/or businesses within the city limits of Palm Beach Gardens.
- c. Attendance and evaluating/grading of participants shall be prescribed by the department.
- d. Supplies, materials, equipment and use thereof shall be provided in accordance with department's available resources and established policies/procedures.
- e. Topics of the course outline may include, but is not limited to:
 - i. Introduction - Chief of Police and command staff
 - ii. Patrol Operations - Traffic and Victim and Witness Services.
 - iii. Special Assignments - SWAT, Dive Team, Honor Guard, K-9, Investigations, crime prevention, DARE, community oriented policing
 - iv. Administrative Support -dispatch operations, crime analysis, records
 - v. Professional Standards and Training -public information, training, planning and research, internal affairs, accreditations, recruiting selection, and field training
 - vi. Critique and graduation (command staff).

INDEX AS:

- CITIZEN POLICE ACADEMY

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ASSISTANT CHIEFS AND COLONEL
- TRAINING SERGEANT
- CRIME INTERVENTION UNIT

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APPROVED:



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Chief of Police

03/10/2003

Date