

January 3, 2012

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Citizens Police Academy

Volunteers in Policing Program (VIP)

LAW ENFORCEMENT SPECIALIZED UNITS

218.00 PURPOSE

The purpose of this General Order is to establish the CITIZEN POLICE ACADEMY Program. This General Order only applies to personnel and procedures of the Ferguson Police Department.

218.01 CITIZENS POLICE ACADEMY OBJECTIVES

- A. The objective of the Citizen Police Academy is not to train an individual to be a “Reserve Police Officer” but to produce informed citizens. The citizens and police officers meet each other face to face in a neutral and friendly setting. The program provides for participants who wish an avenue to be more involved in their community and to provide a better understanding between citizens and police through education. The academy also provides officers another chance to get to know the residents so that the police department can remain responsive to the needs and attitudes of the community. The academy provides graduates with an understanding of the issues facing law enforcement and how the police approach various problems.
- B. The Ferguson Police Department may sponsor a Citizens Police Academy (CPA) program or they may participate in a multi-jurisdictional program.

218.02 ACADEMY STAFF

- A. Officers and employees assigned to the C.P.A will be responsible for participating in course development.
- B. The Citizens Police Academy will be administered by the Division of Administration Commander who will act as a liaison between students and instructors. Instructors will be selected by the Commander, with approval of the Chief of Police, based on their expertise and training in each core training area. Each instructor will be involved in the development of the lesson plan for their core area of instruction.
- C. In dealing with civilians, it is important for instructors to be aware of the goals that are to be achieved and what their individual responsibilities and duties are in this program:

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1. Instructors will at all times present a positive and professional demeanor and will generally wear the uniform of their specific assignment.
2. Instructors will not engage in argumentative or confrontational situations with students.
3. Instructors will not discuss current or on-going criminal investigations.
4. When discussing prior criminal activity and cases, instructors must talk in general terms and protect the confidentiality of victims and witnesses.
5. When conducting tours, demonstrations and hands on training, instructors shall insure student safety at all times.

218.03 SELECTION PROCESS FOR APPLICANTS

- A. Citizens who want to attend the C.P.A. must submit a completed application form.
- B. Applicants must pass a background investigation.
- C. Live or work in Ferguson or surrounding areas.
- D. No prior felony convictions.
- E. No misdemeanor arrests within one year of application.
- F. Agree to comply with the rules and restrictions of the Citizens Police Academy.
- G. Agree to sign a liability release, or if under 21 a parent must sign.
- H. Minimum age of 18 years of age.
- I. The Commander of Administration or Chief of Police may reject an applicant based on "reasonable cause" not listed above.

218.04 CURRICULUM OF THE CITIZENS POLICE ACADEMY

- A. The Curriculum of the Citizens Police Academy will cover the following:
 1. Constitutional Law;
 2. Statutory Law;
 3. Use of Force/Defensive Tactics;
 4. Traffic Enforcement/Accident Investigation;

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- 5. Pursuits/DWI Enforcement;
 - 6. Investigations;
 - 7. Police Weaponry and Firearms Safety; and
 - 8. Firearms Range and Role Play.
- B. Certain pieces of Departmental equipment may be utilized for instructional purposes at the discretion of the Commander of Administration.
- C. Citizens participating using Departmental equipment will be supervised by Departmental personnel at all times.

218.05 EVAULATION

Upon completion of the Citizens Police Academy Program, each graduate will be asked to complete an instructor/program form which will be used to develop and improve future programs. A formal graduation ceremony will be held and each graduate will be presented a graduation certificate by the Chief of Police.

218.06 VOLUNTEERS IN POLICING PROGRAM (VIP)

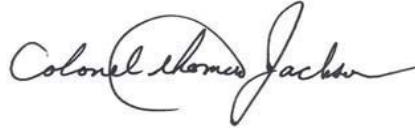
Citizens who graduate from the Citizens Police Academy may apply for a position in the Ferguson Volunteers in Policing Program. The citizens maintain their status by contributing regularly and supporting the program. This program utilizes citizens from our community, to undertake secondary responsibilities of paid departmental personnel so that they may expend their time on primary concerns. These citizens are non-commissioned, unpaid and advised that they will have no confrontational duties so, their motivation for working is simply that they wish to be directly involved in the policing of their community.

218.07 VOLUNTEER SERVICES

Citizens who are graduates of a recognized Citizens Police Academy or a member of the Ferguson Volunteer in Policing Program (VIP) shall be assigned primarily to law enforcement related community service functions. They may also be used as a resource in emergencies and large scale special events.

All volunteer programs are under the direct supervision of the Commander of the Division of Administration.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned below the text "By order of:".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 11.2, 38.2