



Sheridan Police Department
Policies and Procedures
22.1
Chapter 22 – Special Events & Programs
Section 1 – Citizen's Police Academy

Date: January 1, 2013
Revised: 03/17/2022

Signature:

The Sheridan Police Department conducts Citizen's Police Academy (CPA) training for interested residents of Sheridan and Sheridan County. The program is designed to give citizens an overview of the operations of the police department, a better understanding of the agency, and open a line of communication between the community and department employees.

22.1.1 Staff

- A. The CPA program shall be under the supervision of a member of the police department who will act as the coordinator. The coordinator will be chosen by the chief of police. The coordinator is responsible for:
1. Recruiting, screening and selecting applicants;
 2. Selecting instructors and courses for presentation;
 3. Scheduling classes, classrooms and other training locations;
 4. Making arrangements for equipment and supplies for classes; and
 5. Supervising activities of citizens attending CPA classes and will review, investigate and take appropriate action concerning misconduct on the part of a citizen attending the CPA.
- B. Police officers and employees who serve as instructors at the Citizen's Police Academy must exemplify the highest personal and professional standards as they serve as role models for the citizens attending the CPA.

22.1.2 Program Information

- A. The course curriculum is instructed primarily by members of the Sheridan Police Department.
- B. It is the intent of the program to expose citizens to a broad range of police department functions. Areas of instruction may include, but is not limited to:
1. Family violence;
 2. Criminal law;
 3. Firearms handling, marksmanship and practicals;
 4. Driving under the influence of alcohol or other drugs;
 5. Defensive tactics and the use of Tasers;
 6. K-9 operations;
 7. Patrol operations;
 8. Tactical operations;
 9. Alcohol abuse and alcohol protocols;
 10. Drug awareness;
 11. Police department hiring practices;

12. Media relations;
13. Public records;
14. Criminal investigations;
15. Communications (911); and
16. School emergency preparedness.

22.1.3 Qualifications and Selection

- A. Applicants must be at least eighteen (18) years of age or a high school student with parental consent. Students under the age of eighteen (18) shall not be allowed to participate in live firearms training without approval from the coordinator.
- B. Applicants shall complete an application and authorization to conduct a background check.
- C. Applicants are required to pass a background investigation including, but not necessarily limited to contact history with the Sheridan Police Department and other local law enforcement agencies. The following are grounds for rejection:
 1. The applicant has been found guilty of any felony;
 2. Applicants with pending criminal charges may be denied admission to the CPA until those cases have been resolved;
 3. The applicant has established a pattern of conduct that would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the law which would jeopardize public trust in the law enforcement profession;
 4. The applicant has established a pattern of drug or alcohol abuse;
 5. The applicant has been untruthful during the application process;
 6. Additional reasons for rejection will be decided on a case by case basis with the final decision by the deputy chief of police.
- D. When qualified applicants exceed openings, priority will be given to residents of Sheridan and people employed by Sheridan businesses.
- E. People selected for academy attendance shall be required to sign a waiver releasing the police department and City of Sheridan from liability for any and all damages resulting from participation in the CPA.

22.1.4 Academy Regulations

- A. Participants are expected to conduct themselves in a safe and mature manner.
- B. Participants are expected to be attentive during class. Disruption of classes or unsafe conduct can result in immediate removal.
- C. Attendance at each class is important. Three (3) unexcused absences will be considered a withdrawal from the academy.
- D. Participants are expected to maintain a neat and clean appearance and dress appropriately for the type of training scheduled (classroom or field training).
 1. Casual dress clothing may be worn.
 2. Leisure apparel shall not be worn