
**ADMINISTRATIVE DIRECTIVE – 103.008
CITIZENS POLICE ACADEMY PROGRAM**

EFFECTIVE DATE: September 1, 2006
REVIEW DATE:
AFFECTS: All Personnel

REVISION DATE:

I. PURPOSE

The directive provides guidelines for the general operation of the Citizens Police Academy and directs the activities, lesson plans and duties of the Coordinator.

II. POLICY

The Department sponsors the Citizens Police Academy (CPA). The program is designed to give Citizens an overview of the daily operations of the Police Department. The CPA is coordinated by a sworn member of the department, designated by the Chief of Police. The Chief of Police has final authority regarding CPA and Citizens Police Academy Alumni Association (CPAAA) operations.

Members of the CPA or CPA Alumni Association are not commissioned sworn officer status and should never be placed in situations where they would be expected to respond with police authority. They may, however, be assigned to assist with the day-to-day delivery of law enforcement services if they have received proper training for the assigned task. Members of the CPA or CPAAA shall not carry any weapons while performing any function on behalf of the Plano Police Department or City of Plano unless written permission has been received from the Chief of Police or his Designee. Likewise no unauthorized equipment will be carried during the performance of duties assigned by the Plano Police Department or City of Plano by a member of the CPA or CPAAA.

III. PROCEDURES

A. Members

1. Selection

- a. Residents of the City of Plano, citizens employed by Plano businesses and other citizens chosen by the Chief or his designee are eligible to attend the Citizens Police Academy.
- b. Citizens are required to pass a background investigation including, but not limited to contact with personal references, drivers license check and arrest status and history. Citizens with current un-adjudicated cases with Plano PD or other local Law Enforcement Agencies may be denied admission to the CPA until those cases have been resolved. Citizens wishing to attend the CPA must also be over the age of 18 and out of high school.
- c. Citizens who have graduated from the Citizens Police Academy are eligible to join the Citizens Police Academy Alumni Association (CPAAA).

2. Clothing

- a. The CPAAA has shirts, jackets, hats and other clothing items emblazoned with the CPAAA logo on them. These items are sold by the CPAAA and monies earned are kept by the CPAAA. Citizens attending the CPA are eligible to buy these clothing items. CPAAA members are expected to wear these items responsibly and not in a manner, time or place which might bring discredit to the Police Department.
- b. This clothing is and will be remain distinctly different from any issued to sworn officers and Public Safety Officers.
- c. The CPAAA will use CPAAA traffic vests for most assignments.

3. Attendance and Activities during class

- a. Citizens will be allowed to miss three (3) classes and still graduate from the program.

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- b. Attendance will be recorded for all classes.
 - c. Citizens are expected to conduct themselves in a safe and mature manner. Disruption of classes or unsafe conduct can result in immediate removal from the class.
 - d. Graduates of the CPA and members of the CPAAA are eligible to volunteer their time and can also be used as a resource in emergencies and large scale events.
 - e. The volunteer service provided by the CPAAA must be an aid to the City of Plano and its citizens, and must be approved by the Office of the Chief of Police or his designee.
4. Citizens as Patrol Observers
- a. Citizens attending the CPA will not be permitted to ride with an officer unless they have completed the required Ride-along program paperwork to include a waiver of liability.
 - b. Graduates of the CPA who join the CPAAA and are active members may ride once per quarter. The privilege of riding may be suspended temporarily or indefinitely by order of the Chief of Police or his designee.
 - c. Officers should remember when they have a member of the CPA class riding with them on patrol duty, the Citizen is observing police officers performing daily duties and is not a fully trained police officer. Citizens will not be placed in situations they are not trained to handle or in the position of acting as a police officer.
 - d. At no time is a Citizen to have hands on contact with prisoners or suspects, unless such action is needed to avoid imminent injury to the Citizen or another person.
 - e. With the officer's approval, Citizens may participate in the following activities during ride-along.
 - (1) Assist motorist;
 - (2) Read messages on the vehicle MDC which are not Law Enforcement sensitive;
 - (3) Complete routine paperwork that will not be required as part of a court proceeding;
 - (4) As an interpreter;
 - (5) Operate the vehicle radio in an emergency;
 - (6) Non-confrontational crowd control.
 - f. Citizens are to observe only and not perform any function outside of the above parameters. The primary purpose of having citizens ride with Patrol Officers is for them to observe a police officer during his/her daily routine. Through this observation we hope to educate them concerning the operations of the department regarding what we can legally do, what we can't do and why we allow discretion on some calls. The Ride Along Program also encourages Citizens to join the CPAAA and the Citizens Assisting Plano Police (CAPP) program.
- B. The Citizens Police Academy Program
- 1. The CPA Program shall be under the supervision of a sworn member of the Police Department who will act as the Coordinator. The Coordinator will be chosen by the Chief of Police.

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2. The Coordinator is responsible for selecting instructors and courses for presentation at the CPA. The Coordinator will be responsible for acting as the liaison between the CPA, CPAAA and Police Department. The coordinator will review, investigate and take appropriate action concerning misconduct on the part of a citizen attending the CPA, a member of the CPAAA or member of CAPP.

C. Program Instructors

1. Police officers and employees who serve as Instructors at the Citizens Police Academy must exemplify the highest personal and professional standards as they are the individuals who serve as role models for the Citizens attending the CPA.

2. Selection of Instructors

Officers and employees who wish to serve as an Instructor must submit a written request through the chain of command to the Coordinator of the CPA. The applicant will attach a copy of the lesson plan they propose to instruct/teach at the CPA. It should be noted that due to time constraints, not all applications will be approved and not all areas of the department will be allowed to instruct at the CPA. It must be remembered the CPA is an overview of the operations of the department and therefore many areas will be covered during the overview.

3. Removal of Instructors

Officers and employees who act as an Instructor may be removed from the program by the Coordinator if the officer or employee:

- a. Fails to participate in the program on a regular basis.
- b. Fails to exemplify the professional or personal standards of conduct required of members of the Plano Police Department as outlined in the Department's Administrative Directive Manual.
- c. Fails to exhibit the highest ethical behavior and to act with the knowledge that their actions may be observed and/or emulated by the Citizens attending the CPA, other departmental members and the public. Any behavior of an ethically or legally questionable nature may be grounds for immediate removal from the program.

(A violation of this provision may constitute grounds for disciplinary action by the Department as well as removal from the CPA program.)

4. Duties of Coordinator.

- a. Supervises activities of Citizens attending CPA functions and classes.
- b. Schedules and attends meetings with CPAAA and CPA Board members.
- c. Schedule classes, classrooms and other meeting locations.
- d. Organize and schedule Citizens for training and assignments for special events such as Balloon Festival, July 4th Parade, etc.
- e. May be called upon to perform additional duties as directed by the Chief of Police.

5. Compensation

Instructors will receive compensatory time/overtime for acting as an instructor during off-duty time.