



## **LILBURN POLICE DEPARTMENT**

### **Citizen's Police Academy**

The Citizen's Police Academy (CPA) is a 10-week program designed to educate and inform citizens about issues that face law enforcement efforts in the City of Lilburn. Each CPA session consists of 10 consecutive, two-hour Thursday night classes. The instruction is comprehensive, and each week a separate area of the department is covered.

The goal of the Lilburn Police Department Citizen's Police Academy is not only to help local residents better understand police work in their community, but to develop stronger ties between our community and the department. As a police agency, we firmly believe that the stronger the ties are between the department and the community, the better we are able to address crime issues. Community Based Policing is an important and vital aspect of crime control in any community. It is through community cooperation and planning that we can best ensure quality police services in an organized effective crime prevention effort. The CPA is yet another mechanism for the Lilburn Police Department to inform the public of what they do, improve communication, and obtain citizen input, assistance, and support throughout the city.

The instruction provided at the CPA will include topics relevant to the City of Lilburn such as crime prevention and community based policing, drugs, K9, traffic enforcement and accident investigations, criminal investigations, the Use of Force Model and use of force training, firearms safety and the law, as well as a tour of the Gwinnett County Jail.

How the CPA Benefits Residents:

- Citizens and police officers have an opportunity to work closely together
- Open lines of communication between community residents and their police are enhanced
- Citizens gain the ability to make informed decisions regarding controversial issues faced by their communities
- Citizen involvement with their local community and police department is enhanced
- Citizens gain a better understanding of how their police department works and develop ways in which the community can better reduce crime
- Citizens become aware of the problems facing their police department

We hope the graduates of the CPA become more aware and better informed about police operations and will encourage friends, coworkers and families to join the Lilburn Police Department in this rewarding program.

### **Academy Schedule**

The Lilburn Police Department currently offers one session of the CPA per year. The 2017 Session begins on February 16, 2017 and graduates on April 20, 2017. The classes are held once a week on Thursdays from 6:00 p.m. to 8:00 p.m. Classes are free of charge but involve a commitment to attend the 10-week session. The majority of classes are held at the Lilburn Police Department's Auditorium located at 76 Main Street NW, Lilburn, GA 30047.

## **Entrance Requirements**

Potential candidates for the CPA must meet the following criteria:

- Minimum age of 21
- Preference given to those who live or work within the city limits of Lilburn
- No prior felony arrests or crimes of moral turpitude
- No misdemeanor arrests within one year of the application
- Must commit to attending a minimum of 9 out of 10 classes
- Must possess a valid Georgia Driver's License

Please print the application and background consent form and submit in person or by mail to  
Lilburn Police Department  
Attn: Captain Christy Wentzell  
76 Main Street NW  
Lilburn, GA 30047

## **Selection Procedure**

Citizen Police Academy students are selected through an application process. The names of the selected candidates are placed in the class until the maximum number is reached. Remaining applicants are then placed on a waiting list. Enrollment is limited to approximately 25 students per session.

For more information on the Citizen's Police Academy, please contact Captain Wentzell in the Operations Division at 770-638-2202 or [cwentzell@cityoflilburn.com](mailto:cwentzell@cityoflilburn.com).



# LILBURN POLICE DEPARTMENT

## Citizen's Police Academy Application

### Eligibility Requirements

- Minimum age of 21
- Preference given to those who live or work within the City Limits of Lilburn
- No prior felony arrests or crimes of moral turpitude
- No misdemeanor arrests within one year of the application
- Must commit to attending a minimum of 9 out of 10 classes
- Must possess a valid Georgia Driver's License
- Must sign ALL consent and waiver forms

### General Information

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Home Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Emergency Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

### Questions

Why do you wish to participate in the CPA? \_\_\_\_\_

What do you hope to gain/learn from participation in the CPA? \_\_\_\_\_



## LILBURN POLICE DEPARTMENT Citizen's Police Academy Application

I, \_\_\_\_\_, hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for the Lilburn Police Citizens Academy. If I am selected to participate in the academy I will be required to follow the necessary rules and code of conduct as determined by the Lilburn Police Department. If at any time my behavior is contrary to those guidelines I may be asked to discontinue my participation in the academy.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

*Please return completed application to:*

*Lilburn Police Department  
Attention: Captain Christy Wentzell  
76 Main Street, NW  
Lilburn, GA 30047*



# LILBURN POLICE DEPARTMENT Citizen’s Police Academy Application

## Lilburn Police Department Citizen’s Police Academy Release from Liability and Indemnity Agreement

I, \_\_\_\_\_, in consideration of my being allowed to participate in the Lilburn Police Department Citizens Police Academy, do hereby agree as follows:

1. That I release the City of Lilburn, Georgia and their employees and agents from all liability to myself, or my heirs, administrators, executors, and assigns as a result of any damage to my property, injury to myself, or loss of life sustained as a result of my participation in the Lilburn Police Department Citizens Police Academy.
  
2. That I agree to hold harmless the City of Lilburn, Georgia and their employees and agents from all liability to myself, my heirs, administrators, executors and assigns, for any loss sustained by them as a result of any injury or damage caused by myself and I agree to indemnify said City Agents or employees for any loss incurred thereby.
  
3. I certify that the Lilburn Police Department Citizens Police Academy has been explained to me and that I am mentally and physically capable of performing the requirements of the Lilburn Police Department Citizen Police Academy and that I do not have any physical or mental impairment that would in any way create any danger to my health or well-being.
  
4. That I understand that the minimum requirements for passing the Lilburn Police Department Citizens Police Academy are as follows: the applicant must attend 9 of 10 sessions, participate in all practical exercises (which include but or not limited to discharging a firearm, hands on defensive tactics training, ASP “Red Man” drill, and use of force simulator.)
  
5. That I understand if I do not meet the minimum requirements for passing the Lilburn Police Department Citizens Police Academy, I removed from the Lilburn Police Department Citizens Police Academy.

\_\_\_\_\_  
Applicant’s Signature

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public



# LILBURN POLICE DEPARTMENT Citizen's Police Academy Application

## Criminal History Consent Form

I, \_\_\_\_\_, hereby authorize Chief Bruce Hedley to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

\_\_\_\_\_  
FULL NAME (PRINTED)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
SEX RACE DATE OF BIRTH SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SIGNATURE

Special employment provisions:

X  - Purpose Code E – General Employment Criminal History



# LILBURN POLICE DEPARTMENT

## Citizen's Police Academy Application

### Georgia Bureau of Investigation (GCIC) Georgia Driver's History Consent Form

I, \_\_\_\_\_, hereby authorize the **LILBURN POLICE DEPARTMENT**

To receive a copy of my Georgia driver's history information as part of my application for the Lilburn Police Department Citizens Police Academy, or for use relative to the performance of my official duties with this agency.

---

FULL NAME (PRINTED)

---

ADDRESS

---

SEX

---

DATE OF BIRTH

---

DRIVES'S LICENSE NUMBER

---

SIGNATURE