



## DALLAS POLICE DEPARTMENT

### Dallas Police department citizen's academy checklist

Please complete and return the following documents as soon as possible along with a copy of your driver's license. These are the only documents you need to return.

Awareness statement\_\_\_\_\_

Criminal History consent\_\_\_\_\_

Contact form\_\_\_\_\_

Liability waiver\_\_\_\_\_

Copy of Driver's License\_\_\_\_\_

Ride along rules \_\_\_\_\_

Ride along form \_\_\_\_\_

The citizen's academy starts August 8<sup>th</sup> at 6:30 pm in the city of Dallas civic center. All events will be held in the civic center unless otherwise noted. Please contact Sgt. Merritt with any questions. He can be emailed at [rmerritt@dallas-ga.gov](mailto:rmerritt@dallas-ga.gov) or contacted at 770 443-8100. We look forward to seeing you there.

Thank you

Sgt. Merritt

# Citizens Police Academy

## Dallas Police Department

### Course overview

The Dallas police department is hosting its 3rd Citizens police academy. Through the class curriculum students will gain firsthand knowledge of the role of a police officer and a police department. Students will learn about police operations and the day-to-day role of a patrol officer, investigator, police dispatcher, and police administrators.

The curriculum is scheduled for 11 weeks to be held from 6:30 p.m. until around 8:30 p.m. Tuesday evenings at the Dallas civic center and other locations. During the curriculum students will tour the police department, attend the firing range, conduct simulated traffic stops, investigate crimes, and learn basic first aid. Additionally, students will learn more about the law and the officers who enforce it while gaining a better understanding of the unique role of a police officer.

Upon a successful completion of the course students will receive a certificate of achievement, a better understanding of a police officers' job and the opportunity for a ride- along with an officer during their shift. We encourage any citizen or business owner of the Dallas area to register for this unique experience.



**DALLAS POLICE DEPARTMENT**  
**Citizen's academy**  
**Contact Information Form**  
*Please print clearly*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Tel #:** \_\_\_\_\_

\_\_\_\_\_ **Tel #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency contact:** \_\_\_\_\_

**Emergency Tel#:** \_\_\_\_\_

**Dallas Police will be providing a free shirt for all students. Please indicate your shirt size.**

**Men's Size:** \_\_\_\_\_

**Women's size:** \_\_\_\_\_

**Please let us know why you are signing up for the citizen's academy and what you hope to learn?**

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**Do you have any physical limitations that may keep you participating in activities?**

**Yes \_\_\_ No \_\_\_ ( if yes please explain \_**

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# Citizens Police Academy Dallas Police Department Fall 2023

*Classes will be held Tuesday night's 6:30pm – 8:30 pm in the Dallas Civic center unless otherwise noted*

\*\*Range day at Paulding county range date TBA

\*\* First aid/CPR date TBA

## **Week one 8/8/2023**

Course introduction

Sgt. Merritt

Meet the student

Review class schedule & what to expect

History of law enforcement

Tour of station

Capt. Medlock

Tour of Dispatch

Communications

911 center & operations

Group photo

## **Week two 8/15/2023**

Display of police equipment and vehicles

Sgt. Merritt

Tools of the trade

K-9 Demo

Sgt. Crook

CSU

## **Week three 8/22/2023**

Role of modern police officer

Sgt. Merritt

Hiring process

Sgt. Weaver

Field training program

Patrol techniques &

Neighborhood watch programs

## **Week four 8/29/2023**

Laser

Cpl. Kiker

Radar

Ofc. Melvin

Accidents & Accident investigation

DUI Investigations

ARIDE

## **Week Five 9/5/2023 (extended class)**

Cpl. Kiker

Traffic law & traffic enforcement

Traffic stops

**Week Six 9/12/2023**

Domestic violence  
Court System  
City court

PC court  
Matthew Rollins PC court  
Mr. Keaton

**Week seven 09/19/2023**

Criminal investigations (CID)  
Investigations  
Crime scene processing  
Reports and prepping for court

Lt. Selleck

***9/26/2023 Fall break Paulding County no class***

**Week eight 10/03/2023**

Crime scene

Lt. Selleck

**Week nine 10/10/2023**

Citizen's response to active shooter  
Pepper-ball guns  
Taser Demo

Capt. Medlock

**Week 10 10/17/2023**

VR Simulator  
Building clearing/suspect search

Cpl. Kiker  
Ofc. Laughner

**Week eleven 10/24/2023**

Graduation & class review

Sgt. Merritt

**GEORGIA CRIME INFORMATION CENTER  
AWARENESS STATEMENT**

Access to Criminal Justice Information (CJI), as defined in Georgia Crime Information Center (GCIC) Council Rule 140-1-.02 (amended), and dissemination of such information is governed by state and federal laws and the Rules of the GCIC Council. CJI cannot be accessed or disseminated by any personnel except as directed by superiors and as authorized by approved standard operating procedures. These standard operating procedures are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information (CHRI) except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (Act), O.C.G.A. §16-9-90 et. seq., provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5,000.00 fine.

The Georgia Criminal Justice Information System (CJIS) Network is operated by the GCIC in compliance with O.C.G.A. §35-3-31. All databases accessible through CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below,  
I acknowledge that I have read and understand this Awareness Statement.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby authorize \_\_\_\_\_ DALLAS POLICE DEPARTMENT \_\_\_\_\_ to conduct an inquiry for

the purpose(s) listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90/180 (circle one) days from date of signature.

\_\_\_\_\_  
Signature Date

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

Purpose Code Used: (check all that apply)

<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	C- Citizens Academy or Ride-Along Program
<input type="checkbox"/>	<b>J - Civilian Criminal Justice Employment (State &amp; III Info Received)</b>
<input type="checkbox"/>	M - Working with Mentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	P - Public Records
<input type="checkbox"/>	U - Personal Copy
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	<b>Z - Sworn Criminal Justice Employment (State &amp; III Info Received)</b>

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

\_\_\_\_\_  
Agency Designee Signature and Title Date



# Dallas Police Department Citizens Police Academy Liability Waiver

The undersigned, being over the age of eighteen (18), does hereby request to participate in the city of Dallas Citizens Police Academy. If permission is granted, I agree at all times to obey instructions, orders, and commands given to me by any police officer, trainer, or employee of the Dallas Police Department during the time of my participation in this program.

I fully understand that participation in any demonstration or practical exercise as part of the Citizens Police Academy can be hazardous and could result in property damage, injury, or death. Knowing and understanding these risks, I nevertheless freely accept these risks and accept full responsibility for myself for any property damage, injury, or death that may occur as a result of the granting of this request and any participation in the class sessions.

In consideration of the educational benefit to be received by me and other valuable consideration and the granting of the above request, I, my heirs, and my estate, agree to hold harmless individually and in their official capacity any and all Dallas Police Officials, employees and agents from liability to me for my property damage, injury, or death sustained as a result of my participation in the Citizens Police Academy.

_____	_____
Print Name	Signature
_____	_____
Date of Birth	Today's Date
_____	_____
Witness (Print Name)	Witness Signature



# DALLAS POLICE DEPARTMENT

120 Main Street

Dallas, Ga 30132

Telephone (770) 443-8100

Citizen's Police Academy

Ride-Along



Joe Duvall  
Chief of Police

Bill Gorman  
Assistant Chief

Participant: \_\_\_\_\_

You have requested to be scheduled for a ride-along. Your assigned time and date is indicated below:

Date: \_\_\_\_\_ Assigned Time: \_\_\_\_\_

**REPORT TIME:** \_\_\_\_\_

### DAY TIME RIDE-ALONG (After 6:00 a.m.)

Report to the front lobby and inform the clerk/or dispatcher that you are reporting for a scheduled Ride-Along. Ask the clerk/dispatcher to contact the Supervisor on duty and remain in the police lobby.

### NIGHT TIME RIDE-ALONG (After 6:00 p.m.)

Report to the lobby of Police department and pick up the phone located on the wall which will automatically call Dallas Dispatch. Advise the dispatcher that you are reporting for a scheduled Ride-Along. Have the dispatcher contact the Supervisor on duty and remain in the lobby.

### **REMINDER:**

Participants should be dressed in comfortable, casual but conservative clothing during the ride-along. Slacks or casual pants, such as khakis, with a button-down shirt or polo style pullover are acceptable. Participants who are inappropriately dressed shall not be allowed to participate in the program on the assigned date. Jeans, shorts, shirts with suggestive or offensive subject matter are prohibited. Members of the media must wear their media identification card. **Participants should report the police headquarters no later than 15 minutes prior to their scheduled time.**



Joe Duvall  
*Chief of Police*

## DALLAS POLICE DEPARTMENT

120 Main Street  
Dallas, Ga 30132  
Telephone (770) 443-8100



Bill Gorman  
*Assistant Chief*

### Ride-Along Program Rules and Limitation

All participants will be required to complete and sign the Ride-Along Application requesting authorization and approval from the Command Staff, submit to a criminal history/background check, sign an agreement to comply with all terms, rules and limitations, sign a release of Liability and Indemnification Agreement and provide a photo-identification for verification when completed paperwork is returned. Participants should be dressed in comfortable, casual but conservative clothing during the ride-along. Slacks or casual pants, such as khakis, with a buttoned down shirt or polo style pullover shirt are appropriate. Participants who are inappropriately dressed shall not be allowed to participate in the program on the assigned date. If the ride-along participant is a member of the news media, a media identification card shall be prominently displayed throughout the duration of the ride-along. Participants should report to the police headquarters no later than 15 minutes prior to their scheduled time. The rules and limitations for the Ride-Along Program include, but are not limited to the following:

- It is imperative that the participant act in a mature, responsible manner during the course of the ride-along. Any supervisor, at his/her discretion, can terminate the ride-along at any time for inappropriate behavior.
- Participants will not carry any firearm or other weapon even when otherwise authorized by law (i.e. sworn law enforcement officer) while participating in the Ride-Along Program.
- **NO** family member (girlfriend, boyfriend, spouse, close friend, or anyone living in the same household) will be allowed to ride-along with the related officer or during his/her scheduled tour of duty.
- Observers will not be allowed to ride more than six (8) hours per twelve (12) hour shift and are limited to four (4) times per calendar year.
- The officer and/or any Supervisor may abruptly end the ride-along due to unforeseen events which make it unsafe for the participant or the officer to continue.
- The Chief of Police or his designee may permanently revoke an individual's privilege to participate in the Ride-Along Program at any time with or without cause.
- Participants shall follow the instructions of the escorting officer at all times during the ride-along.

- Participants must utilize seatbelts at all times.
- Participants will remain in the police vehicle at all times to include when an officer is on a call for service, traffic stop, or other enforcement activity unless or until directed otherwise by the escorting officer.
- Participants are not authorized to drive the patrol vehicle or operate any equipment within the patrol vehicle.
- Participants must refrain from distracting or interfering in any way with the operation of the vehicle or the officer in his/her duties.
- Participants must not speak to victims, witnesses, prisoners, or other persons associated with a police event. Should a victim, witness, prisoner, or other person speak to the participant, the participant should politely direct the person to speak to one of the officers present.
- Participants will not bring cameras or any recording devices without the expressed written permission of the Chief of Police or his designee.
- Participants shall not enter any person's home while participating in the ride-along unless the escorting officer has asked and has been granted permission from the homeowner/occupant to allow the ride-along participant entry.
- If an escorting officer has to respond to a felony call with a ride-along participant in their vehicle, they may leave the participant at a safe location or secure them upon arrival at the scene.

Any participant may be called as a witness in court if they observe a police event which becomes subject of court action.

I have read and understand the above Rules and Limitations and will comply with all conditions outlined above.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Emergency Contact Person

Emergency Contact Phone #: \_\_\_\_\_