

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 38-02

EFFECTIVE: SEPTEMBER 17, 2014

CANCELS:

TO: ALL PERSONNEL

INDEX AS: PUBLIC RELATIONS
COMMUNITY PROGRAMS

SUBJECT: CITIZEN'S POLICE ACADEMY

I. PURPOSE

The purpose of this General Order is to provide an understanding to Department employees of this Agency's Citizen Police Academy (CPA) program.

II. ACADEMY STAFF

A. Instructors for the CPA will be drawn from the Police Department staff, both commissioned and non-commissioned

B. Instructors will be assigned based on their interest and the needs of the CPA.

C. Officers assigned to the CPA will be responsible for developing a lesson plan for their chosen topic.

D. While instructing at the CPA, officers will wear the uniform of the day.

III. SELECTION PROCESS FOR PARTICIPANTS

A. Citizens who want to attend the CPA must submit a completed application form.

B. Before being accepted for the CPA, applicants must pass a background investigation.

C. Applicants are required to be Ballwin residents or to be employed within the city limits of Ballwin, MO.

D. Applicants must be at least 18 years of age.

E. The CPA program will be conducted on an annual basis provided that at least 10 participants have applied and been accepted.

IV. CURRICULUM

A. Topics to be covered in the CPA may include, but are not limited to:

1. Police Department Overview and Tour

2. Statutory Law. Policies and Procedures

3. Community Affairs

