

TULLAHOMA POLICE DEPARTMENT



Application and Information packet for;



201 W. Grundy St
P. O. Box 807
Tullahoma, TN 37388
(931) 455-0530

Introduction

The City of Tullahoma desires to maintain a strong partnership between the residents of Tullahoma and the Police Department to enhance the community's quality of life. In order to accomplish this, the Department is offering the opportunity for residents to participate in a Citizen's Police Academy. The Tullahoma Citizen's Police Academy (TCPA) will provide for an introduction to the operation of the Police Department and the resources and the requirements necessary to provide a professional and proficient community service. The TCPA will focus on an interactive curriculum consisting of classroom instruction, discussion periods, mock scenarios, situational activities, and hands-on activities.

Requirements for Participation

Eligibility: Due to the nature and the content of the TCPA, specific criteria for participation are necessary. Dependent on the response to the program, the availability of class sessions will be in constant review. In order to participate in the program, the applicant must:

- ❖ Be 21 years of age at the beginning of the program,
- ❖ Be a resident of the City of Tullahoma, or an owner or manager of a Tullahoma business
- ❖ Complete an Application for Attendance,
- ❖ Undergo a Background Investigation,
- ❖ Upon notification of acceptance, a participation fee of \$30 is required,
- ❖ Have NO Felony convictions,
- ❖ Have NO misdemeanor convictions within the last 5 yrs (excluding minor traffic offenses)
- ❖ Have a valid TN driver's license.

Course Overview:

- ❖ The TCPA shall consist of a total of 44 hrs of instruction,
- ❖ Up to 18 applicants will be accepted into the CPA,
- ❖ A participant must attend 36 hrs of instruction to graduate,
- ❖ As a general rule, the meetings will be held on Tuesday evenings from 5:30 pm – 9:30 pm
- ❖ A firearms demonstration by officers will be held on a Saturday (this is a voluntary)
- ❖ Some outside activities for demonstrations and scenarios,
- ❖ Each session will have an open discussion period.

Course Schedule

Week 1, Introduction (4 hours)

Topic: Budget, Standard Operating Procedure, TN P.O.S.T requirements, Standards of Conduct, Tour of TPD

Description: Discuss the various aspects of operating the Police Department.

Week 2, Legal Aspects (4 hours)

Topic: Arrest, Search & Seizure, Court System, Force Continuum

Description: Discuss the various statutes that govern the crucial areas that a Police Officer is confronted with.

Week 3, Weapons Systems (4 hours)

Topic: Pistol, Rifle, Shotgun, Taser, OC, Collapsible Baton

Description: Discuss the various weapons issued to officers.

Saturday of Week 3, Firearms Demonstration (4 hrs, VOLUNTARY)

Topic: Demonstration of weapons capability

Description: Demonstration by actually firing the different weapons assigned to officers. Instructors only will fire weapons.

Week 4, Patrol Procedures (4 hours)

Topic: Vehicle overview, Domestic Disturbances, Videos, Report Writing

Description: Provide an overview of the patrol procedures utilized by officers, the Community Oriented Policing concept, and various techniques used for proper patrol.

Week 5, Patrol Procedures, continued (4 hours)

Topic: Traffic stops, DUI, Accident Investigation, Radar Ops, Pursuits

Description: continuation of the previous class session, focus will be on conducting a traffic stop, a DUI investigation, accident investigation requirements and documentation, radar operations, and requirements and limitations on Police pursuits.

Week 6, Mock Scenarios (4 hours)

Topic: Traffic Accident, DUI, Traffic Stops

Description: stage and demonstrate a traffic accident, a DUI arrest, and a traffic stop. Emphasis will be on requirements and safety measures.

Schedule, continued:

Week 7, Investigation Procedures (4 hours)

Topic: Case Management, Crime Scene Investigation, Fingerprinting, Photography, Evidence (Tour), Sexual Offender Registry

Description: discuss the Investigations Division responsibilities and skills necessary to conduct followup of criminal activity. Also discuss the Sexual Offender Registry and the necessary reporting and resident requirements of offenders.

Week 8, Crime Scene Investigation (4 hours)

Topic: Mock crime scene, group discussion

Description: Stage a mock crime scene and provide for hands on participation in photography, diagram, and evidence collection.

Week 9, Course Conclusion, (4 hours)

Topic: Officer selection procedures, Class Survey/Evaluation

Description: Conduct a “wrap up” of the previous weeks and discuss the selection process for employment.

TOTAL POSSIBLE CLASS HOURS: 44

Week 10, Graduation & Dinner

Topic: Meal, certificates, photos



**Tullahoma Police Department
Citizen's Police Academy**

Application for Participation

Purpose: Provide applicant information to be used in the selection of attendees of the Tullahoma Police Department Citizen's Police Academy.

Requirements:

- 21 yrs of age at the start of the program,
- NO Felony convictions
- NO Misdemeanor convictions within the last five (5) years (excluding minor traffic offenses)
- Must be a resident of Tullahoma
- Pay a \$30 participation fee upon notification of acceptance.

Interested residents should complete the application, SIGN, and mail to:

Tullahoma Police Department
Attn: Citizen's Police Academy
P. O. Box 807
Tullahoma, TN 37388

Name: _____ SSN: _____ - _____ - _____

Date of Birth: (mm/dd/yyyy) _____ Male ____ Female ____

Driver's License Number: _____

Address: _____, Tullahoma, TN 37388

Phone: (home) _____ - _____ (cellular) (____) _____ - _____ (work) (____) _____ - _____

Email: _____ or _____

Employment status: (select which applies)

Status	X	Describe	Further Description
Currently Employed		Employer?	
Retired		Occupation?	
Student		What School?	
Other		Describe?	

Tulahoma Police Citizen’s Academy, Application, continued,

Why do you want to attend the Citizen’s Police Academy?

Please indicate that you agree to the following in order to participate in the CPA.

Requirement	YES	NO
1. Are you, or will you be at least 21 yrs of age at the start of the CPA?		
2. Have you ever been convicted of a FELONY?		
3. Have you been convicted of a MISDEMEANOR within the last 5 yrs, excluding minor traffic offenses?		
4. Are you a resident of Tullahoma, or an Owner/Manager of a Tullahoma business?		
5. Do you have any family members that are employed by the City of Tullahoma?		
6. Do you understand this program will be a combination of classroom, mock scenarios, and hand on participation?		
7. Have you ever attended a Citizen’s Police Academy?		
8. Do you understand that a participant must complete 36 hrs of the 44 hrs available to graduate from the program?		
9. Do you understand the firearms demonstration (Saturday of Week 3) is voluntary?		

ANYONE NEEDING ACCOMODATIONS DUE TO DISABILITIES SHOULD CONTACT CAPTAIN SCOTT JACKSON AT (931) 455-0530 OR tpd@tullahomatn.gov.

By my signature I knowingly assume all responsibility and liability for my own actions while I am participating in the Tullahoma Police Department Citizen’s Police Academy.

Signature of Applicant/Date