

## **Information**

### **Dates and Location**

Each class will be 3.5 hours in length from 6:00pm to 9:30pm each Tuesday evening. All classes will be held at the Boone County Sheriff's Office training classroom.

### **Student Requirements**

Each student must be at least 18 years of age. Attendance is required; however, a student may receive two authorized absences. This class will be approximately 30 students. Each student must complete an application to be accepted into the class. In addition to class attendance, students must complete a three-hour ride along program with road patrol deputies.

### **Student Benefits**

The student will receive an overall understanding of the operations of the Boone County Sheriff's Office. The class sessions will help create a greater awareness for the students of law enforcement's role in the community. The students will receive information and strategies that will help them work with other citizens in their areas in reference to law enforcement matters. They will be able to learn how to effectively work in partnership with law enforcement to make our community safer. Students will be committed to working with the department in their neighborhoods upon graduation.

### **Next Session**

September 8, 2015 to October 27, 2015

### **For Information Contact:**

Terri Mohringer

765/483-5946 - Direct

765/482-1412 - Communications Center

317/873-5613 - Indianapolis Line

## Citizens Academy

### **What is it?**

The Citizens Academy is in its fifth year and is designed to give participants a working knowledge of the Boone County Sheriff's Office. It will consist of a series of classes and discussions held once a week, on a designated **evening from 6:00pm until 9:30pm. There may be up to two academy classes every year and each class will be** limited to approximately 30 students. There is no cost to anyone who enrolls.

The classes will provide an in-depth view into various areas of law enforcement. It is an educational and informative program that allows citizens the opportunity to learn about the issues that affect law enforcement efforts in the Boone County area, and how to develop a partnership with law enforcement.

### **Goals**

Our goal is to create a better understanding, communication and partnership between the citizens and law enforcement through education, in order to establish a safer community.

### **Benefits**

When residents take a more personal interest in their safety, and the protection of their community and neighborhoods, they will enjoy a safer and closer relationship with law enforcement. Upon completion of the course, graduates receive a diploma, class photo and polo shirt. In addition, graduates will be encouraged to join the Citizens Academy Alumni Association. This will give them the opportunity for continued education in the field of law enforcement and other related areas. It will also allow them to have a more interactive association with law enforcement if they choose.

### **Why?**

Community Oriented Policing plays an important and vital role in reducing crime in any community. Therefore the Boone County Sheriff's Office established the Citizens Academy to improve communication and obtain input and support throughout the county. It is our hope that the graduates will become partners with us in identifying problems and solutions to the crime issues that are affecting our community. Graduates will take their knowledge back into their neighborhoods where they can use it to enhance the quality of life in Boone County.



Dear Citizen,

This pamphlet introduces the Boone County Sheriff's Office Citizens Academy. This is our fifth year of conducting a 30 hour hands-on course that provides an opportunity for citizens of the county to learn about the role of the sheriff's office and law enforcement in making our community a better place to live.

Any law enforcement agency is only as good as the support it derives from the community it serves and it is only as effective as the community's confidence in its operation and activities. So our goal in providing this program is to enhance that support and confidence.

Any citizen, 18 years old or older, who has no record of serious criminal convictions, may apply for the program using the application on this pamphlet. Simply complete the form, clip it out and drop it by the Sheriff's Office. Upon acceptance, you will be notified by mail of your acceptance into the fall 2015 Citizens Academy Class.

Class 15-07

Sheriff Mike Nielsen

The Boone  
County  
Sheriff's Office

2015

# CITIZENS ACADEMY



September 8 to  
October 27

**Citizens  
and  
Law Enforcement  
joining together  
for the  
betterment of  
Boone County**

Boone County Sheriff Office  
1905 Indianapolis Avenue  
Lebanon, IN 46052  
Attention: Terri Mohringer



The Boone County Sheriff's Office

# CITIZENS ACADEMY

An Overview of the Program

The Boone County Sheriff's Office CITIZENS ACADEMY is designed to acquaint residents of Boone County with the goals, objectives, organizational structure, and general operating procedures of the department and to promote good will, mutual understanding and community support.

## PARTICIPATION CRITERIA & SELECTION

Any resident of Boone County who is at least 18 years old, has no criminal record, and agrees to the established program rules may participate in the program. Applicants who meet the criteria for participation will be notified of their course date depending upon available course space.

## COURSE ACTIVITIES & SCHEDULING

The Citizens Academy will be conducted periodically and will consist of eight sessions with a total of 30 hours of training. All regular sessions will be on Tuesday evenings. Participants must also complete a three hour ride-along session during which they observe actual operations on patrol, in the communications center and in the detention facility. Program topics include overviews of: structure and activities of the department, criminal law, law enforcement training programs, patrol operations, law enforcement communications and dispatch procedures, traffic law enforcement, criminal investigations, narcotics investigation, special operations, crime prevention programs, detention center operations.

## GRADUATION

A certificate of completion will be presented upon graduation.

Please accept my application for consideration to the Boone County Sheriff's Office Citizen's Academy.

Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Drivers License Number: \_\_\_\_\_ Gender: M F

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

Phone Number: ( ) - -

EMAIL ADDRESS: \_\_\_\_\_

FOR BCSO OFFICE USE ONLY

Drivers Record Verified \_\_\_\_\_ Criminal History Verified \_\_\_\_\_

Accept \_\_\_\_\_ Denied \_\_\_\_\_

## **Course Objective Outline**

### **A. Mission Statement**

1. The Boone County Sheriff's Office (BCSO) will achieve a synergistic relationship with the members of the community by providing an understanding of law enforcement through a Citizens Academy.

### **B. Goals and Objectives**

1. The Citizens Academy will be a cooperative effort with all areas of the BCSO.
2. Conduct up to 2 Citizens Academies per calendar year.
3. Educate the public in the following areas:
  - a. law enforcement functions within BCSO
  - b. role of law enforcement in the Criminal Justice System
  - c. limitations of law enforcement in the Criminal Justice system
  - d. importance of collaborative partnerships between citizens and law enforcement
  - e. procedures for reporting suspicious activity
4. Hold biannual community forums with Academy graduates and BCSO officials.
5. Encourage Citizens Academy graduates to be ambassadors of BCSO in their neighborhoods by encouraging their neighbors to do the following:
  - a. become involved in Neighborhood Crime Watch and other activities that aim to improve neighborhoods
  - b. recruit other citizens to attend future Citizens Academy classes
  - c. recruit citizens in their neighborhoods to participate in the biannual community forums

### **C. Enrollment**

1. To attend the Citizens Academy, an applicant must complete an application and pass a background check. The background check will include the following:
  - a. NCIC and IDACS checks
  - b. local warrant and criminal history check
2. An applicant will not be considered for enrollment if they have prior felony convictions. An applicant with misdemeanor convictions will be considered on a case by case basis.
3. Academy classes will be limited to 30 citizens. Those applicants who successfully meet enrollment criteria, but who are not selected, will be placed on an eligibility list for the next Academy.

### **D. Duration**

1. Each Academy will run 8 weeks in duration
2. Classes will be held from 6:00pm to 9:30pm, on Tuesday evenings.

### **E. Curriculum and Agenda**

1. Week 1: Orientation, History and Tour, Social Hour
2. Week 2: Criminal Law, Professional Standards and Budget Planning
3. Week 3: Patrol Operations, OWI Enforcement, Burglary Patrol, Juvenile Matters

4. Week 4: Special Operations, Evidence, Chaplain Programs
5. Week 5: Criminal Investigations, Narcotics Investigation, Dare programs & Sex Offender Registry
6. Week 6: Warrants/Civil Services, Communications, Reserve Program, Public Information Officer
7. Week 7: Detention Operations and Department Training
8. Week 8: Ethics, Challenges Facing Law Enforcement

**Graduation TBD**

**F. Ride Along Program**

1. After the course of the academy each citizen must ride with a patrol officer for not less than 3 hours
2. Scheduling of ride-alongs will be coordinated with Enforcement Supervisors

**G. Completion**

1. Upon successful completion and graduation from the Citizens Academy, each citizen will receive a diploma
2. Each citizen graduate will be assigned to a BCSO Deputy as a point of contact and mentor

**H. Governing Body**

1. The coordination of the Citizens Academy will be the function of a committee comprised of ranking department officials. Committee members will provide curriculum outlines and will coordinate with other members of the department to their specific blocks of instruction. The committee will plan and organize the graduation ceremony

**I. Community Forums.**

1. Goals
  - a. increase community awareness
  - b. strengthen community ties between citizens and law enforcement
  - c. create a public display of Police-Citizen partnership by BCSO members and citizens meeting together to discuss crime strategies.
2. Operational Procedures
  - a. BCSO will coordinate up to 2 community forums per year with Academy graduates, citizens and BCSO personnel
  - b. The community forums will not be longer than two hours in duration
  - c. If Academy graduates desire to coordinate additional forums in their neighborhoods, work places or social associations, they will be responsible for notifying the Sheriff of their activities
3. Long-term Effects of Community Forums
  - a. Academy graduates will act as the eyes and ears for BCSO and will understand how to report suspicious activity
  - b. Citizens will understand the limitations of law enforcement in dealing with community problems c. Citizens will be motivated to assist in making the community safe.
  - d. Citizens will feel a heightened sense of territoriality in their community.
  - e. Citizens will be informed of potential criminal activity occurring in the community.