



KNOXVILLE POLICE DEPARTMENT CITIZENS' POLICE ACADEMY

REQUIREMENTS FOR PARTICIPATION IN THE KNOXVILLE POLICE DEPARTMENT'S CITIZENS' POLICE ACADEMY

- Must be at least eighteen (18) years of age
- Must live or work within the City of Knoxville
- Complete a Personal History form
- Undergo a background investigation to include a criminal history check

A Selection and Nomination Committee will be responsible for reviewing all applications and upon consultation with the Chief of Police, will make the final selections for participation in each CPA.

In addition, this committee will be tasked with ensuring that each CPA contains a representative sample of our entire community:

- The CPA will meet for twelve (12) consecutive Thursday evenings from 6:30 pm to 9:30 pm at the Knoxville Police Department Training Room (Safety Building).
- Attendance of each session is critical to fully benefit from participation in the CPA. Please make every effort to attend each training session. If you will be unable to attend or will need to arrive late, please notify the CPA Coordinator at the earliest opportunity.
- Name of Coordinator: **Officer Matthew Gentry, 865-215-1303**
- Dress is casual
- For those of you who enjoy smoking, we will provide you a designated area to smoke.
- The CPA may have optional activities that may require a certain degree of physical activity

GOAL

The goal of the Knoxville Police Department's Citizens' Police Academy is to create and develop a growing nucleus of responsible, well-informed citizens who have the potential to influence public opinion concerning police practices and service delivery. Graduates of our program will fulfill the critical role of providing input and information to their neighborhoods, which will increase citizen involvement on issues of mutual concern. This active citizens' participation will improve the quality of life and build lasting and productive partnerships between our police department and the communities we so proudly serve.

OBJECTIVES

Upon successful completion of the Citizens' Police Academy each graduate will:

1. Gain a better understanding of how the Knoxville Police Department is organized and how each unit functions, as well as achieve an appreciation for the daily challenges facing law enforcement professionals.
2. Possess the ability to participate and provide informed assistance in the organization of neighborhood watch groups as well as be a source of knowledge of additional crime prevention initiatives such as Prevention through Environmental Design and residential and business security.
3. Possess the skill and desire to identify, recruit, and mentor potential candidates for employment within the Knoxville Police Department as well as future participants in the Citizens' Police Academy.
4. Demonstrate the enhancement of their observational skills and make a commitment to report any suspected criminal behavior.
5. Possess the knowledge and information to serve as a participant in the decision making process for a variety of community policing initiatives to include:
 - a. Court monitoring
 - b. Alcohol and other drug awareness programs
 - c. Traffic safety campaign's
 - d. Violence prevention
 - e. Mentoring programs for youth
 - f. Victim awareness
 - g. Victim support



**KNOXVILLE POLICE DEPARTMENT
CPA Application**

The intentional omission or falsification of any material fact is cause for disqualification from participation.

NAME AND ADDRESS

1. List current complete name and address:

Home Phone: _____ Work Phone: _____

Is your number unlisted / private? Yes: _____ No: _____

Date of Birth: _____ Place of Birth: _____

List other addresses for the past ten years:

How long have you been a resident of Knoxville: _____

2. Have you ever gone by a different name:

Yes: _____ No: _____
(i.e. nickname, maiden name, name change)

If you answered yes, give name and explain:

PERSONAL HISTORY

EDUCATION

3. High School graduate:

Yes: ____ No: ____ Year: ____ GED: ____ Year: ____

Name of high school and location:

4. College graduate?

Yes: ____ No: ____ Year: ____ Degree: _____

Name of college: _____

If yes, appropriate number of credits: _____

5. Other technical training related to law enforcement: _____

Other technical training: _____

Hobbies and interests: _____

Community activities: _____

Do you have any training, education, or experience that you could contribute to the department? If so, what:

RELATIVES

6. Single: ___ Married: ___ Divorced: ___ Separated: ___ Widowed: ___

Spouse's Name: _____

Spouse's Occupation: _____

Former Spouse's Name: _____

7. Do you have any children? (List name, sex and age)

8. Brother(s) and sister(s)? (List name(s) and address(es)):

EMPLOYMENT

9. List your present employer, correct mailing address and phone number (include name of immediate supervisor and the exact date of employment).

10. List all previous employers in the last ten (10) years (include exact dates of employment, correct mailing address, zip code, phone number, and name of immediate supervisor).

DRIVING RECORD

11. Do you have a **current valid driver's license**? Yes: _____ No: _____

License Number: _____ Class of License: _____ St: _____

12. Has your license ever been suspended, revoked or canceled in this state or any other state:

Yes: _____ No: _____ If yes, explain: _____

ARREST / CRIMINAL BACKGROUND

13. Have you ever committed or participated in, or conspired to commit any of the following serious crimes:

Murder: _____ Larceny: _____

Rape: _____ Robbery: _____

Manslaughter: _____ Arson: _____

Sex Crimes: _____ Burglary: _____

Other (explain): _____

If you answer to any of the above is yes, please explain: _____

14. Have you ever been arrested as an adult: Yes: _____ No: _____

If yes, explain when and where charged: _____

Have you had any other encounters with law enforcement officers (good or bad)?

15. Have you ever been served a summons to appear in court?

Yes: _____ No: _____

If yes explain when and where charged: _____

16. Have you ever been in jail, prison or any type of correctional facility for any reason:

Yes: _____ No: _____

If yes, explain when and where charged: _____

17. Have you ever been placed on parole or probation? Yes: _____ No: _____

18. Have you ever caused the death of another person: Yes: _____ No: _____

19. Have you ever accompanied others while they engaged in any criminal act:

Yes: _____ No: _____

If yes, explain: _____

20. List all military service (include branch, exact entrance and discharge dates and type of discharge):

21. Were you honorable discharged from the military? Yes: _____ No.: _____

If no, fully explain type of discharge: _____

22. Were you ever in a Reserve or National Guard Unit? Yes: _____ No: _____

If yes, give exact dates and locations of unit: _____

23. Have you ever been arrested for any drug violation(s)? Yes: _____ No: _____

24. Have you ever violated the law by the use of the following drugs without a prescription (**do not respond yes if you lawfully used any of the following as prescribed for you by a physician**)?

Marijuana: _____ Explain: _____

L.S.D.: _____ Explain: _____

Cocaine: _____ Explain: _____

Heroin: _____ Explain: _____

Amphetamines: _____ Explain: _____

Barbiturates: _____ Explain: _____

Crack: _____ Explain: _____

Any other drug: _____ Explain: _____

OTHER

25. How did you hear about the Citizen's Police Academy and why are you interested in attending:

26. Do you have any scheduling problems that would interfere with twelve (12) weeks of training on Thursday nights from 6:30 pm till 9:30 pm?

List three (3) personal references (include complete names, addresses, zip codes, phone numbers and area codes).

REFERENCE #1	REFERENCE #2	REFERENCE #3

I certify that all answers to the above questions are true and I understand that any misstatement of material facts in this questionnaire will be cause for disqualification from participation. I understand that the CPA Coordinator reserves the right to terminate me from the Citizens Police Academy at any time. By signing this, I also authorize the Knoxville Police Department to conduct a criminal history background check on my person:

Signature

Date

Send CPA application to:

EMAIL: [mgentry@knoxvilletn.gov](mailto:mgency@knoxvilletn.gov)

Or

FAX: 865-215-1313

Or

**POSTAL MAIL:
Knoxville Police Academy
800 Howard Baker Jr. Ave.
Knoxville, TN 37915**