

# SPALDING COUNTY SHERIFF'S OFFICE

## Citizens Sheriff's Academy

### Student Application and Course Information

**Class #22-01**

**Each Tuesday August 30 – November 1 , 2022**

**6:00 pm to 9:00 pm**

**Graduation: Monday, 11/7/22, at 6:00 pm**

**Spalding County Sheriff's Office Training Room**

**401 Justice Blvd., Griffin Georgia 30224**

**Sponsored by Sheriff Darrell Dix**

## **A Note from Spalding County Sheriff Darrell Dix**

I would like to take this opportunity to thank you for your interest in the Spalding County Sheriff's Office Citizens Sheriff's Academy. The academy is sponsored and presented by the Spalding County Sheriff's Office staff as part of our Community Outreach Program.

This program is designed to provide citizens with basic information about the Office of the Sheriff and the daily operations of the Spalding County Sheriff's Office. The ultimate objective of this course is to establish and maintain trust and transparency with citizens and develop partnerships between the community and the Sheriff's Office through interaction, understanding, and communication.

After completing this program, it is our hope that the students will use the information presented to help develop a better understanding of what we do as Sheriff's Deputies. Because of the insights that you will gain, we hope that you will be able to show support for law enforcement in the community that we all live, work, and raise our families in.

Your interest in the Citizens Sheriff's Academy demonstrates your commitment to the men and women of law enforcement and your desire to become involved in our community.

Again, thank you for your interest in what we hope is a fascinating educational experience for you.

Sincerely,

***Sheriff Darrell Dix***

Spalding County Sheriff's Office

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# **CITIZENS SHERIFF'S ACADEMY**

## **Some of the topics that will be discussed:**

### **History and Information about the Spalding County Sheriff's Office**

Participants are introduced to the Sheriff's Academy Staff and fellow classmates. The Sheriff and Command Staff are introduced. A brief history of our office will be presented by the Sheriff along with information about budgeting, Office of Professional Standards, and Internal Affairs.

### **Traffic Enforcement and Patrol Function**

Participants are introduced to the Georgia Motor Vehicle Law. Other topics that are presented will include traffic direction, RADAR/LASER, vehicle pullovers, officer safety, vehicle pursuits, and functions of the Uniform Patrol Division.

### **Criminal Investigations and Crime Scene Processing**

Members of the Criminal Investigation Division will present this course. Participants will be exposed to criminal law, the structure of the Investigative Division, interview techniques, investigative tactics, and available resources. Techniques for crime scene processing and evidence gathering are discussed. Participants will conduct a practical exercise processing a mock crime scene. Investigators will present an overview of procedures for dealing with the special needs and responsibilities relating to the arrest and processing of juvenile offenders.

### **Special Operations, K-9 Program, Criminal Street Gangs, and S.T.I.N.G. Unit**

Participants will be introduced to the different drugs that affect our community. Topics included will be drug recognition and intervention programs. The class will be supplemented by a variety of visual aids and demonstrations. Investigators tasked with investigating and documenting participants in criminal street gang activity will present information centered on the gang problem, gang history, and gang issues as they affect us on a local level.

### **Courts, Civil Processes, and the Criminal Justice System**

During this presentation students will get a first-hand view of the criminal process from the initial call the officer receives, arrests, hearings, trial, and final case disposition. The role of the Sheriff's Office in the Civil Process will be discussed.

### **Internal Affairs and Ethics in Law Enforcement**

Students will learn how internal affairs investigations are conducted, and what leads to an internal affairs investigation. Students will learn the process of filing a complaint on a Deputy and the steps taken after their complaint is filed. Law enforcement ethics will be discussed in an open forum in which students will be encouraged to ask questions and discuss issues.

### **Response to Aggression**

Laws regarding use of force and options in use of force will be discussed. Students will view and discuss video recordings of use of force incidents and their outcomes. “Force on Force” training will be utilized during this section of the academy. This training will place participants in shoot-don’t shoot situations using role players. Students are also introduced to the use of force continuum, and case law regarding use of force.

### **Search and Seizure**

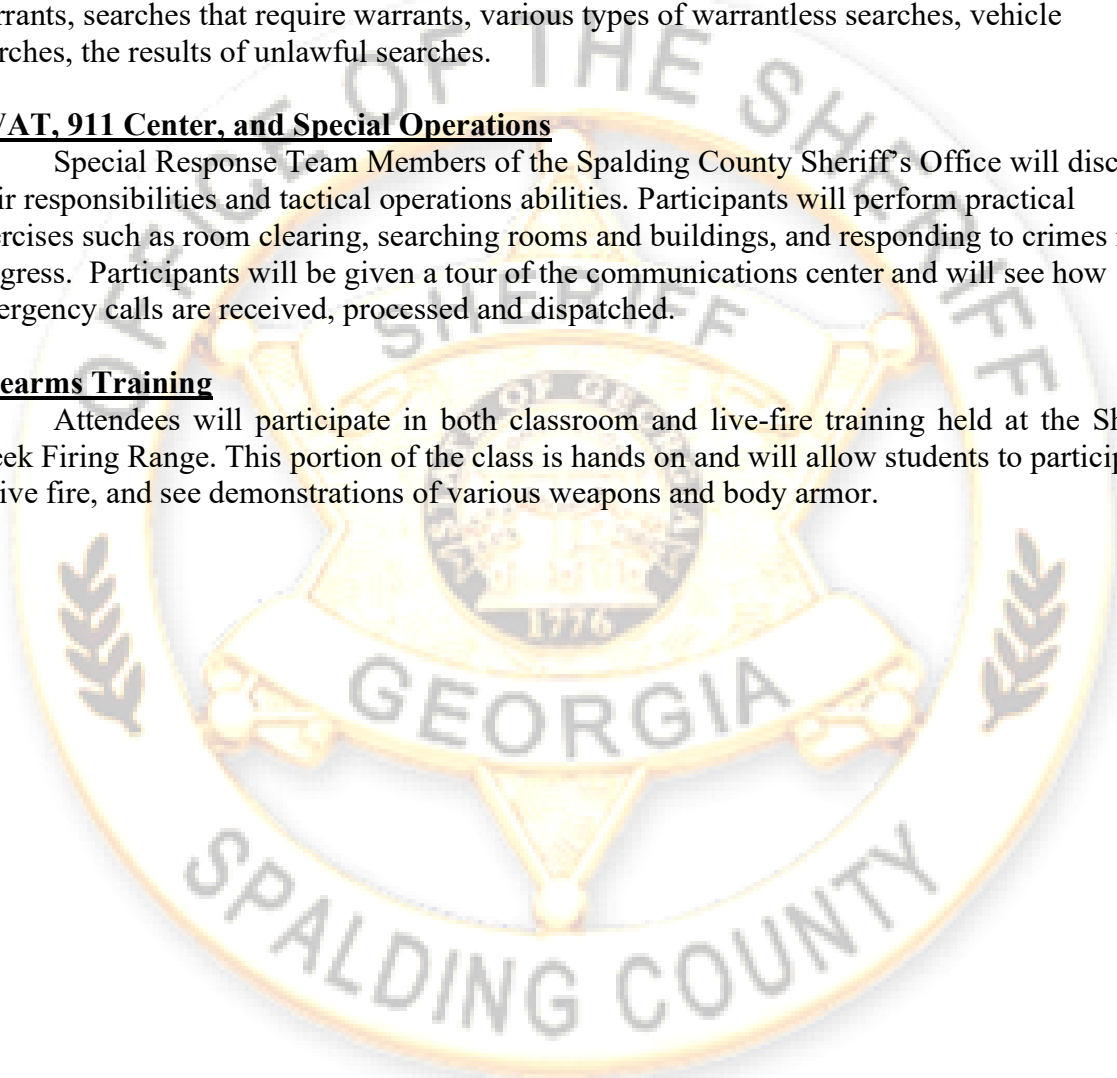
Students will be presented with information regarding search and seizure, search warrants, searches that require warrants, various types of warrantless searches, vehicle searches, the results of unlawful searches.

### **SWAT, 911 Center, and Special Operations**

Special Response Team Members of the Spalding County Sheriff’s Office will discuss their responsibilities and tactical operations abilities. Participants will perform practical exercises such as room clearing, searching rooms and buildings, and responding to crimes in progress. Participants will be given a tour of the communications center and will see how emergency calls are received, processed and dispatched.

### **Firearms Training**

Attendees will participate in both classroom and live-fire training held at the Shoal Creek Firing Range. This portion of the class is hands on and will allow students to participate in live fire, and see demonstrations of various weapons and body armor.



# SPALDING COUNTY SHERIFF'S OFFICE CITIZENS SHERIFF'S ACADEMY

## GOAL:

The goal of the Spalding County Sheriff's Office Citizens Sheriff's Academy is to create and develop a nucleus of well-informed, responsible citizens who have the potential to influence public opinion concerning SHERIFF'S practices and the delivery of Sheriff services. Graduates from our academy will increase citizen involvement on issues of mutual concern. The active participation will help to improve the quality of life and build lasting and productive partnerships between the Sheriff's Office and the community we serve.

## MOTTO:

*"Protect with Courage, Serve with Compassion"*

## OBJECTIVES:

Upon successful completion of the Citizens Sheriff's Academy, each student will:

1. Gain a better understanding of how the Spalding County Sheriff's Office is organized and how each unit functions, as well as achieve an understanding for the daily challenges facing law enforcement professionals.
2. Possess the skill and desire to identify, recruit and mentor potential candidates for employment with the Spalding County Sheriff's Office, as well as future participants in the Citizens Sheriff's Academy.
3. Demonstrate the enhancement of their observation skills and make a commitment to report any suspected criminal behavior.
4. Bring greater support to our Sheriff's Office by giving the citizens an understanding of what our roles are as Deputy Sheriffs.
5. Build lines of communication, regain trust, and promote transparency.

## **SHERIFF'S OFFICE-CITIZENS SHERIFF'S ACADEMY**

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### **IMPORTANT INFORMATION**

Please Note the following:

1. Please complete and return the attached Application for Enrollment and waiver/release forms in its entirety. Class members must be at least 18 years of age. Acceptance of applicants is at the discretion of the Spalding County Sheriff's Office.
2. All applicants will be subject to a criminal history check as a precondition to acceptance into the academy. **The deadline for the return of the application package is July 29, 2022.** Return complete application package in person to the Sheriff's Office front office, or e-mail to [wstinchcomb@spaldingcounty.com](mailto:wstinchcomb@spaldingcounty.com).
3. The Sheriff or his designee has final approval of all applicants and reserves the right to deny entry to any applicant. Accepted applicants will be notified by email.
4. The academy is free of charge to all members. Class size is limited to the first thirty (30) people.
5. Dress for class is casual. Name badges will be provided and should be worn to class.
6. Qualified applicants who are denied admission due to class size will be given first choice when the next academy session is scheduled.
7. The Release of Liability Statement form must be signed and turned in by the applicant with the completed application.
8. The classes will be held in the training room of the Sheriff's Office located at 401 Justice Blvd. Griffin, Georgia.
9. Classes will be held on Tuesday evenings from 6:00 p.m. to 9:00 p.m.
10. For those of you who enjoy smoking, a designated smoking area will be available during the scheduled breaks.
11. Please contact the Spalding County Sheriff's Office 770-467-5415 or 770-467-5414 for any additional questions.
12. Ride-alongs with the Sheriff's Office will be on the student's own time and must be applied for and scheduled separately.

**Students will receive more information during the first class session.**

## **SHERIFF'S OFFICE-CITIZENS SHERIFF'S ACADEMY**

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### **APPLICATION PACKAGE**

The **APPLICATION PACKAGE** consists of the following documents:

- 1. Application for Enrollment**
- 2. Waiver of Liability**
- 3. Authorization for Release of Information/Consent Form**
- 4. Ride-Along Request**
- 5. GCIC Awareness Statement**

The complete Application Package must be returned to the Sheriff's Office, either in person or by e-mail, [wstinchcomb@spaldingcounty.com](mailto:wstinchcomb@spaldingcounty.com):

Spalding County Sheriff's Office  
401 Justice Blvd.  
Griffin, GA 30224  
Attention: Citizens Sheriff's Academy

SPALDING COUNTY SHERIFF'S OFFICE  
CITIZENS SHERIFF'S ACADEMY

**APPLICATION FOR ENROLLMENT**

Class #22-01

Each Tuesday August 30 – November 1, 2022 6:00 pm to 9:00 pm  
Spalding County Sheriff's Office Training Room  
401 Justice Blvd., Griffin Georgia 30224

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

(P.O. Box not acceptable)

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Shirt Size for Class Polo Shirt: \_\_\_\_\_ Men or Ladies Cut \_\_\_\_\_

Employer \_\_\_\_\_

Name

Address

How long have you lived in Spalding County? \_\_\_\_\_

How did you hear about the Citizens Sheriff's Academy?

\_\_\_\_\_

Are you committed to attending all of the scheduled classes? \_\_\_\_\_

Have you ever been arrested for any offense other than minor traffic offenses?

If yes, what for \_\_\_\_\_ When \_\_\_\_\_ Where \_\_\_\_\_

*Check all that apply:*

Resident \_\_\_\_\_ Business Owner \_\_\_\_\_ Employed by \_\_\_\_\_

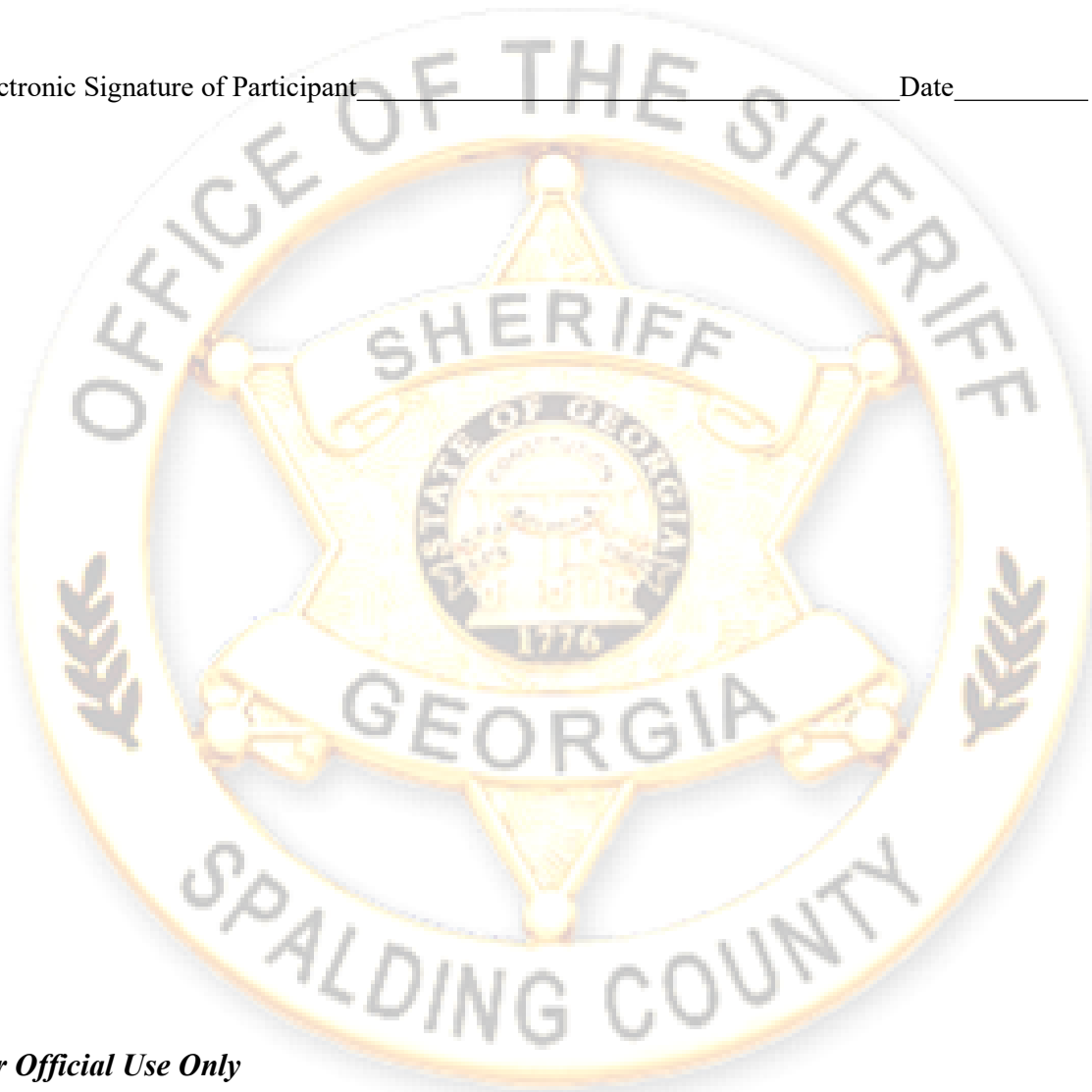
Occupation \_\_\_\_\_

The Spalding County Sheriff's Office will make reasonable efforts to assure all persons access to any programs and services. If a disability requires special accommodations, please call the Spalding County Sheriff's Office, 770-467-5415 or 770-467-5414.

***I hereby certify that the information contained in this application is true and complete to the best of my knowledge. The Spalding County Sheriff's Office is authorized to make any investigation of my personal history deemed necessary for consideration to attend the Citizens Sheriff's Academy.***

***By typing my name in the field below indicated as "Electronic Signature," I agree to the terms stated in this document and am applying for participation in the Spalding County Sheriff's Office, Citizens Sheriff's Academy.***

Electronic Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_



***For Official Use Only***

**Date/Time Received** \_\_\_\_\_ / \_\_\_\_\_

**Criminal History Check Date/Time** \_\_\_\_\_ / \_\_\_\_\_

**Sheriff's Approval** \_\_\_\_\_

**SPALDING COUNTY SHERIFF'S OFFICE**  
**SHERIFF DARRELL DIX**

**CITIZENS SHERIFF'S ACADEMY**

**WAIVER OF LIABILITY**

Whereas, I

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NAME

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ADDRESS

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PHONE

E-MAIL

have made a voluntary request on my own initiative to participate in the Citizens Sheriff's Academy of the Spalding County Sheriff's Office, Spalding County Georgia.

Now, therefore in consideration of Spalding County, Georgia allowing me to participate in the Citizens Sheriff's Academy and in consideration of Spalding County Sheriff's Office permitting me use of its facilities, the validity, sufficiency, and receipt of which consideration is acknowledged, I do hereby, for myself, my heirs, executors, and administrators, remise, release and forever discharge Spalding County, The Spalding County Sheriff's Office, its employees, officers, commission staff, representatives, affiliates, and agents, acting officially or otherwise (hereinafter Spalding County) from any and all claims, actions, demands, or causes of action, on account of my death or on account of my personal injury or damage to my personal property which may occur, regardless of whether or not said harm or injury occurs through the negligence, misfeasance, or malfeasance on the part of the Spalding County Sheriff's Office, or whether said harm or damage occurs through acts of a person not employed by Spalding County.

I **ACKNOWLEDGE** that I am aware that participating in the Citizens Sheriff's Academy can be dangerous and may result in property damage or serious bodily injury. I assume the risk of all injuries that may occur as a result of my being permitted to participate in the Citizen Sheriff's Academy.

I **ACKNOWLEDGE** that my participation in the Citizens Sheriff's Academy is strictly voluntary on my part, is solely for my personal benefit, and is in no way related to any employment I may have/have had with Spalding County.

I **ACKNOWLEDGE** that my participation in the Citizens Sheriff's Academy may cause me to view possibly graphic and/or hazardous emergency photographs or scenes, and I agree to abide by all rules and instructions provided to me by Spalding County Sheriff's

personnel. I agree to assume the risk of any harm or injury I may receive as a result of my participation.

I **ACKNOWLEDGE** and **UNDERSTAND** that I will not engage in, perform, or interfere with any life threatening or emergency activities I may observe during my participation in the Citizens Sheriff's Academy. I further acknowledge that I am solely responsible for any medical or other expenses resulting from accidents, injuries, or illnesses that I may incur or be exposed to during my participation in the Citizens Sheriff's Academy.

I **AGREE** to abide by all instructions given to me while participating in the Citizens Sheriff's Academy and I **ASSUME RESPONSIBILITY** for my failure to abide by those instructions.

During the Citizens Sheriff's Academy, I may gain access to information or documents of a sensitive nature, and/or information deemed confidential by the Spalding County Sheriff's Office, The State of Georgia or other agencies. I agree that I will not release ANY information, or items obtained by me or that I may become privy to in the course of my participation in the Citizens Sheriff's Academy.

During the period of my participation in the Citizens Sheriff's Academy, I agree to advise the program coordinator immediately of any personal interaction I may have with any law enforcement official. This contact consists of but is not limited to; arrests, citations, being a party to an incident of report, or the object of any law- suits.

I **HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS** Spalding County, and the Spalding County Sheriff's Office from and against any and all liability, loss, cost or expense (including attorneys' fees) arising from or in any manner connected with being permitted to participate in the Citizens SHERIFF'S Academy.

I **HAVE READ AND UNDERSTAND THIS AGREEMENT AND BY ELECTRONICALLY SIGNING IT I VOLUNTARILY RELEASE SPALDING COUNTY, GEORGIA FROM ANY AND ALL LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE THAT RESULTS FROM MY PARTICIPATION IN THE CITIZENS SHERIFF'S ACADEMY. BY TYPING MY NAME IN THE FIELD BELOW I AGREE TO THE TERMS STATED IN THIS DOCUMENT.**

\_\_\_\_\_  
ELECTRONIC SIGNATURE OF PARTICIPANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

**NOTE: THIS RELEASE MUST BE EXECUTED PRIOR TO PARTICIPATION IN THE CITIZENS SHERIFF'S ACADEMY.**

**SPALDING COUNTY SHERIFF'S OFFICE  
CITIZENS SHERIFF'S ACADEMY**

*401 Justice Blvd.  
SPALDING COUNTY, GEORGIA 30224*

**AUTHORIZATION FOR RELEASE OF INFORMATION / CONSENT FORM**

I hereby authorize the Spalding County Sheriff's Office to obtain and/or receive criminal history record and history record information pertaining to me, which may be in the files of any state or local criminal justice agency in Georgia, any other state, or any other country.

The intent of this authorization is to give my consent for full and complete disclosure of the following records and request that the custodian of such records/information permit my records to be examined, copied or otherwise reviewed:

**Criminal History Record**

A photocopy of this release form will be valid as an original hereof even though the said photocopy does not contain an original writing of my signature. The release is executed with full knowledge and understanding that the information is for the official use of the Spalding County Sheriff's Office in determining my suitability to attend the Citizens Sheriff's Academy.

By typing my name in the "Electronic Signature" I am giving consent electronically to the Spalding County Sheriff's Office to conduct criminal history and driver history record checks.

I hereby waive and release any claims against any party, which I may have as a result of the release of any records or information referenced in this authorization. I acknowledge that no party shall have any liability to me as a result of complying with a request for such information and /or records.

Full name (print) \_\_\_\_\_

Driver's License number \_\_\_\_\_ State \_\_\_\_\_

Complete home address \_\_\_\_\_

Home phone number \_\_\_\_\_ Work phone number \_\_\_\_\_

Race \_\_\_\_\_ Sex \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**TODAY'S DATE** \_\_\_\_\_

# **CITIZENS SHERIFF'S ACADEMY**

## **RIDE-ALONG REQUEST**

**Date of Request** \_\_\_\_\_

**Name** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Related to or acquainted with a SCSO employee? ( ) yes ( ) no**

**If so, who** \_\_\_\_\_

### **Waiver of Liability**

I request permission to accompany a Spalding County Sheriff's Officer in a Spalding County Sheriff's Office vehicle during the requested time. I understand that as a condition of accompanying a member of the Spalding County Sheriff's Office, I relieve and absolve the Spalding County Sheriff's Office and their employees from any and all claims that may arise from accompanying a member of the Spalding County Sheriff's Office.

It is further understood that I am not to carry any type of firearm or weapon and may not engage in the arrest or restraint of any law violator during the time I am accompanying a Spalding County Sheriff's Deputy.

By typing my name in the "Electronic Signature" I acknowledge that I have read and understand this Ride-Along Request and Waiver of Liability.

Electronic Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

( ) Approved

( ) Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spalding County Sheriff Darrell Dix

## **CITIZENS SHERIFF'S ACADEMY GCIC AWARENESS STATEMENT**

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and by GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures, which 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 offences involving obtaining, using, or disseminating criminal history record information 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 (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 offences, 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 carry maximum sentences of 15 years in prison and/or fines up to \$50,000, as well as possible civil ramifications. The act also establishes Computer Password Disclosure as a criminal offense with penalties of one year in prison and/or a \$5,000 fine.

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

By typing my name in the "Electronic Signature" I acknowledge that I have read and understand this GCIC Awareness Statement.

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

Electronic Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_