



## **What is the Citizen's Police Academy?**

The New Castle County Division of Police Citizen's Police Academy (the "Academy"), is designed to give New Castle County's citizens a working knowledge and understanding of the values, goals, and operations of the New Castle County Division of Police ("NCCPD"). The objectives of the Academy are to improve the lines of communication and to build a positive relationship between the New Castle County Division of Police and the community members we serve. The experience will afford citizens an opportunity to gain a deeper understanding of their police department while allowing NCCPD to continue our mission of community engagement.

### **What should I expect?**

The Academy consists of eight (8) three-hour sessions over 9 weeks, conducted once per week on Thursdays (except Wednesday, November 10th and Tuesday, November 30th), starting October 7, 2021. The last week will consist of 2 sessions on November 30th and December 2nd. There is no session the week of Thanksgiving. The Citizen's Police Academy will be held at the New Castle County Police Headquarters located at 3601 North DuPont Highway, New Castle, Delaware. There is no cost to attend. During the Academy, citizens will be offered academic and hands on experience related to the duties and responsibilities of police officers. The academy will be instructed by police officers and supervisors from NCCPD with expertise in various areas of law enforcement.

Previous topics have included:

Drugs  
Gangs  
Criminal Code  
Officer involved shooting/use of force  
Firearm Simulation/Driving Simulation  
Decision Making  
Traffic Enforcement  
K-9

Criminal Investigation Unit/Crime  
Mounted Patrol  
Scene Investigation  
Crisis Negotiations/SWAT  
Child Abuse/Neglect  
Computer Crimes/Forensic and  
Domestic Preparedness

Citizen's Police Academy topics may be subject to change from year to year. At this time we are not scheduling ride-alongs with a New Castle County Police Officer. During the classes, participants are encouraged to ask questions and give feedback concerning the operations of the New Castle County, Division of Police. Additionally, the citizens bring a wealth of knowledge about their community, particularly the problems unique to their neighborhoods. In this way, members of NCCPD learn firsthand of the concerns of its citizens by interacting with them in a positive, non-confrontational setting. It is our sincere hope that the well-informed graduates will become partners with us in identifying problems and providing solutions to quality of life and crime issues that face their community.

### **Who can attend?**

- ◆ Citizens of New Castle County who are at least 18 years of age.
- ◆ Citizens with an interest in learning about their police department.
- ◆ Citizens who have completed an application and waiver of liability by the deadline.
- ◆ Citizens who are willing to submit to a background check.
- ◆ Prior graduates of the NCCPD Citizen's Police Academy are ineligible for additional sessions.
- ◆ All applicants must submit to a background check and criminal convictions will be reviewed.

### **What is the application process?**

Application (PDF)

Waiver of Liability (PDF)

- ◆ Applicants must print a copy of both the application and waiver from the New Castle County Police website or pick-up an application from New Castle County Police Headquarters.
- ◆ Once both forms have been completed, they must be mailed or scanned and emailed to the Academy Coordinator whose name and address appears at the bottom of the application or dropped off at the New Castle County Police Headquarters.

- ◆ Applications and waivers will be accepted until September 2, 2021.
  - Applications and waivers received after the deadline **will not be considered unless postmarked by September 2, 2021.**
  - Applications received after the deadline will not be considered for further processing.
- ◆ An email acknowledging receipt of the application materials will be provided to each applicant.
- ◆ All applications will be reviewed to help establish a pool of diverse candidates.
  - A background check will be conducted as soon we receive the application to review the applicant's criminal history and to determine suitability.
  - The applicants will then be evaluated to establish the final group that will comprise the 2021 Citizen's Police Academy.
  - All applicants will receive a letter from the Academy Coordinator advising them of the outcome of their application process.
- ◆ The Academy screening process may take up to three (3) weeks to complete after the application and waiver submission deadline.

**The criteria for screening applicants will include (but not limited to):**

- ◆ County geographical areas (districts/distribution of neighborhoods)
- ◆ Diversity to reflect the communities we serve (i.e., gender, race, ethnicity and age)
- ◆ Review of application
- ◆ Information obtained from background investigation

Class size for the Citizen's Police Academy will be limited to 20 candidates.

Accepted candidates will be contacted and provided more detailed information regarding the Academy. The candidates must commit to attending all of the sessions.

- ◆ It is understood that emergencies may arise, but candidates must contact the Academy Coordinator to inform him/her of the need to miss the session and provide a reason.
- ◆ Unexcused or numerous absences may result in dismissal from the academy.

Any further questions can be directed to the Citizen's Police Academy Coordinator.



**New Castle County  
Division of Police  
26th Citizen's Police Academy Application - Fall 2021**

**Name:**

**Date of Birth:**

**Address:**

**Community Name:**

**Phone:**

**Email:**

**Employer:**

**Shirt size (Polo shirt):**

**Community-Group Affiliations/Professional Memberships (if any):**

**Are you a resident of New Castle County Delaware?**

**Do you possess a Driver's License/State ID?**

**Driver License/ID number: \_\_\_\_\_**

**Have you ever been convicted of a non-driving/traffic related misdemeanor or a felony of any type?**

Please be thorough in completing the above information. Participants in the Citizen's Police Academy are occasionally present when confidential matters are witnessed or discussed. It is, therefore, necessary to complete a background check on all candidates.

I authorize the New Castle County Police Department to conduct a background investigation to obtain any information relating to my criminal history record for the purpose of making a determination of eligibility for the Citizen's Police Academy. I also understand I can only participate in this program one time.

The 2021 Citizen's Police Academy will meet once per week on Thursdays (except November 10th and November 30th), beginning October 7, 2021. The Citizen's Police Academy will be held at the New Castle County Police Headquarters located at 3601 North DuPont Highway, New Castle, Delaware. Each candidate is required to attend all sessions of the academy. **More than 2 absences, excused or unexcused, may result in dismissal from the Academy.**

Have you previously attended any Citizen's Police Academy? If yes, where and year?

Are you able to meet this type of commitment?

Why do you wish to attend the Citizen's Police Academy?

How did you hear about the Citizen's Police Academy?

I fully understand that my application and participation in the New Castle County Division of Police Citizen's Police Academy is completely voluntary and will have no effect on current or future relations with New Castle County or the New Castle County Division of Police. My graduation from the Citizen's Police Academy does not vest me with the authority of a sworn law enforcement officer. **All persons entering County facilities, regardless of vaccination status, must wear a face mask. Face masks will need to be worn by all persons while in any open, public spaces in County facilities.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please mail completed forms to: M/Cpl. Kristen Hester  
New Castle County, Division of Police  
Citizen's Police Academy Coordinator  
3601 North DuPont Highway  
New Castle, Delaware 19720

Questions can be directed to M/Cpl. Kristen Hester by email at [Kristen.Hester@newcastlede.gov](mailto:Kristen.Hester@newcastlede.gov) or (302) 395-8050.

**New Castle County  
Division of Police**



**Citizen's Police Academy**

**Release, Waiver of Liability and Indemnification Agreement**

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I, \_\_\_\_\_ in consideration of being permitted in the 26th New Castle County Division of Police Citizen's Police Academy, hereby acknowledge and agree as follows:

I understand that I am subjecting myself to certain risks, including serious bodily injury and even death; that these and other risks may be caused by the actions or inactions of myself, the conditions existing at the time, the deliberate acts or negligence of the New Castle County, Division of Police, its employees or others, and that there may be other risks either known or unknown or not foreseen at this time. I fully understand these risks.

I understand that I may participate in firing a weapon with live ammunition on a firing range. I understand that others may also be present at the firing range and firing weapons. I understand that a firearm is a lethal weapon and being a participant in activities on the firing range involves certain risks, including serious bodily injury and even death; that these and other risks may be caused by the actions or inactions of myself, the conditions existing at the time, the negligence of the New Castle County Government; its employees or others, and that there may be other risks either known or unknown or not foreseen at this time. These risks may include shooting, maiming and/or killing myself or another and/or being shot, maimed or killed by another. I fully understand the risks.

I understand that my involvement in these activities is entirely voluntary and I freely choose to participate.

I acknowledge that New Castle County does not provide any kind of medical coverage or other insurance for me, should I be injured or killed as a result of participation in these activities.

Furthermore, while engaged in such activities I will make safety my primary concern and at all times use and implement proper procedures and precautionary measures.

Fully understanding the risks involved and the opportunity I am being afforded and by my signature on page two (2) of this agreement, I agree to the following: Release, Waiver of Liability and Indemnification.

Release, Waiver of Liability and Indemnification Agreement - New Castle County Police Department

#### Release, Waiver of Liability and Indemnification

In consideration of the opportunity to participate in the 26th Citizen Police Academy, I hereby waive and release New Castle County, the New Castle County Police Department, its employees, officers, officials and agents from any and all liability, claims, demands, losses or damages resulting to myself as a consequence of my participation in the citizen police academy, I agree to hold harmless, indemnify, answer and defend New Castle County, the New Castle County Division of Police, its employees, officers, officials and agents from any and all actions, causes of action, claims, and any liabilities, loss, damages or costs whatsoever, known or unknown, which may arise on account of, or in any way be related to my participation in the activities described herein and my participation in the Citizen's Police Academy.

I acknowledge that I have read this release, waiver of liability, and indemnification agreement and that I fully understand it.

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Name of Participant

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Signature of Participant