



City of Washington, Illinois
P O L I C E D E P A R T M E N T

CPA – RULES OF CONDUCT

The Washington Police Department (WPD) and its Officers know you will enjoy the eight weeks of informative sessions, demonstration, and the optional patrol ride-along. In order to efficiently cover the multitude of topics in this program, the information is presented in a fast-paced, yet comprehensive format.

IDENTIFICATION: Students will not at any time identify themselves as an employee of the City of Washington, as a police officer, or as a police officer trainee.

DRESS CODE: Comfortable and casual attire is encouraged; however, cutoffs, tank tops, or similar attire is not permitted. T-shirts with objectionable slogans or graphics are prohibited.

ATTENDANCE: Students are expected to attend all sessions. WPD and its Officers understand that emergencies do occur. If you are unable to attend a session, please call or e-mail the coordinator. More than two absences will necessitate attending missed sessions in a subsequent Citizen Police Academy program in order to graduate. Out of courtesy to the instructor(s) and your fellow students, please arrive on time.

VISITORS: The class coordinator must approve of visitors prior to the start of a program session.

PLEDGE OF CONFIDENTIALITY: Students are required to adhere to maintaining confidentiality concerning law enforcement records and information that you may be exposed to during your training in the academy. Failure to do so will be sufficient cause for dismissal from the academy.

BREAKS: The coordinator will schedule hourly breaks. Please take care of personal matters during the breaks and refrain from leaving the room during the sessions.

WEAPONS: Weapons of any kind are prohibited (except those carried by authorized police officers or agents).

TOBACCO PRODUCTS: No smoking, vaping, or other tobacco use is permitted on city property.

STUDENT CONDUCT: All students are expected to behave in a professional manner. The coordinator will not accept negative or disruptive behavior.

CELLULAR PHONES: Cellular phones are permitted, but students are encourage not to disturb or disrupt the class or other students when using them.

WAVIOR OF LIABILITY: All students must sign the **CPA – RELEASE OF ALL LIABILITY** form prior to participating the in Citizen Police Academy.

CPA Participate (Print)	
CPA Participant (Signature)	
DATE	

CC: C.P.A. FILE