

City of Gastonia

Municipal Government Citizens' Academy

Applicant Packet - 2018 - Session 002





City of Gastonia
Municipal Government Citizens'
Academy
2018 Session

ACADEMY APPLICATION

APPLICANT INSTRUCTIONS

1. Read the introductory page and tentative program agenda.
2. Complete the participant application and questionnaire.
3. Complete the background screening waiver, sign, and have notarized.
4. Complete the Gastonia Police Department Ride Along Waiver, sign, and have notarized.
5. Return all documents to the City of Gastonia, PO Box 1748, Gastonia, NC 28053, to the attention of the City Clerk or deliver in person to City of Gastonia, City Hall, 181 S. South Street. The Clerk's office is located on the 2nd floor of City Hall. City Staff at the Clerk's Office can notarize applications in person if needed.
6. Contact Assistant City Manager, Melody Braddy at 704.854.6678 (melodyb@cityofgastonia.com) or Sherry Dunaway, City Clerk at 704.866.6719 (sherryd@cityofgastonia.com) with any questions concerning the program.
7. You will be contacted when your application has been processed.



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The City of Gastonia will begin holding a Municipal Government Academy once each year, beginning in January 2018. Participants will meet two Mondays per month from January through May with each meeting beginning at 6:00 PM. Meetings will be held at Gastonia City Hall and also other locations as the itinerary dictates for each department. The start date for the upcoming 2018 Academy is Tuesday, January 2, 2018.

The Municipal Government Academy is an important component of the City's "Citizens First" philosophy. Its purpose is to provide a forum where participants develop a basic understanding of municipal government, learn the duties of the various City departments, and meet the people behind the scenes that make Gastonia a great place to live, work, and play.

During the ten weeks of the Academy, various personnel within City government, along with special guests, will cover a variety of subjects ranging from the municipal election process to the inter-workings of the City's public safety component. Through this experience participants will gain valuable knowledge of the operation of the City and the importance of their involvement in the governmental process.

Each three hour Academy session will include informative lectures, hands-on activities, group discussion, finances, essential services and facility tours. Academy participants will have an opportunity to ask questions and interact with the City's leaders and staff.

An integral part of the public safety component of the Academy is the participation in a police patrol ride-along. This event will be scheduled to take place outside of the scheduled session times at mutually convenient times for staff and participants. An additional three hour time slot will be scheduled for the participant to ride and accompany the patrol officer on service calls. This experience is important in creating a true understanding of what an officer's job is like and contributes to an exciting and interactive learning experience of the role of the community's law enforcement as well as the City's geography.

Upon successful completion of the Academy, each participant, their family and friends, will be invited to attend the Academy Graduation Ceremony held during a City Council Meeting at Gastonia City Hall.

Academy enrollment is limited to no more than 20 participants. Applications are available throughout the year and must be submitted by December to be considered for the upcoming Academy session. In the weeks prior to the Academy start date, the Academy Coordinator will contact you to confirm your selection to participate in the next Academy.

Potential candidates must:

- Be at least 18 years of age;
- Live within the City of Gastonia;
- Have no felony convictions; and
- Have no misdemeanor convictions within one year of application, other than minor traffic offenses.

Any requirement may be waived or modified upon review and approval by the City Manager. There is no participant fee associated with the academy.



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Applicant Questionnaire

1. Have you ever been arrested anywhere for a felony or misdemeanor? Yes No
2. If you answered yes to question 1 please provide the details of the arrest(s). If your answer to question 1 was no please proceed to question 3.

3. Do you have any **severe** physical limitations which would prevent you from engaging in physical activities that may be associated with the Municipal Government Academy? Yes No
Answering yes will not prohibit your acceptance to the program but will allow the Academy Coordinator to make any necessary arrangements to accommodate you.
4. Can you commit to attend all course sessions for the duration of the Academy? Yes No
Please note that participants missing more than one (1) course session may be dismissed from the program. If you have numerous other commitments at this time please consider applying for admission to the Academy at a later time.
5. Why do you want to participate in the Gastonia Municipal Government Academy?

6. Have you had any experiences with City government? Have you served on any appointed boards or committees? If so, was your experience a positive or negative one? Please explain.

7. If you are not selected for the upcoming Academy or are unable to attend this session of the Academy would you be interested in attending the next scheduled Academy session? Yes No



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Please print or type clearly.

*Applicant's Full Name			*Date of Birth		
*Race	*Sex	*Social Security Number		*Ward #	
*Home Address		*City	*State	*Zip Code	
* Primary Contact Number			Secondary Contact Number		
Do you have e-mail access?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list e-mail address		
Employer			Work Number		
Education	<input type="checkbox"/> GED <input type="checkbox"/> HS <input type="checkbox"/> Some College <input type="checkbox"/> College Degree		Shirt Size	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL	

***Required fields for participation. The City of Gastonia requires that persons participating in the Municipal Government Academy submit to a background screening prior to participation. Personal information will not be released to any other source and will not be used for any other purpose than to assist with determining eligibility for participation in the City's Municipal Government Academy. Failure to provide the information needed for a background screening may result in your application for participation not being considered.**

Applicant Certification: (Please read before signing the application)

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the forgoing information that I have provided. I understand that any omissions or false statements found to have been made on this application shall be sufficient cause for the application to be denied or for dismissal from the City of Gastonia's Municipal Government Academy. I understand that the information provided by me will be used to conduct a background screening to determine my eligibility for participation in the program. I understand that participation in the program is not to train citizens to be employees of the City but rather the goal and purpose of the program is to educate citizens regarding the purpose, rationale, and context of local government procedures. I acknowledge that as part of the acceptance to this program, I will be required to attend a minimum of eight (9) of the nine (10) course days. I understand that failure to attend the required number of courses may result in dismissal from the program. I agree that as part of acceptance to the program I will abide by all rules and regulations for the program established by the City of Gastonia, their officers and agents. I understand that I must provide my own transportation to and from course sessions and at other times when required. By accepting admission into the Academy I agree for my likeness (still photos, video, and audio recordings) to be used to further the purpose of the Academy through advertisement, presentations, and other literature. I understand that the Gastonia Police Department will be conducting the required background screening.

Applicant's Signature: _____ Date: _____

Witness' Signature: _____ Date: _____



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**2018 Municipal Government Academy
 Course Schedule**

Course subject to change due to instructor availability.

Tuesday, January 2, 2018 Meeting at City Hall 181 S. South St.	5:00 PM	Welcome	Mayor John Bridgeman
		Group Introductions	Michael Peoples, City Manager
	5:30 PM	Program Overview	Melody Braddy, Asst. City Manager
	5:50 PM	City Council Introductions	Mayor John Bridgeman
	6:00 PM	City Council Meeting	Mayor and Council
Monday, January 22, 2018 Meeting at City Hall 181 S. South St.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Election Process	Ash Smith, City Attorney
	6:45 PM	Form of Government	
	7:00 PM	City Organization City Manager Duties	Michael Peoples, City Manager
	7:30 PM	City Clerk Duties	Sherry Dunaway, City Clerk
	7:45 PM	History of Gastonia	Jennie Stultz, Former Mayor
	9:00 PM	Questions and Answers	All
Monday, February 12, 2018 Meeting at City Hall 181 S. South St.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Community Development, Keep Gastonia Beautiful, and Sister Cities	Vincent Wong, Director of Community Development & Innovation
	7:45 PM	Technical Services	Beverly Bieker, Chief Information Officer, Technology Services
	8:30 PM	Marketing, Public Relations, and Special Events	Rachel Bagley, Marketing and Public Relations Director
	9:00 PM	Questions and Answers	Staff



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Monday, February 26, 2018 Meeting at City Hall 181 S. South St.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Schiele Museum	Dr. V. Ann Tippitt, Executive Director
	7:00 PM	Municipal Budgeting	Melody Braddy, Assistant City Manager
	7:45 PM	City Finance/Budget	Manager
	9:00 PM	Questions and Answers	All
March 12, 2018 Meeting at City Hall 181 S. South St.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Engineering, Building Inspections, Code Enforcement, Planning & Transportation Planning	Rusty Bost, Director of Development Services and Staff
	7:45 PM	Economic Development	Kristy Crisp, Economic Dev. Director
	9:00 PM	Questions and Answers	Staff
Monday, March 26, 2018 Meeting at Municipal Operations Center 1300 North Broad St.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Public Works Department (Streets, Stormwater, Etc.)	Matt Bernhardt, Public Works and Utilities Director and Staff
	8:00 PM	Water and Wastewater Public Utility Operations	Matt Bernhardt, Public Works and Utilities Director and Staff
Monday, April 9, 2018 Meeting at Municipal Operations Center 1300 North Broad St.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Enterprise Services: Electric, Solid Waste, Fleet Services, Transit, & Airport Operations	Joe Albright, Enterprise Services Director and Staff
	9:00 PM	Questions and Answers	All
Monday, April 23, 2018 Meeting at City Hall 181 South St.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Recreation Dept. Overview Recreation Facilities Tour	Chuck Dellinger, Director Parks and Recreation Staff
	9:00 PM	Questions and Answers	All



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Monday, May 7, 2018 Meeting at Police Department 200 East Long Ave.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Police Services	Robert Helton, Chief of Police
	9:00 PM	Questions and Answers	Chief Helton and Staff
Monday, May 21, 2018 Meeting at Fire Station 1 260 North Myrtle School Rd.	6:00 PM	Welcome and Introductions	Staff
	6:15 PM	Fire Services	Phil Welch, Fire Chief
	8:30 PM	Questions and Answers	Chief Welch and Staff
Tuesday, June 5, 2018 Meeting at City Hall 181 South St.	5:00 PM	Wrap-Up	Michael Peoples, City Manager City of Gastonia Mayor and Council
		Graduation	
	6:00 PM	City Council Meeting	



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**Authorization for Release of Personal Information
 for Municipal Government Academy Participation Purposes**

To Whom It May Concern:

I am an applicant for a participant with the City of Gastonia Municipal Government Academy. In order to determine my eligibility for the Academy, I understand that the Gastonia Police Department, Gastonia, NC must make a thorough investigation of my personal background. It is in the public's interest that all relevant information concerning my personal criminal history be disclosed to the Gastonia Police Department.

Therefore, I, _____, DOB _____, NC Operator's License Number _____, do hereby request and authorize any governmental agency, criminal and civil courts, certification/licensing commission, military organization, and/or any other individual agency to produce and provide copies of any and all criminal information regarding me whether of a privileged or confidential nature to the authorized agent(s) of the Gastonia Police Department, Gastonia, NC.

Moreover, I hereby release the Gastonia Police Department, Gastonia, NC, from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my potential participation with the Academy. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with the authorization and request. I further waive all right to inspect or review any information compiled in reference to my application for appointment as allowed by law.

I hereby acknowledge that this authorization is valid for six (6) months or until the investigative process has been completed, whichever is later and that a copy of this document is considered valid, just as the original.

I have read and fully understand the above statements.

STATE OF NORTH CAROLINA	COUNTY OF GASTON
Subscribed and sworn to before me this the	
_____ day of _____, _____.	
_____ Notary Public's Signature/Seal	
_____ My Commission Expires	

Applicant's Signature

Applicant's Printed Name



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NORTH CAROLINA

RELEASE

GASTON COUNTY

In consideration of the City of Gastonia allowing the undersigned to accompany a City of Gastonia Police Officer on patrol in a police vehicle owned by the City of Gastonia, the undersigned hereby assumes all risk of personal injury, death, or property damage or loss from whatever cause arising from or in any way connected to accompanying an on-duty police officer of the City.

The undersigned further releases the City of Gastonia, its officers, employees, agents, or servants from any liability therefore and will indemnify and save harmless the City of Gastonia, its officers, employees, agents, or servants from any such liability.

Except as herein before provided, the undersigned hereby reserves and does not in any manner waive any rights or causes of action against anyone else except the City of Gastonia, its officers, employees, agents, or servants.

In witness whereof the undersigned has hereto set his hand,
this the _____ day of _____, _____.

Signature of Participant

NORTH CAROLINA

GASTON COUNTY

I, _____, a Notary Public for said County and State, do hereby certify that _____, personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

Witness my hand and notarial seal, this the _____ day of _____, _____.

My Commission Expires

Signature of Notary Public

	<p align="center">Gastonia Police Department POLICIES AND PROCEDURES</p>	Ride-Along Program	Page 1 of 8
		Effective Date: 06/02/2009	CALEA # 41.3.3
		POLICY # 200.12	

I. PURPOSE

To establish written guidelines for processing requests and rules to participate in the Ride-Along Program.

II. POLICY

Civilians are permitted to ride in police vehicles only when specifically authorized as set forth in this policy.

III. DEFINITIONS

- A. Civilian Ride-Along: A participant who has been approved by the Chief of Police or his designee to accompany an officer in the ride-along program.
- B. Host Officer: The officer designated to conduct the ride-along for the program participant.

IV. PROCEDURE

A. Ride-Along Program

- 1. The Department reserves the right to deny participation to any applicant.
- 2. The following participants are eligible to be considered for participation in a ride-along:
 - (a) Persons employed in a criminal justice capacity;
 - (b) Persons currently enrolled in a recognized criminal justice education program;
 - (c) Applicants for GPD employment;
 - (d) Family members of GPD employees. Such family members may participate in a ride-along only one time during any 12-month period; or
 - (e) Individuals who in the discretion of the Chief of Police would benefit from participating in a ride-along.
- 3. Participants shall not be allowed to participate in this program if any of the following apply to them.
 - (a) A criminal history that makes the individual unsuitable for participation in the program.

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- (b) Has been terminated from employment by the city.
 - (c) Has resigned from this agency to avoid disciplinary actions.
 - (d) Does not possess a valid operator's license or other valid government-issued identification containing a current photograph and current address information.
 - (e) Is less than 18 years of age.
4. The length of the ride-along will be in the discretion of the Chief of Police or his designee.

B. Requesting to participate in a Ride-Along

- 1. Prior to participating in a ride-along, interested persons must complete, sign and submit a Gastonia Police Department request for Ride-Along Application, Release and Indemnity Agreement Form, (See Addend “A” and “C”) and receive and sign a copy of the rules and regulations of the rider (See Addendum “B”).
- 2. A participant must provide a certified copy of his or her criminal history from each county and state in which he or she has resided in the past five years. This documentation must be submitted at the time the Ride-Along Application and Release and Indemnity Agreement are submitted. (See Addenda “A” and “C”).
- 3. The Request for Ride-Along Release and Indemnity Agreement forms are maintained by the Administrative Office and electronically stored.

C. General guidelines for authorized civilian riders

- 1. Civilian riders participating in criminal justice programs (Basic Law Enforcement Training Students; Criminal Justice college students, GPD interns, etc.) shall be given preference over civilian riders who are not in an established program.
- 2. Civilian riders shall follow all rules and regulations pertaining to the program (See Addendum “B”) Civilian riders, who are not employed in, enrolled in or participants in a criminal justice program are limited to one ride-along per six-month period.

D. Host officer responsibilities regarding civilian riders

- 1. Host Officers accompanied by a civilian rider will notify dispatch when the ride-along begins and ends.

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2. Host Officers accompanied by a civilian rider must take appropriate steps to safeguard sensitive information.
3. Officers shall not allow civilian riders to take any action that would place the civilian in jeopardy or danger. In the event a civilian rider becomes injured while participating in a ride-along, a supervisor will be notified immediately and the officer will complete an incident report detailing the events leading up to the injury.
4. Officers accompanied by civilian riders have an obligation to immediately report to the supervisor any act or behavior on the part of the civilian rider which:
 - (a) Creates a risk of physical harm to the civilian rider, an officer or member of the general public;
 - (b) Poses a threat to the security of information;
 - (c) Poses a threat to property or equipment, whether or not the department owns such property or equipment;
 - (d) Creates liability for the department;
 - (e) Creates the likelihood of damage to the department's public image; or
 - (f) Violates any rule or guideline that has been established by the department for purposes of controlling the actions and behavior of civilian riders.
5. Host Officers will not initiate or engage in vehicle pursuits when accompanied by any civilian rider. Officers may engage in other lawful emergency vehicle operations.

E. Supervisor's responsibilities regarding civilian riders

1. The supervisor will ensure all required documentation has been completed.
2. Prior to the start of a ride along, the supervisor will brief participants regarding what will be expected and permitted during their ride. This briefing will include:
 - (a) Potential dangers of participating in a ride-along;
 - (b) Warnings about disclosure of possible confidential information that may be overheard or seen during the ride along. Civilian riders must accept responsibility regarding laws applicable to confidentiality and dissemination of information.

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3. Supervisors have the authority and responsibility to terminate the privileges of a civilian rider when the supervisor has knowledge, which indicates the civilian, has taken any action described in Addendum B of this policy.
4. In the event a civilian rider becomes injured while participating in a ride-along, the following shall be done:
 - (a) The supervisor will notify the Chief of Police or his designee at the first available opportunity; and
 - (b) The supervisor will review the officer's incident report regarding the circumstances leading up to the injury, and forward the incident report to his/her Captain.

F. Notification to Supervisors

Any Gastonia Police Department non-sworn employee who wishes to participate in a ride-along must submit the ride-along request through his/her chain of command.

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ADDENDUM "A"

RIDE-ALONG APPLICATION

All qualified personnel are required to complete the following application in order to participate in a ride along program. The rider must present a valid operator's license or Photo ID with this application before any authorization is completed. A copy will be made and attached to the application.

1. Full Name: _____
2. Drivers License Number and State: _____
3. Address: _____
4. Previous address: _____
5. Age _____ Date of birth: _____
6. Place of employment: _____

7. Length of employment: _____
8. Name of spouse or person to contact in the event of an emergency:

9. Have you ever been arrested, and if so for what reason: _____

10. Nickname(s) used: _____
11. Number to call in case of emergency: _____

Applicant's Signature Date

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ADDENDUM “B”

Rules and Regulations of Ride-Along Participants

The following is a list of rules and regulations that apply to ride-along participants, but such list is not all-inclusive:

- (a). All participants in the Ride-Along Program are required to utilize a seat belt while in a police vehicle.
- (b). Participants shall wear appropriate clothing and maintain a professional attitude.
- (c). Participants must recognize that they have no arrest powers, and that their participation is strictly limited to that of an observer.
- (d). Participants will remain inside the police vehicle when calls for service, traffic stops, and other official duties are being performed unless specifically directed by the officer.
- (e). Participants may request to ride with specific officers, and officers may request permission for specific civilians to ride with them. However, assignment of civilian riders to specific officers will be at the discretion of the Shift Sergeants unless otherwise specified by the Chief of Police.
- (f). Participants are prohibited from carrying or possessing firearms while riding in departmental vehicles.
- (g). Participants are prohibited from consuming any alcoholic beverage for at least 8 hours prior to the scheduled ride-along.
- (h). Participants shall not possess during the ride-along any device (e.g., cell phones, MP-3 players, cameras, etc.) that is capable of recording or photographing.

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ADDENDUM "D"

APPLICANT CRIMINAL HISTORY REPORT

Arrest History? Yes No

If yes, please list charges and dates:

Warrants? Yes No

If yes, please list:

Date Application Received: _____

Background check completed by: _____ Date: _____

Application: Approved Denied

Signature: _____

If denied, please explain:

ASSISTANT CHIEF OF POLICE REVIEW

Date Application Received: _____ Approved Denied

If denied, please explain:

Assistant Chief of Police Signature: _____ Date: _____

DENIED APPLICANT NOTIFICATION

Applicant notified by: _____

Date/Time: _____

Signature: _____

POST RIDE-ALONG INFORMATION

Host Officer: _____ Vehicle No.: _____

Date of Ride-Along: _____ Time of Ride-Along: _____ to _____