



**Metro Transit Police Department  
Citizen's Police Academy  
Program Rules and Requirements**

1. To participate in the Metro Transit Police Department's (MTPD) Citizen's Police Academy (CPA), each applicant must agree to a criminal history background check. If the criminal background check reveals any: (a) open warrants; (b) felonious narcotics convictions; (c), convictions of any crimes of violence, or (d) sex-related convictions, the applicant may not participate in the CPA program.
2. The MTPD reserves the right to reject any applicant. Additionally, each participant is required to sign an MTPD Waiver of Liability Form. The forms will be handed out in the first Class of the program. Please read each form carefully before signing. If you have any questions about the forms, please contact the program coordinators. Each participant must return the signed forms by the end of orientation if they wish to participate in the CPA program.
3. In Class Two, each participant will be issued a T-shirt identifying the wearer as a CPA participant. This T-shirt **must** be worn during all subsequent classes. If you appear for any subsequent class and are not wearing the T-shirt, you will not be allowed to participate in the class.
4. Participants will not bring any firearms, weapons, gun belts, holsters, badges, and other similar equipment to any class.
5. Participants are allowed to miss up to 3 classes and still graduate with their fellow program participants. Participants are encouraged to attend make-up classes for any classes missed, when they become available.
6. Participants will successfully complete the program by participating in an 8-hour "ride-along" with an officer at the MTPD district of their choice. Participants must register for the ride-along at least 2 weeks prior to the desired day and the ride along must be completed prior to graduation. After completing the ride-along, each participant must write a one-page essay describing the experience.
7. Participants must cooperate with instructors and participate in class exercises when asked.
8. Participants are prohibited from recording conversations, classroom lectures, and demonstrations unless all parties are aware and agree to be recorded.



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9. MTPD's CPA program coordinators want you to learn as much as you can and to have an enjoyable experience. The CPA program is structured to provide information to participants who have little to no knowledge about policing. Participants with more knowledge are welcome; however, they must remain respectful of the program's emphasis and stated goal of providing information to those who lack foundational information about policing. The coordinators and instructors will adhere to the set curriculum and will not allow or tolerate behavior that distracts from or hijacks, the program's goals.
10. The CPA is an **informational** program. The program is **not** a citizen's advisory committee or a forum to problem-solve or to discuss current events. Upon graduation, each member may, if they choose, join the CPA Alumni Association ("CPAAA"), which will meet on a quarterly basis. The CPAAA allows participants to build on the educational experience of the CPA program, using their knowledge to engage in constructive discussions about the current challenges faced in policing and to offer thoughts and suggestions about potential improvements.
11. MTPD expects that class members will treat each other, MTPD members, and members of the community with respect and dignity during their participation in the CPA program. Derogatory, demeaning and/or harassing remarks or actions related to or based on a person's race, sex, color national origin, religion, gender, gender identity or homeless status will not be tolerated and will result in the immediate removal from the program.

**ANY VIOLATIONS OF THESE RULES AND REQUIREMENTS MAY RESULT IN  
REMOVAL FROM THE PROGRAM**