



Sheriff Mark Hunter



COLUMBIA COUNTY SHERIFF'S OFFICE
CITIZEN'S LAW ENFORCEMENT ACADEMY

Community involvement is the most powerful force any law enforcement agency has in the fight against crime. Through the Citizen's Law Enforcement Academy, it is our goal to encourage citizens to become more involved in making Columbia County a safer and better place to live.

The goal of the Citizen's Law Enforcement Academy ("The Academy") is to foster a relationship of trust and understanding between the citizens of Columbia County and the Columbia County Sheriff's Office. The Academy is designed to achieve this goal by providing the public with a working knowledge of the Sheriff's Office.

Participants in the Academy will gain an insider's perspective on law enforcement and how the criminal justice system functions. It is designed to provide the public with a working knowledge of their Sheriff's Office mission, goals, operation, policies, and personnel. It is the desire of the Sheriff's Office that the Academy will nurture mutual trust and cooperation between the Sheriff's Office and the citizens of Columbia County.

The curriculum presented will include such topics as communications, patrol procedures, criminal investigations, crime prevention, school resource, K-9, SWAT, Dive, Detention Facility and Courthouse Tours, and an end of course Civilian Ride Along.

Citizen Law Enforcement Academies represent a vital part of community-oriented policing and help get the public involved by making them a part of the law enforcement family. The Academy provides a productive outlet for the mutual sharing of information and concerns in order to further the common goals of our community and the Sheriff's Office.

Upon successful completion of the academy, each graduate will attend a graduation ceremony and receive a certificate of completion. Completion of the Columbia County Sheriff's Office Citizen's Law Enforcement Academy will not authorize you, as a citizen, to take any law enforcement action. However, it will give you enough insight into what we do to make a difference in our law enforcement efforts.

Programs like this have a history of great success and significant levels of community interest. Due to this, we urge anyone interested in attending the Citizen's Law Enforcement Academy to contact Lieutenant Howard Bulthuis as class sizes will be limited. We look forward to your participation.

LIEUTENANT HOWARD BULTHUIS CONTACT INFORMATION:

Phone: 386-752-9212 or 386-867-2762

E-Mail: howard.bulthuis@columbiasheriff.org

THE CITIZENS LAW ENFORCEMENT ACADEMY WILL GIVE YOU THE OPPORTUNITY TO:

- *Ride with a uniformed patrol deputy*
- *Tour the Columbia County Facilities*
- *Interact with Sheriff's Office Specialty Teams*
- *Gain insight into operations and investigations*
- *And so much more!*

SCHEDULE:

This ten-week course meets once a week from 6:00 pm to 9:00 pm, as outlined in the attached documentation.

APPLICATION REQUIREMENTS:

- Must be 19 years of age
 - Must be a resident of Columbia County
 - Must sign indemnity release.
 - Must submit to a background check
 - Cannot have any previous felony convictions
 - Cannot have any misdemeanor convictions in the last year.
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CITIZEN'S LAW ENFORCEMENT ACADEMY APPLICATION

All applicants will be subject to a complete background check.

Citizen's Law Enforcement Academy applications will be accepted on a first-come-first-serve basis. Those who apply and are not accepted due to the program being full will be notified and placed on a list for the next scheduled academy.

Applicant's Name: _____
(First) (Middle) (Last)

Home Address: _____
City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cellular Phone: _____

Email Address: _____

Place of Employment: _____

Work Address: _____
City: _____ State: _____ Zip Code: _____

Work Phone: _____ Supervisor's Name: _____

Place of Birth: (Country / State / City) _____ / _____ / _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____
State Issued: _____ Expiration Date: _____

Emergency Contact Person: _____ Phone Number: _____

Shirt Size: Small Medium Large X-Large XX-Large

Please complete this Application, the Indemnity Release, and the Civilian Ride-Along Program Waiver, Release and Indemnification Form. Bring the completed forms to the following:

**Columbia County Sheriff's Office
4917 US Highway 90 East
Lake City, Florida 32055**

Please contact Lieutenant Howard Bulthuis with any questions at **386-758-1376** or **386-867-2762**.



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CITIZEN'S LAW ENFORCEMENT ACADEMY
INDEMNITY RELEASE

ACKNOWLEDGEMENT AND RELEASE FOR PARTICIPATION

This instrument is a complete waiver and release of any claim that may arise as a result of your participation in the Columbia County Sheriff's Office Citizen's Law Enforcement Academy. Please do not sign this instrument until you have read it in its entirety, understand it, and agree to its terms.

I, _____, acknowledge that I have completely read this release and hold harmless agreement and fully understand its contents. I knowingly and voluntarily execute this release with the express intention of extinguishing any obligations, claims and causes of action as herein set forth. By my signature on this Release, I, knowingly and voluntarily release and forever discharge Mark Hunter, individually and as the Sheriff of Columbia County, and the Columbia County Sheriff's Office, and his/their employees, administrators, agents, assigns, employers, heirs, executors, firms and corporations from any and all claims, obligations, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, known or unknown, both to the person and property, which may result, or in the future develop, from my participation in the Columbia County Sheriff's Office Citizen's Law Enforcement Academy, except that this release does not purport to extend to acts of gross negligence or intentional acts, not act as a waiver of the Sheriff's sovereign immunity or limits of liability set forth in Florida Statute 768.28. It is my intention that this release be binding on me, my spouse, heirs, and assigns, Personal Representative(s) and estate.

I further represent that I am in good physical health and that I know of no known medical problems that would prevent me from participating in the Columbia County Sheriff's Office Citizen's Law Enforcement Academy. I understand that my participation in the Citizen's Law Enforcement Academy may include visits to several locations in the Sheriff's Operations, including the Columbia County Detention Facility, the Columbia County Communications Center, the Columbia County Court House, and the Columbia County Sheriff's Office Operations Center. I understand that the potential exists that situations may arise during the Citizen's Law Enforcement Academy that are unpredictable and inherently dangerous. I also understand that the Citizen's Law Enforcement Academy may include time spent in confined locations where social distancing may be difficult or impossible and where there may be an increased risk of contracting COVID-19.

Participant's Printed Name Participants' Signature Date

The foregoing instrument acknowledged before me this _____ day of _____, 20_____, by the above-named participant, who is personally known to me or has produced _____ as identification and who took an oath, acknowledging that he/she executed this document for the purposes set forth therein.

NOTARY PUBLIC (Signature) NOTARY'S NAME (Printed / Stamped) My Commission Expires: _____



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**COLUMBIA COUNTY SHERIFF'S OFFICE
CITIZEN'S LAW ENFORCEMENT ACADEMY
SCHEDULE**

Day 1: Introduction

Date: February 6, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- Introduction: Lieutenant Howard Bulthuis
 - Welcome from Sheriff Mark Hunter
 - Orientation
 - Agency Overview / Budget
 - Public Information Officer, Sergeant Steven Khachigan

Day 2: 911 Dispatch

Date: February 13, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Combined Communication Center
263 NW Lake City Ave, Lake City, Florida 32055

- Agenda:**
- Introduction / Meeting
 - Communications Center Tour
 - How 911 Dispatch Works
 - Hurricane Awareness with Shane Morgan

Day 3: Shoot / Don't Shoot

Date: February 20, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- Patrol Shoot / Don't Shoot Scenarios with the Milo Machine
 - Criminal Investigations
 - School Resource
 - Patrol

Outside Location Visit: Florida Sheriff's Youth Ranches

Date: February 24, 2024 **Time:** 10:00 AM – 2:00 PM

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- Introduction / Meeting
 - Tour of Facility
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Day 4: Crime Prevention and Detection

Date: February 27, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- Fraud / Scam Awareness
 - Crime Prevention
 - Project Lifesaver
 - Crime Stoppers
 - Citizens Service Unit: Becoming a Volunteer
 - Neighborhood Watch: Residential and Bus Checks
 - Evidence and Forensics: Fingerprinting

Day 5: Special Teams

Date: March 5, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- Honor Guard: Presentation of Colors
 - Dive and Marine
 - Negotiations
 - SWAT

Day 6: Special Teams

Date: March 12, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- K-9 Team
 - Illegal Narcotics Presentation
 - UAS Team (Drones)

Day 7: Detention Center

Date: March 19, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Sheriff's Office: Detention Center
389 NW Quinten Street, Lake City, Florida 32055

- Agenda:**
- Introduction / Discussion
 - Detention Center Tour

Day 8: Judicial

Date: March 26, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Courthouse
173 NE Hernando Avenue, Lake City, Florida 32055

- Agenda:**
- Courthouse Tour
 - Court Security
 - Meeting the Clerk of Court: Jay Swisher
 - State Attorney / Public Defender
 - Scenario: Mock Trial
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Day 9: Patrol Ride-Along

Date: April 2, 2024 **Time:** TBD

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- Ride-Along with a Patrol Deputies
 - Individual times will be scheduled.

Day 10: Graduation

Date: April 9, 2024 **Time:** 6:00 PM – 9:00 PM

Location: Columbia County Sheriff's Office Operations Building
4917 East US Highway 90, Lake City, Florida 32055

- Agenda:**
- Graduation
 - Certificates
 - End of Class Discussion
 - Meal
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