



**CITIZEN POLICE ACADEMY APPLICATION**

March 25 – June 3, 2015, Wednesdays, 6:30pm - 9:30pm

The Springfield Police Department is inviting applicants to attend its Citizen Police Academy. Applicants must be 18 years or older. Preference will be given to Springfield residents and people doing business in Springfield. The academy course is designed for citizens from all backgrounds or occupations.

The Springfield Citizen Police Academy is a long established and important police/community relations program. It is designed to provide citizens with a better understanding of the nature of police work and to provide citizens with the opportunity to interact with department members in a non-emergency setting. It is also an opportunity for citizens to provide input on police policy, practice and procedure.

The 33-hour training program consists of classroom and "hands-on" instruction. Topics covered include the officer selection and training process, the job of the uniformed patrol officer, investigation skills, tactical operation, the canine unit, use of firearms, vice and narcotics, communications, crime scene search, and crime prevention. Students will be actively involved in many interesting activities, such as touring police facilities, using police equipment, and firing the department-issued weapons.

Graduates of this course will not be police officers, but will be better-informed citizens. The graduates will be in a position to relate their experiences to friends, and co-workers.

The course is free. Each applicant must answer each question on the attached application form. If the question does not apply, state the reason why it does not apply. To graduate, each student must attend at least nine of the eleven classes. Therefore, prior to applying, applicants must determine whether or not they can attend the minimum number of classes for graduation.

**Classes will be held weekly on Wed. evenings from 6:30 p.m. to 9:30 p.m. with the exception of the Lane County Jail tour scheduled for April 22, 6:00pm, the Firearms Range class, scheduled for May 20, 6:00 pm and the Crime Lab/Evidence class which is scheduled for May 27, from 5:00 pm to 8:00 pm. The first class will be held March 25, and will continue through June 3.**

If you are interested in attending the academy, please complete the attached application, and the release, indemnification and hold harmless agreement. Return **both pages** to the Springfield Police Department **prior to March 2, 2015**. If you have any questions, please do not hesitate to contact the Community Services Unit at 541-726-3731, Monday through Friday, 8:30 a.m. - 5:00 p.m. You will be notified regarding your acceptance to the academy by March 13.

Thank you for your interest in the Springfield Citizen Police Academy.

Tim D. Doney  
Chief of Police

*(keep this page) Return completed application form and the Release form (pages 3 & 4) to the Springfield Police Dept., Attn: Tana Steers, 230 Fourth Street, Springfield, OR 97477, by March 2, 2015.*

**CITIZEN POLICE ACADEMY  
SCHEDULE, 2015 (tentative)  
SESSION 30**

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Instructor</u>	<u>Location</u>	<u>Hours</u>
03/25/15	6:30 pm	Introduction	Chief / Tana	E.O.C	0.5 hrs
	7:00 pm	Department Tour	Tana / Sgt.	E.O.C	1.0 hr
	8:00 pm	Crime Prevention	Tana	E.O.C	1.5 hrs
04/01/15	6:30 pm	Investigation / Records Bureau	Capt. / Leahanna Reid	E.O.C	1.5 hrs
	8:00 pm	Municipal Jail Tour	Jail Staff	E.O.C. / Jail	1.5 hrs
04/08/15	6:30 pm	Patrol Bureau	Capt. Harrison	E.O.C.	1.5 hrs
	8:00 pm	K-9 Demonstration	Sgt. Charboneau	E.O.C. / outside	1.5 hrs
04/15/15	6:30 pm	<b>*911 Center Tour</b>	<b>911 Staff</b>	<b>Meet in Lobby</b>	2.0 hrs
	8:30 pm	Professional Standards / Recruitment & Training	Chief	E.O.C.	1.0 hr
04/22/14	<b>6:00 pm</b>	<b>*Lane County Jail Tour</b>	<b>LCSCO Staff</b>	<b>Meet in Lobby</b>	3.0 hrs
04/29/15	6:30 pm	Intro to Criminal Justice System	Sara Sabri Assistant D.A	E.O.C	1.5 hrs
	8:00 pm	Narcotics	Detective	E.O.C.	1.5 hrs
05/06/15	6:30 pm	Tactical Team-classroom	Capt.	E.O.C.	1.5 hrs
		<b>Tactical Team- demo</b>		<b>Range</b>	1.5 hrs
05/13/15	6:30 pm	I.D. Theft	Detective	E.O.C.	1.5 hrs
	8:00 pm	Firearms (Classroom)	Sgt.	E.O.C	1.5 hrs
05/20/15	<b>6:00 pm</b>	<b>*Firearms – Range</b>	<b>Sgt.</b>	<b>Meet in Lobby- Range</b>	3.0 hrs
05/27/15	<b>5:00 pm</b>	<b>*Crime Scene/ Evidence Tour of OSP Crime Lab</b>	<b>Randall / Cushman</b>	<b>Meet in Lobby</b>	3.0 hrs
06/03/15	6:30 pm	Review & <b>GRADUATION</b>	Chief / CPAAA Rep.	E.O.C.	2.0 hrs

**\*Off site classes - Meet at Police Department**

**\*Off site class Dates are tentative**

**SPRINGFIELD CITIZEN POLICE ACADEMY  
APPLICATION FOR ADMISSION**

Name: \_\_\_\_\_  
(PRINT) Last First Middle (full name) Maiden/other

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
(mm/dd/yyyy)

Social Security Number \_\_\_\_\_ Drivers' License No. \_\_\_\_\_

Address \_\_\_\_\_

City State Zip

Phone Nos.: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation (if retired, what was your primary occupation) \_\_\_\_\_

Employer \_\_\_\_\_

Have you ever been arrested or charged with a crime? Yes \_\_\_ No \_\_\_

If Yes, Please Explain: \_\_\_\_\_

How did you hear about the Academy? \_\_\_\_\_

Have you applied previously for this academy? Yes \_\_\_ No \_\_\_ If Yes - When? \_\_\_\_\_

What do you expect to gain from attending this Academy? \_\_\_\_\_

What experience have you had with police? Positive \_\_\_ Negative \_\_\_ In between \_\_\_

Please explain: \_\_\_\_\_

After graduation would you be interested in being a Springfield Police Event Volunteer? Yes \_\_\_ No \_\_\_

**BACKGROUND REQUESTED:**

Date: \_\_\_\_\_

CCH: \_\_\_\_\_

Destroyed: \_\_\_\_\_

Local: \_\_\_\_\_

Destroyed: \_\_\_\_\_

CRIMINAL REPORT: **CRIMINAL REPORT** **DOES** **MEET THE STANDARDS.**  
**DOES NOT**

Accepted: \_\_\_\_\_

Rejected: \_\_\_\_\_

Background completed and Reviewed by: \_\_\_\_\_

HR: \_\_\_\_\_

**AUTHORITY TO CONDUCT BACKGROUND INVESTIGATION**

As an applicant for the Springfield Citizen Police Academy, I hereby authorize the Springfield Police Department to conduct a criminal history background investigation. I understand that such background investigation is being conducted due to the content of the classes given at the Academy.

I understand that all available police and criminal records will be checked and that information will be used in determining eligibility of applicants for the Citizen Police Academy. All information is to remain confidential as required by Oregon and Federal Statutes.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the program. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information concerning my background. I hereby authorize and direct you to permit the City of Springfield and or the Springfield Police Department to review my criminal records and DMV records prior to my acceptance into the Citizen Police Academy and Volunteer Program with the City of Springfield. I also authorize any materials listed above to be copied and retained by the City of Springfield and or the Springfield Police Department. I authorize the use of my photograph.

**STUDENT AGREEMENT**

I understand space is limited. The program allows only twenty students to participate in the Citizen Police Academy. Therefore, I agree to attend at least 9 of the 11 scheduled sessions. Additionally, I agree to arrive promptly, complete and return the evaluation form for each session.

**RELEASE, INDEMNIFICATION AND HOLD HARMLESS  
AGREEMENT FOR CITIZEN POLICE ACADEMY**

I, in consideration for the privilege of participation in the Citizen Police Academy recognize such activity involves inherent risks and dangers. I do hereby agree to assume all risks associated with participation in the Citizen Police Academy of the City of Springfield.

I have reviewed the job description and meet the minimum requirements to participate in the Police Academy or volunteer. I acknowledge that I will be enrolled in the Oregon State driving record Automated Reporting System (ARS) if my duties involve driving on city business.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct, actions or performance as a volunteer and a Police Academy participant with the City of Springfield including but not limited to damage or injury to persons or property including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN COMPLETED APPLICATION BY MARCH 2, 2015 to the Springfield Police Dept., Attn: Tana Steers, 230 Fourth Street, Springfield, OR 97477.**