



CITIZEN POLICE ACADEMY APPLICATION
March 30 – June 15, 2016, 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 36-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 ten of the twelve 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 27, 6:00pm, the Firearms Range class, scheduled for May 25, 6:00 pm and the Crime Lab/Evidence class which is scheduled for June 1, from 5:00 pm to 8:00 pm. The first class will be held March 30, and will continue through June 15.

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 4, 2016**. 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 18.

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

Tim 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 4, 2016.

**CITIZEN POLICE ACADEMY
SCHEDULE, 2016 (tentative)
SESSION 31**

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Instructor</u>	<u>Location</u>	<u>Hours</u>
03/30/16	6:30 pm	Introduction	Chief/Tana Steers	E.O.C	0.5 hrs
Week 1	7:00 pm	Department Tour	Wendy Polen, Sgt. Charboneau	E.O.C	1.0 hr
	8:00 pm	Crime Prevention	CSO Tana Steers	E.O.C	1.5 hrs
04/06/16	6:30 pm	Investigation / Records Bureau	Sgt. David Lewis, Lehanna Reid	E.O.C	1.5 hrs
Week 2	8:00 pm	Municipal Jail Tour	Lt. Boring	E.O.C. / Jail	1.5 hrs
04/13/16	6:30 pm	Patrol Bureau	Lt. Rappe	E.O.C.	1.5 hrs
Week 3	8:00 pm	K-9 Demonstration	Sgt. Charboneau	E.O.C. / outside	1.5 hrs
04/20/16	6:30 pm	ID Theft	Detective Murkin	E.O.C.	1.5 hrs
Week 4	8:00 pm	Narcotics	Sgt. Seanor	E.O.C.	1.5 hr
04/27/16	6:00 pm	*Lane County Jail Tour	LCSCO Staff	Meet in Lobby	3.0 hrs
Week 5					
05/04/16	6:30 pm	911 – Dispatch	Lt. McKee/ CO Laura Riley	E.O.C	1.5 hrs
Week 6	8:00 pm	Professional Standards / Recruitment & Training	Lt. Jones	E.O.C.	1.5 hrs
05/11/16	6:30 pm	Tactical Team-classroom	Sgt. David Lewis	E.O.C.	1.5 hrs
Week 7		Tactical Team- demo		Range	1.5 hrs
05/18/16	6:30 pm	Intro to Criminal Justice System	Assistant D.A	E.O.C.	1.5 hrs
Week 8	8:00 pm	Firearms (Classroom)	Officer Pardee	E.O.C	1.5 hrs
05/25/16	6:00 pm	*Firearms – Range	Officer Pardee	Meet in Lobby- Range	3.0 hrs
Week 9					
06/01/16	5:00 pm	*Crime Scene/ Evidence Tour of OSP Crime Lab	Ransdall / Cushman	Meet in Lobby	3.0 hrs
Week 10					
06/08/16	6:30 pm	MILO Range Use of Force		E.O.C.	3.0 hrs
Week 11					
06/15/16	6:30 pm	Review & GRADUATION	Chief / CPAAA Rep.	E.O.C.	2.0 hrs
Week 12					

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

Current as of 1/11/16

**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 4, 2016 to the Springfield Police Dept., Attn: Tana Steers, 230 Fourth Street, Springfield, OR 97477.