

**CITIZEN POLICE ACADEMY APPLICATION**  
March 28 – June 6, 2012, Wednesdays, 6:30p.m.-9:30p.m.

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 25 6:00p.m, the Firearms Range class, scheduled for May 23, 6:00 p.m. and the Crime Lab/Evidence class which is scheduled for May 30, from 5:00 p.m. to 8:00pm. The first class will be held March 28, and will continue through June 6.**

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 5, 2012**. 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 14.**

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

Jerry D. Smith  
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 5, 2012.*

**CITIZEN POLICE ACADEMY**

**SCHEDULE, 2012 (tentative)  
SESSION 27**

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Instructor</u>	<u>Location</u>	<u>Hours</u>
03/28/12	6:30pm	Introduction	Chief/Tana	E.O.C.	.5 Hrs
	7:00pm	Department Tour	Tana/ Sgt. Umenhofer	E.O.C.	1 Hr
	8:00pm	Crime Prevention	Tana	E.O.C.	1.5 Hrs
04/04/12	6:30pm	Invest./Records Bureau	Captain Lewis Leahanna Reid	E.O.C.	1.5 hrs
	8:00pm	Municipal Jail Tour	Jail staff	E.O.C./Jail	1.5 Hrs
04/11/12	6:30pm	Patrol Bureau	Captain Harrison	EOC	1.5 Hrs
	8:00pm	K-9 Demonstration	Sgt. Charboneau	EOC(outside)	1.5 Hrs
04/18/12	6:30pm	<b>911Center Tour</b>	<b>911Staff</b>	<b>Meet in Lobby</b>	2 Hrs
	8:30pm	Professional Standards/ Recruitment & Training	Chief Smith	E.O.C.	1 hr
04/25/12	6:00pm	<b>Lane County Jail Tour</b>	<b>LCSO Staff</b>	<b>Meet in Lobby</b>	<b>3 hrs</b>
05/02/12	6:30pm	Introduction to Cr Justice System	Sara Sabri Assistant D.A.	E.O.C.	1.5 Hrs
	8:30pm	Narcotics	Detective Seanor	E.O.C.	1.5 Hrs
05/09/12	6:30pm	Tactical Team-classroom	Capt. Lewis	E.O.C.	1.5 Hrs
		<b>*Tactical Team - demo (outside/off site)</b>		<b>Range</b>	1.5 Hrs
05/16/12	6:30pm	I.D. Theft	Detective Murkin	E.O.C.	1.5 hrs
	8:00pm	Firearms (Classroom)	Sgt. Rappe	E.O.C.	1.5 hrs
05/23/12	<b>6:00pm</b>	<b>*Firearms-Range(Outside)</b>	Sgt. Rappe	<b>Meet in Lobby</b>	3 Hrs
05/30/12	<b>5:00pm</b>	<b>*Crime Scene/Evidence Tour of OSP Crime Lab</b>	Ransdell/Cushman	<b>Meet in Lobby</b>	3 Hrs
06/06/12	6:30pm	Review & <b>GRADUATION</b>	Chief/CPAAA Rep	E.O.C.	2 Hrs

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

**As of – 1-4-12**

**SPRINGFIELD CITIZEN POLICE ACADEMY  
APPLICATION FOR ADMISSION**

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

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

Drivers License number \_\_\_\_\_ Email Address \_\_\_\_\_

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: \_\_\_\_\_

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

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: \_\_\_\_\_

**AUTHORITY TO CONDUCT BACKGROUND INVESTIGATION**

As an applicant to participate in 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STUDENT AGREEMENT**

I understand that space is limited, allowing 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 and to complete and return the evaluation form provided for each session.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN COMPLETED APPLICATION BY MARCH 5, 2012 to the Springfield Police Dept., Attn: Tana Steers, 230 Fourth Street, Springfield, OR 97477.**

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

The undersigned, in consideration for the privilege of being a participant in the Citizen Police Academy of the City of Springfield, and recognizing that such activity involves certain inherent risks and dangers, does hereby agree to assume the risks attendant to all activities associated with participation in the Citizen Police Academy of the City of Springfield.

The undersigned for him/herself, legal representatives, heirs and assigns does hereby release, waive and discharge the City of Springfield, its officers, agents and employees from any liability for any loss or damage or any claim or damages resulting from my participation in the Citizen Police Academy of the City of Springfield on account of any injury to my person or property, whether caused by negligence of the City of Springfield, its officers, agents and employees, or otherwise, while I am participating in the Citizen Police Academy of the City of Springfield.

The undersigned hereby agrees to indemnify, defend and hold harmless the City of Springfield, its officers, agents and employees from any and all claims, losses, damages, causes of action, and liability, including all expenses of litigation for injury to myself or any person or loss of property arising out of my participation in the Citizen Police Academy of the City of Springfield.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Signature