



COURSE INFORMATION

&

ENROLLMENT APPLICATION

UPPER ALLEN TOWNSHIP POLICE

100 GETTYSBURG PIKE
MECHANICSBURG, PA 17055
717.795.2445



James Adams
CHIEF OF POLICE

Dear Applicant,

Thank you for your interest in the Upper Allen Township Police Department (UATPD) Citizen Police Academy. The Academy is sponsored and presented by UATPD as part of its efforts to continually connect with the citizens we serve. You are to be commended for your willingness to sacrifice your valuable time to participate in the program. It is our belief that by actively participating in this program you will learn to appreciate the complexities of policing in the 21st century.

The Academy is being offered as an effort to provide citizens with information about the police profession. UATPD began back in 1966 and many aspects of policing have changed, including new advances in information sharing, crime scene processing, forensics and the use of force, to cite a few examples. Our hope with this Academy is to expose you to many of these experiences, with hands-on activities and streamlined presentations to allow completion within eleven weeks. The 2019 Academy is our annual citizen police academy and we are confident you will gain a better understanding of the Upper Allen Township Police Department and its operation through your participation.

Just as importantly, we hope you'll have some fun along the way while you learn. Thank you for helping us to meet our goals of community education, mutual understanding and support. Your participation in the Academy is evidence of your personal commitment to the community. Rest assured, your Police Department shares that commitment, and we are privileged to work with and serve citizens of your caliber to preserve the safety and welfare of the community of Upper Allen Township.

Sincerely,

James Adams
Chief of Police
Upper Allen Township Police





CITIZEN POLICE ACADEMY

IMPORTANT INFORMATION

1. Applicants must be at least 16 years of age or older at the time of applying. Applicants under the age of 18 must have adult supervision.
2. All applicants must be residents, business owners or work at a business in Upper Allen Township; preference given to Upper Allen Township residents.
3. All applicants will be subject to a criminal history check.
4. Limited travel is required for some off-site locations so only properly licensed and insured drivers are accepted.
5. Applications must be submitted by Friday, February 8, 2019. Applications can be submitted online, in person to the Police Department front desk, or mailed to the Upper Allen Township Police Department at 100 Gettysburg Pike, Mechanicsburg, PA 17055.
6. The Chief of Police has final approval of all applications and reserves the right to deny entry to any applicant. Accepted applicants will be notified by phone or email.
7. The Academy is free of charge to all members. Class size is limited to 20 (minimum of 12).
8. Dress for class is business casual (no blue jeans). Uniform shirts will be provided.
9. Qualified applicants who are denied admission due to class size constraints will be given preference when the next Academy session is scheduled. Applicants are accepted on a first come, first serve basis.
10. The Release of Liability form must be signed and returned by the applicant with each completed application.
11. Classes will be held at the Upper Allen Township Police Department building. Classes will start on March 12, 2019 and conclude on May 7, 2019.
12. Classes will be held on Tuesday evenings from 6:00 PM to 9:00 PM. Class cancellations due to weather, etc., will be posted on our website or via text on day of class.
13. Please contact Sergeant Thomas Dombroski of the Upper Allen Township Police Department at 717-795-2445 with any questions.
14. Ride-a-longs with UATPD must be scheduled on student's own time and applied for separately. Students will receive more information at the first class session.
15. Attendees who miss more than 2 nights of classes will not be allowed to return.
16. Continued participation in this program is at the discretion of the Department. Acceptance into the program does not guarantee access to the entire program.
17. Attendees agree to allow their photographic images to be used for Department purposes.



CITIZEN POLICE ACADEMY

CADET APPLICATION

Applicant Information			
Last Name	First	M.I.	Date
Home Address		Apartment / Unit #	
City	State	Zip	
Phone	Email		
DOB	Drivers License #	Social Security #	
Have you ever been convicted of a misdemeanor or felony? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please explain.			

Personal Health Information		
Do you have any significant health problems that may jeopardize your safety while enrolled in the Citizen Police Academy: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please explain.		
Do you have any known allergies to food or medication: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please explain.		
Emergency Contact #1		
Full name	Relationship	
Address		
Home Phone:	Cell:	Work:
Emergency Contact #2		
Full name	Relationship	
Address		
Home Phone:	Cell:	Work:
Reference #1		
Full name	Relationship	
Address		
Home Phone:	Cell:	Work:

Reference #2		
Full name	Relationship	
Address		
Home Phone:	Cell:	Work:
Reference #3		
Full name	Relationship	
Address		
Home Phone:	Cell:	Work:

Please indicate a shirt size for the Academy issued Golf Shirt to be worn each night of class

S M L XL XXL XXXL

We would like you to indicate what expectations you have by participating in this Citizen Police Academy and/or what 3 things you hope to learn by attending this Citizen Police Academy.

1. _____

2. _____

3. _____



CITIZEN POLICE ACADEMY

RELEASE OF LIABILITY

Whereas, I,

NAME	DATE OF BIRTH

ADDRESS	

HOME PHONE	MOBILE PHONE

Have requested on my own initiative to participate in the Citizen Police Academy of the Upper Allen Township Police Department, Cumberland County, Pennsylvania;

Now, therefore, in consideration of Upper Allen Township, Pennsylvania allowing me to participate in the Citizen Police Academy and in consideration of Upper Allen Township permitting me use of its facilities, the validity, sufficiency, and receipt of which consideration is acknowledged, I do hereby, for myself, my heirs, executors, and administrators, remise, release, and forever discharge Upper Allen Township, its employees, officers, commission members, representatives, affiliates, and agents, acting officially or otherwise (hereinafter "Upper Allen Township") from any and all claims, actions, demands, or causes of action, on account of my death or on account of any personal injury or damage to my personal property which may occur, regardless of whether or not said harm or injury occurs through the negligence, misfeasance, or malfeasance on the part of Upper Allen Township, or whether said harm or damage occurs through acts of a person not employed by Upper Allen Township.

I ACKNOWLEDGE that I am aware that participating in the Citizen Police Academy can be dangerous and may result in property damage or serious bodily injury to myself. I ASSUME THE RISK of all injuries and liabilities that may occur as a result of my being permitted to participate in the Citizen Police Academy.

I hereby ACKNOWLEDGE that my participation in the Citizen Police Academy is strictly voluntary on my part, is solely for my personal benefit, and is in no way related to any employment I may have/had with Upper Allen Township.

I AGREE to abide by all instructions given to me while participating in the Citizen Police Academy and I ASSUME RESPONSIBILITY for my failure to abide by such instructions.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS Upper Allen Township, it's employees and other instructors from and against any and all liability, loss, cost or expense (including attorneys' fees) arising from or in any manner connected with my being permitted to participate in the Citizen Police Academy.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND BY SIGNING IT I VOLUNTARILY INTEND TO RELEASE AND INDEMNIFY UPPER ALLEN TOWNSHIP, PA. FROM ANY LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE THAT RESULT FROM MY PARTICIPATION IN THE CITIZEN POLICE ACADEMY.

_____	_____
SIGNATURE	DATE
_____	_____
WITNESS (signature & print name)	DATE



CITIZEN POLICE ACADEMY

WAIVER AND RELEASE FOR BACKGROUND INFORMATION AND STATEMENT OF CONFIDENTIALITY

I, _____, am presently applying for the Citizen Police Academy with the Upper Allen Township Police Department, which I acknowledge and understand may thoroughly investigate my background including but not limited to my criminal history, personal background, education and references in order to evaluate my qualifications for being a participant with the Upper Allen Township Citizen Police Academy. I release and hold harmless Upper Allen Township, the Upper Allen Township Police Department, its elective officials, agents and employees from and against any and all liability which might result from conducting such investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation. I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by Upper Allen Township in conjunction with applicant eligibility to be enrolled in the Upper Allen Township Citizen's Police Academy.

I agree to indemnify and hold harmless the person (s) to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Due to the sensitive nature of police work and your access to confidential law enforcement records and information in the participation of the Citizen Police Academy it is imperative that any information you may have knowledge about regarding citizens, criminal/civil investigations, personnel issues and the activities of this Police Department be kept in confidence and not shared with non-police personnel. As a civilian you are required by Departmental policy and by law to safeguard the sensitive personal and law enforcement information housed within the Police Department. In addition, disclosure of this information may jeopardize on-going investigations, the safety of our officers and open the Department to civil liability.

Additionally, Upper Allen Township Police Department policy protects the information contained in the computerized police records management system. Accordingly, an employee or contracted employee shall not disseminate the information contained in it unless it is done in accordance with our dissemination of information procedure and state law.

Employees and contracted employees are not permitted to discuss details of on-going investigations, calls for service or personnel issues they may have knowledge of with any outside agency persons to include other employees of Upper Allen Township. Gossip concerning other employees and protected information is prohibited.

In the event you are found to be disclosing or discussing protected and confidential information the appropriate disciplinary action up to and including expulsion from the program may be initiated.

My signature below indicates that I have read and understand this waiver and directive and agree to comply with it.

SIGNATURE

DATE

WITNESS (signature and print name)

DATE