

# Application Requirements

The Fitchburg Police Department welcomes all members of the community to participate in the Citizen Academy. Due to the sensitive nature of topics covered, a basic background check will be completed of each applicant. This will include a criminal history review, driving status review, outstanding warrant review, and the possible contact of personal references. Any person with felony convictions, convictions related to domestic abuse, convictions of weapons related offenses, or having outstanding warrants for their arrest will be removed from consideration immediately.

The Fitchburg Police Department celebrates diversity in our community. No applicant will be denied admission based solely on race, color, sex, religion, age, disability, national origin, or sexual orientation. Applicants who do not successfully qualify based on the background check will be notified in writing as to the reason for denial. Any person denied admission to the Citizen Academy may call Sergeant Don Bomkamp for clarification of the denied application.

A candidate wishing to participate in the Citizen Academy will be required to complete an application. This application also includes a release of information form and a medical disclosure form. Failure to accurately complete the application or the omission of information on the application will result in an immediate denial of participation. The application will be due by the deadline listed on the application. The medical disclosure form will include drug allergies, emergency contacts, and other pertinent emergency information. This form will be confidential and used only to assist in emergencies. Applicants will also be required to complete a liability waiver form. This form will release all department members and designees from liability associated with the Citizen Academy. Applications returned after the due date may be held for future class consideration.

Applicants must be at least 18 years of age at the time of application. Applicants must reside in Fitchburg or own or manage a business in the Fitchburg City Limits. A business owner who resides outside of Fitchburg may have a spouse or direct family member who lives within their home apply for the academy. This will be based on program availability. Only one family member per academy will be accepted.

Similar to all public sector agencies, the Fitchburg Police Department works within budgetary constraints and limits. The average Citizen Academy will contain between 8-10 students. This number may change depending on the resources that are available to the department at the time of the course. Applicants who qualify for a full program will be placed on an eligibility list for future program consideration. If there is no room in the current class, the citizen will be afforded the opportunity to participate in the next course held by the Fitchburg Police Department. This list will be based on the date the application for the academy was received.

# Participation Requirements

The Fitchburg Police Citizen Academy will be a controlled classroom environment including student participation. This classroom, however, is a very unconventional classroom. The classroom may be a parking lot where traffic stops are demonstrated, a wrestling mat where defensive arrest techniques are demonstrated, or a firing range where firearms skills are discussed. Because of this, there is some risk to participants. The risks are minimized as much as possible through safety coaches, and very directive instruction.

A kinesthetic, or “hands-on”, approach has been shown to be the most beneficial to students in a Citizen Academy. We emphasize the learning experience and letting people perform some of the skills an officer performs. Every measure is taken to limit danger to students and prevent any potential injuries to students. Similar to an officer’s actual patrol duties, danger is unavoidable. In a controlled setting like the Citizen Academy, danger will be limited through safety coaches and stringent rules. The Fitchburg Police Citizen Academy will take every step possible to prevent injury to any of the participants or instructors.

## Rules of Conduct

The following rules of conduct are to ensure that everyone has the most positive learning experience possible. Complaints of misconduct of fellow students or instructors should be reported to Chief Thomas Blatter or his designee immediately. The Fitchburg Police Department prides itself on a harassment free working and learning environment. The Citizen Academy is a professional learning setting and the participants are expected to act accordingly. The Fitchburg Police Department wants every participant to receive information in a friendly and productive environment. Respect of people’s opinions and beliefs should be supported and shared by class members.

**The following actions are not all-inclusive, but list examples of conduct that will result in immediate dismissal from the Citizen Academy:**

- Explicit or implicit comments that mock, deride, ridicule, or belittle any person in the class.
- Offensive or derogatory comments made to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin.
- Sexual harassment, including any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

- Being under the influence of alcohol or drugs (that are not prescribed by a doctor). No person may be under the influence of prescribed drugs that effect motor skills during practical classroom portions (i.e. firearms, defensive tactics, and emergency vehicle operations).

Again, this list does not include all violations, but is a guideline for examples of potential violations.

**Other standard classroom rules apply:**

- Please be courteous to members of the class as well as instructors.
- Please ask questions, but do so in an appropriate manner.
- Please be punctual to all class meetings.
- **Please do not bring any weapons or firearms to class!**
- Please do not bring children to class meetings.
- Light snacks are fine, but please do not bring full meals to class.

## **Graduation Requirements**

Graduating from this program will provide you with a sense of ownership in the Fitchburg Police Department. We hope to continue a positive relationship with graduates from our program.

The following are the requirements for graduation from the Fitchburg Police Citizen Academy:

- Participants must not have missed more than two sessions to be eligible for graduation
- Participants must have participated in classroom discussion and activities
- Participants must show a basic knowledge of essential police duties
- Participants must be willing to be an ambassador in the community for both the Citizen Academy as well as the Fitchburg Police Department
- Participants must have a minimum of 2 hours of riding with a patrol officer
- Participants must have a minimum of 1 hour of observing the Dispatch Center

## **Fitchburg Citizen Academy Alumni Group**

Graduates from the Citizen Academy will be excellent references to assist with future curriculum development. An Alumni Group could provide assistance and support to the Fitchburg Police Department and future Citizen Academies.

Upon completing the Citizen Academy, graduates' names will be listed in all future student manuals. The Citizen Academy Alumni Group is intended to honor graduates and provide a contact list for any future feedback. Participant input is imperative in this program. Having graduates willing to provide feedback about the program will only make the program better for future participants.

## **Authorization for the Release of Information**

I, \_\_\_\_\_, DO HEREBY AUTHORIZE A REVIEW OF AND FULL DISCLOSURE OF ALL RECORDS CONCERNING MYSELF TO ANY AUTHORIZED AGENT OF THE CITY OF FITCHBURG POLICE DEPARTMENT, WHETHER SAID RECORDS ARE OF PUBLIC, PRIVATE, OR CONFIDENTIAL NATURE.

THE INTENT OF THIS AUTHORIZATION IS TO GIVE MY CONSENT FOR FULL AND COMPLETE DISCLOSURE OF ANY AND ALL RECORDS CONCERNING ANY CRIMINAL ACTIVITY. THIS MAY INCLUDE, BUT IS NOT LIMITED TO, CRIMINAL HISTORIES, DRIVING RECORDS, TRAFFIC ACCIDENTS, ARREST REPORTS, OFFENSE REPORTS, OR ANY OTHER OFFICIAL DOCUMENT.

I UNDERSTAND THAT ANY INFORMATION OBTAINED BY A BACKGROUND INVESTIGATION WHICH IS DEVELOPED DIRECTLY OR INDIRECTLY, IN WHOLE OR IN PART, UPON THIS RELEASE AUTHORIZATION WILL BE CONSIDERED IN DETERMINING MY SUITABILITY FOR ATTENDANCE IN THE CITIZEN ACADEMY. I CERTIFY THAT ANY PERSON(S) WHO MAY FURNISH SUCH INFORMATION CONCERNING ME SHALL NOT BE HELD ACCOUNTABLE FOR GIVING THIS INFORMATION, AND I HEREBY RELEASE SAID PERSON(S) FROM ANY AND ALL LIABILITY WHICH MAY BE INCURRED AS A RESULT OF FURNISHING SUCH INFORMATION.

I AUTHORIZE THE RELEASE OF MY NAME AND FULL DISCLOSURE OF ALL RECORDS CONCERNING MYSELF TO VERIFY PAST AND FUTURE APPLICATIONS WITH OTHER LAW ENFORCEMENT AGENCIES.

A PHOTOCOPY OF THE RELEASE FORM WILL BE VALID AS AN ORIGINAL THEREOF, EVEN THOUGH SAID PHOTOCOPY DOES NOT CONTAIN AN ORIGINAL WRITING OF MY SIGNATURE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Fitchburg Citizen Academy Emergency Information Sheet

Please list any and all allergies or other pertinent medical information that may be needed in case of any emergency:

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Name, address, telephone number of family doctor:

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Emergency medical care location:

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Name, address, and telephone number of persons to be notified in case of an emergency:

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Signature

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Date

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Address

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Home & Work Phone



**Thomas A. Blatter | Chief of Police**  
5520 Lacy Road, Fitchburg, Wisconsin 53711  
PH: 608.270.4300 | Fx: 608.270.4349 | city.fitchburg.wi.us

## **RELEASE, WAIVER OF LIABILITY AND EXPRESS ASSUMPTION OF RISK AGREEMENT**

As a voluntary participant in the Citizen's Academy, conducted by the Fitchburg Police Department from September, 2015 through November, 2015, I will be participating in a variety of experiences. I understand that there may be risks either known or unknown or not foreseen at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages incurred as a result of my participation.

The Citizen's Academy experience includes the opportunity to shoot a firearm at the Madison College In-Door Range. I understand that participation on the shooting range involves certain risks that may include a risk of serious bodily injury and even death. While engaged in such activities, I agree to make safety my primary concern and at all times will follow the directions of Fitchburg Police Department staff, use and implement proper procedures and precautionary measures. I also understand that these and other risks may be caused by the actions or inactions of myself, existing conditions or negligence of other parties including the City and its employees. I fully accept and assume all such risks and all responsibility for losses, costs, and damages incurred as a result of my participation.

In consideration of the opportunity to participate in the Citizen's Academy, I hereby release, discharge, and covenant not to sue the Fitchburg Police Department, City of Fitchburg, or any member, employee, agent, or official of the City of Fitchburg (Releasees), from all liability, claims, demands, losses, or damages caused or alleged to be caused in whole or in part by the negligence of City of Fitchburg or its employees or others. This release, waiver of liability and express assumption of risk does not apply to liability, claims, demands, losses, or damages arising out of the gross negligence, intentional, willful, or wanton misconduct of City of Fitchburg against any of the Releasees, I will indemnify, save, and hold harmless each of the Releasees from any loss, liability, damage, or cost which may incur as a result of such claim.

**I acknowledge that I have read this release, waiver of liability and express assumption or risk agreement and that I fully understand it.**

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**Printed Name of Participant**

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**Signature of Participant**

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**Date**

# Fitchburg Police Citizen Academy

## Application for Enrollment

APPLICANT MUST BE AT LEAST 18 YEARS OF AGE TO APPLY.  
**INCOMPLETE** AND/OR UNSIGNED APPLICATIONS WILL NOT BE  
CONSIDERED.

*PLEASE PRINT OR TYPE*

NAME: \_\_\_\_\_  
(LAST, FIRST, MIDDLE)

DATE OF BIRTH: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

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

\_\_\_\_\_

Have you ever participated in Citizens Academy? **Yes/No**

If so, which Police Department? \_\_\_\_\_



# Fitchburg Police Citizen Academy Application (Continued)

**BRIEFLY EXPLAIN WHY YOU WISH TO BE ENROLLED IN THE FITCHBURG POLICE DEPARTMENT CITIZEN ACADEMY (USE BACK OF PAGE IF NECESSARY):**

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, LIST \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME?

YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, LIST \_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE IN WISCONSIN?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER STATE \_\_\_\_\_

PLEASE REVIEW YOUR ANSWERS CAREFULLY AND READ THE STATEMENTS BELOW BEFORE SIGNING THIS APPLICATION.

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL FALSIFICATIONS, OMISSIONS, OR MISREPRESENTATIONS IN THE FOREGOING STATEMENTS AND ANSWERS TO QUESTIONS. I UNDERSTAND THAT ANY OMISSION OR FALSE STATEMENT ON THIS APPLICATION SHALL BE SUFFICIENT CAUSE FOR REJECTION FOR ENROLLMENT OR DISMISSAL FROM THE FITCHBURG POLICE DEPARTMENT CITIZEN ACADEMY.

I UNDERSTAND THE INFORMATION CONTAINED IN THIS APPLICATION IS CONSIDERED A PUBLIC RECORD AND MAY BE RELEASED TO THE MEDIA OR OTHERS UPON THEIR REQUEST. I ALSO UNDERSTAND THAT I MAY BE PHOTOGRAPHED OR VIDEOTAPED BY THE NEWS MEDIA OR THE FITCHBURG POLICE DEPARTMENT DURING THE COURSE OF THIS PROGRAM. THESE PICTURES OR VIDEOTAPES WILL BE USED FOR NEWS RELEASES AND INFORMATION PROMOTIONS.

SOME CLASSES REQUIRE WALKING AND STANDING AS DIFFERENT POLICE FACILITIES MAY BE TOURED. PLEASE INFORM US OF ANY CONSIDERATIONS OR ACCOMODATIONS THAT YOU MAY NEED BEFORE ATTENDING THE SAID TRAINING.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# Fitchburg Police Department

## Standards for Admission

APPLICANTS WHO WILL NOT BE CONSIDERED ARE:

- DIRECT RELATIVES OF CURRENT FITCHBURG POLICE OFFICERS LIVING IN THE SAME HOUSEHOLD
- PERSON(S) WITH A KNOWN CRIMINAL HISTORY
- PERSON(S) UNDER THE AGE OF 18 YEARS OLD
- PERSON(S) (OTHER THAN FITCHBURG BUSINESS OWNERS) WHO RESIDE OUTSIDE OF THE FITCHBURG CITY LIMITS

APPLICATIONS MUST BE RECEIVED BY **June 12, 2015**. ONCE THE APPLICATIONS ARE RECEIVED, THE SELECTIONS WILL BE MADE FOR THE ACADEMY BY THE ACADEMY STAFF, WITH THE CHIEF OF POLICE MAKING THE FINAL DECISIONS OF PARTICIPANTS.

LOCAL RECORDS AND A CRIMINAL HISTORY CHECK WILL BE COMPLETED. OUTSTANDING WARRANTS AND DRIVING HISTORIES WILL BE CHECKED. PERSONS WITH A HISTORY OF CRIMINAL CONVICTIONS, FELONY CONVICTIONS, EXCESSIVE DRIVING/TRAFFIC CONVICTIONS, OR DOMESTIC ABUSE CONVICTIONS WILL NOT BE CONSIDERED. PERSONS WHO ARE THE RESPONDENT OF A RESTRAINING ORDER/INJUNCTION WILL NOT BE CONSIDERED. TRAFFIC OFFENSES AND ORDINANCE VIOLATIONS WILL BE REVIEWED AND CONSIDERED IN CONJUNCTION WITH THE GOALS OF THE ACADEMY.

**PLEASE NOTE: IF ACCEPTED, APPLICANTS WILL NOT BE ALLOWED TO BRING CHILDREN TO CLASS**

IF YOU HAVE QUESTIONS IN REGARDS TO THE CITIZEN ACADEMY, PLEASE CONTACT Sgt. Don Bomkamp @ 608-270-4363 or [don.bomkamp@fitchburgwi.gov](mailto:don.bomkamp@fitchburgwi.gov)

ACCEPTED APPLICANTS WILL BE PROVIDED WITH A CITIZEN ACADEMY SHIRT. PLEASE INDICATE YOUR PREFERRED SIZE:

SMALL\_\_\_\_\_ MEDIUM\_\_\_\_\_ LARGE\_\_\_\_\_ XLARGE\_\_\_\_\_ XXLARGE\_\_\_\_\_ XXXL\_\_\_\_\_