

FITCHBURG POLICE DEPARTMENT CITIZEN'S ACADEMY

OVERVIEW

The Fitchburg Police Department is pleased to announce its ninth Citizen's Police Academy to be held in the fall of 2019. We are now accepting applications for members of our community to enroll in this program. The Citizen's Academy is open to:

- City of Fitchburg residents
- City of Fitchburg business owners
- Employees of businesses within the City of Fitchburg

Admissions standards apply to all applicants and can be found below.

WHAT IS THE CITIZEN'S ACADEMY?

The Fitchburg Police Department Citizen's Academy is designed to:

- Give members of our community an inside look at the department and a better understanding of police work
- Provide attendees a chance to ask questions about any police related topics
- Educate community members through hands on learning experiences on topics including:
 - Drugs & Gangs
 - Criminal Investigations and Evidence
 - Defensive and Arrest Tactics
 - Emergency Vehicle Operations and Control & Vehicle Contacts
 - Firearms
 - Active Threat Response
 - Law Enforcement Scenarios
- Create lasting relationships in the community

Academy attendees will participate in at least one ride along with a patrol officer.

The Citizen's Police Academy is **not** preparatory law enforcement training. While academy attendees will hopefully gain a great deal of insight into police work and the department, graduation does not bestow any rank, position or ability within the department or community. Academy alumni are often invited back to assist as volunteers at special events such as the crime prevention picnic.

WHEN IS THE CITIZEN'S ACADEMY?

Most academy sessions are held on Thursday nights from 6:00 p.m. to 9:30 p.m., with one class held on a Saturday morning*.

Classes will be held on the following dates:

- 9/5, 9/12, 9/19, 9/28*, 10/3, 10/10, 10/17, 10/24, 11/7**

** The final date is reserved for a graduation celebration. The class may elect to hold the graduation at an earlier date.

WHAT ARE THE ADMISSION STANDARDS?

Applicants must qualify for admission as any of the following:

- City of Fitchburg resident
- City of Fitchburg business owner
- Employee of a businesses within the City of Fitchburg

The following applicants will not be considered:

- Individuals under the age of 18
- Individuals with a criminal history*
- Individuals who live outside of the City of Fitchburg unless they own a business or work within the City of Fitchburg
- Direct relatives of Fitchburg Police Department employees living in the same household
- Multiple applicants from the same household

* 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.

WHAT ARE THE PARTICIPATION AND GRADUATION REQUIREMENTS?

The Fitchburg Police Citizen's 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.

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.

We ask academy participants to attempt the skills taught during each session. As these skills are likely foreign to most citizens, we recognize there may be a degree of hesitance in doing so. Our academy staff will work to ensure every participants comfort and safety. While the skills do not involve a high degree of physical activity or exertion, we ask applicants to consider their physical wellness and abilities prior to applying.

In order to graduate, academy participants must:

- Participants must not have missed more than two sessions to be eligible for graduation
- Participants must abide by all academy rules
- 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's Academy as well as the Fitchburg Police Department
- Participants must have a minimum of 4 hours of riding with a patrol officer

WHAT IS THE APPLICATION PROCESS?

- Interested applicants must review all application material and complete:
 - 1) Application
 - 2) Authorization for Release of Information (Needed to conduct a criminal history check)
- **Applications are due July 14, 2019**
- Applicants will be informed of their application status no later than July 24, 2019

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 Sgt. Hartwick for clarification of the denied application.

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.

HOW DO I APPLY?

Application packets can be obtained by:

- Downloading from Police Department's website: www.fitchburgwi.gov/police,
- Picking up a printed copy up from the Fitchburg Police Department Records Bureau during normal business hours
- E-mailing : Sgt. Edward Hartwick for a copy: Edward.hartwick@fitchburgwi.gov

Completed application packets can be:

- Scanned and emailed to Sgt. Edward Hartwick: Edward.hartwick@fitchburgwi.gov
- Dropped off at the Fitchburg Police Department Records Bureau during normal business hours
- Mailed to: Fitchburg Police Department
Attn: Sgt. Edward Hartwick/Citizen's Academy
5520 Lacy Rd
Fitchburg, WI 53711

Applications are due July 14, 2019

QUESTIONS?

Contact Sgt. Edward Hartwick: **E-Mail:** Edward.Hartwick@fitchburgwi.gov **Telephone:** (608) 270-4362



APPLICATION COVER SHEET

Name: _____

Checklist (Please ensure all documents are included):

- Cover sheet
- Application for Enrollment (2 pages | Ensure Questions 1 & 2 are answered)
- Authorization for Release of Information

Return To:

Sergeant Edward Hartwick

- 1) Email: Edward.Hartwick@fitchburgwi.gov
- 2) Drop off at the Fitchburg Police Department Records Bureau (M-F, 7:30-4:30)
- 3) Mail to: Fitchburg Police Department
Attn: Sgt. Edward Hartwick/Citizen's Academy
5520 Lacy Road
Fitchburg, WI 53711

Fitchburg Police Citizen Academy Application for Enrollment



APPLICANT MUST BE AT LEAST 18 YEARS OF AGE TO APPLY

You must complete questions 1 & 2 on back of this form for consideration

NAME:

(LAST, FIRST, FULL MIDDLE)

DATE OF BIRTH:

HOME ADDRESS:

HOME PHONE:

CELL PHONE:

EMAIL ADDRESS:

**PRESENT
EMPLOYER:**

**BUSINESS
ADDRESS:**

DRIVER'S LICENSE #:

STATE:

How did you hear about the Citizens Academy?

Have you ever participated in a Citizens Academy? Yes/No
If so, which Police Department?

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES NO IF YES, LIST DETAILS:

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME?

YES NO IF YES, LIST DETAILS:

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

YES NO OTHER STATE:

1. I am applying for the Fitchburg Citizen's Police Academy as a:

Resident of Fitchburg Fitchburg business owner Employee of a business in Fitchburg

Other – Please Describe:

2. Briefly describe why you are interested in participating in the Citizen's Police Academy. (Attach additional sheets if necessary)

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 VIDEO RECORDED BY THE NEWS MEDIA OR THE FITCHBURG POLICE DEPARTMENT DURING THE COURSE OF THIS PROGRAM. THESE PICTURES OR RECORDINGS WILL BE USED FOR NEWS RELEASES, SOCIAL MEDIA 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 TRAINING.

I HAVE READ AND UNDERSTAND THE ACADEMY EXPECTATIONS AND RULES.

SIGNATURE:

DATE:

Fitchburg Police Citizen Academy Authorization for 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** _____