



TRENTON POLICE DEPARTMENT

11 E State St – Trenton OH 45067
Phone 513.988.6341 – Fax 513.988.5173
www.ci.trenton.oh.us

CITIZEN POLICE ACADEMY
INSTRUCTIONS & APPLICATION PACKET

*The Academy will be held on Tuesday evenings from 6-9pm
September 6th through November 8th in the City of Trenton Civic Hall.*
– Application Deadline is Friday, August 26, 2016 –
Late or incomplete applications cannot be considered.

Return all completed and signed forms to the Trenton Police Department Dispatch Center 24/7, or mail the entire packet to:

**Trenton Police Department
Attn: Sergeant Tim Bushong
11 East State Street
Trenton OH 45067**

Completed forms can also be placed in an envelope and dropped in the Finance Department (water/tax) drop box.

APPLICATION INSTRUCTIONS	
1	Complete and sign two-page <i>Application Information</i> form (pages 2 and 3) and attach copy of CCW if applicable.
2	Complete and sign <i>Waiver of Liability and Release of Claims</i> form (page 4) and attach copy of valid photo ID.
3	Return above completed and signed forms with copies attached to the Trenton Police Department by the deadline date above.
NOTE: The Information Sheet (page 5) does not need to be returned as part of the Application packet. You may keep this <i>Information Sheet</i> for your records.	

Thank you for applying to attend our Citizen Police Academy.

Class size is limited. Applicants will be notified of acceptance to the Academy. Priority will be given to persons living and/or working within the City of Trenton.

APPLICANT INFORMATION

(Please print)

Name: _____

Address: _____

City: _____ Zip: _____

Email Address: _____ @ _____

Phone Number: () _____
Please indicate home, cell, work, or other

Phone Number: () _____
Please indicate home, cell, work, or other

Social Security Number: _____ - _____ - _____

Date of Birth: ____/____/____

Place of
Employment: _____

Employer's
Address: _____

City/State: _____ Zip: _____

Occupation: _____

Have you ever been arrested for any offense other than a minor traffic violation?
If yes, what offense and where? Please be specific:



Please list any community activities or organizations with which you are currently involved:

Please include a brief statement as to why you wish to participate in the Citizen Police Academy:

BACKGROUND INVESTIGATION AUTHORIZATION: I, the undersigned, hereby authorize the Trenton Police Department to conduct an investigation into any traffic and/or criminal conviction I may have on file. I understand that this traffic and/or criminal background investigation is being conducted as part of the application process for participation in the Citizen Police Academy and that the results thereof will be utilized solely for purposes of determining my eligibility to participate.

Applicant
Signature: _____

Date Signed: ____/____/____

Witness to Signature: _____
(Please print full name)

Witness Signature: _____

Special Note to Applicants with CCWs –
Please attach a copy of your certificate to your completed application packet.

WAIVER OF LIABILITY AND RELEASE OF CLAIMS FORM

Please read this document carefully before signing. This document contains provisions which affect your legal rights.

Whereas I, *(please print full name)* _____, the undersigned, do hereby attest that I have voluntarily, without duress or coercion, agreed to participate as an observer with an officer of the Trenton Police Department, to include riding with an officer in a marked or unmarked unit. I further understand that, despite the best of efforts, neither the City of Trenton nor its Police Department can design or conduct police duties so as to prevent accidents or insulate me from injury.

Accordingly, I, for myself, my heirs, executors, administrators, and assigns, hereby release, indemnify, and hold harmless the City of Trenton and its Police Department, to include all officers, agents, employees, advisors, and officials of these entities, from any and all injuries, losses, liabilities, claims, demands, damages or suits, or any cause of action arising out of or in any way connected with my voluntary participation in the observance of the activities of the Trenton Police Department. This indemnification shall include all attorney fees and expenses resulting from any claim.

By signing below, I do hereby attest that I have thoroughly reviewed this Waiver of Liability form and agree to the terms set forth.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2____.

Signature of Individual

_____/_____/_____
Date of Birth (month/day/year)

Phone Number

Valid Photo ID Required:
(attach copy to this form)

<input type="checkbox"/>	Ohio Driver's License
<input type="checkbox"/>	Ohio ID Card
<input type="checkbox"/>	Other

Signature of TPD Employee/Witness to Signature

CITIZEN POLICE ACADEMY

INFORMATION SHEET

APPLICANT/PARTICIPATION REQUIREMENTS

All participants must be at least 18 years of age or older.
Persons under the age of 18 are not eligible for participation and cannot be accepted into the Citizen Police Academy.

There will be certain evenings when Academy members will be permitted to bring children and family members, such as the K9 demonstration. Rules governing attendance of non-Academy members will be explained on the first night of the Academy.

A criminal history check will be conducted on each applicant. Applicants with questionable criminal records will be admitted only with approval of the Chief of Police.

Participants are asked to conduct themselves in a polite and professional manner at all times. Failure to do so can lead to dismissal from the Academy.

Participants must attend at least eight (8) of the ten (10) class sessions in order to receive a graduation certificate and become eligible to participate in Trenton Citizen Patrol (TCP). Post-Academy participation in TCP activities, while highly encouraged, is not required.

A *Citizen Police Academy (CPA)* is an instructional program designed to provide residents and business owners with a better understanding of law enforcement and its governing principles. The intent of the CPA is not to train citizens to take action or perform law enforcement duties but to provide residents and business owners with an overview of the training received, functions performed, and equipment used by their local police force. The ultimate goal of any police academy is to reduce crime through a stronger citizen commitment to their community and the objectives of the police department.

The Citizen Police Academy developed by the Trenton Police Department is a ten-week course, with classes being held one evening each week. Trenton's CPA consists of thirty (30) hours of informative material and hands-on activities designed specifically with our community in mind. Training is provided by department and other officers having experience in related subject areas. All classes begin at 6pm and conclude at 9pm.

Trenton's CPA exposes students to a number of current law enforcement issues, as well as the latest departmental procedures. An optional ride-along and tour of our police facility is included in the program.

The interaction that takes place during the CPA benefits both Trenton residents and business owners and the police department, opening lines of communication between the two that may not otherwise exist. In helping to equip our community with knowledge of the many functions that we serve, the Trenton Police Department hopes that all involved will come to view one another not only as the titles that they bear but also as real people with a common goal – a safe and healthy city in which to work and live.