

Middleton Police Department Citizens' Academy

Making a Difference!



Thank you for your interest in the 2018 Middleton Police Department Citizens' Academy. The **2018 academy will start on Wednesday, April 4, 2018** and the **deadline to apply is Thursday, March 8, 2018.**

The purpose of the Citizens' Academy is to familiarize members of the community with the Middleton Police Department in ten weeks of instruction in many of the same areas where officers receive training. The class will be presented by officers with the Middleton Police Department, many of whom are certified instructors who also teach officers in recruit classes and department in-service.

Students in the Middleton Police Department Citizens' Academy will receive training in the areas of Traffic Law Enforcement, Crime Scene Investigation, Defensive and Arrest Tactics, Emergency Vehicle Operation, Emergency Medical Response, Firearms, Fire Department Response, Gang and Drug Enforcement and other Basic Police Procedures.

The Middleton Police Department welcomes all members of the community to participate in the Citizens' Academy. Due to the sensitive nature of topics covered, a basic background check of each applicant will be completed. 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 Middleton 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 Citizens' Academy may call Chief Charles Foulke for clarification of the denied application.

A candidate wishing to participate in the Citizens' Academy will be required to complete an application. This application also includes a release of information 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. Applications returned after the due date may be held for future class consideration.

Application Requirements

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

Upon being accepted to the Citizens' Academy, participants will be required to complete a medical disclosure form. This 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 Citizens' Academy.

Similar to all public sector agencies, the Middleton Police Department works within budgetary constraints and limits. The average Citizens' Academy will contain between 10-15 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 Middleton Police Department. This list will be based on the date the application for the academy was received.

Participation Requirements

The Middleton Police Citizens' 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 Citizens' 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 Citizens' Academy, danger will be limited through safety coaches and stringent rules. The Middleton Police Citizens' 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 productive learning experience possible. Complaints of misconduct of fellow students or instructors should be reported to Chief Charles Foulke or his designee immediately. The Middleton Police Department prides itself on a harassment free working and learning environment. The Citizens' Academy is a professional learning setting and the participants are expected to act accordingly. The Middleton 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 Citizens' 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 Middleton Police Department. We hope to continue a positive relationship with graduates from our program.

The following are the requirements for graduation from the Middleton Police Citizens' Academy:

- ✓ **Participants must not have missed more than two sessions**
- ✓ 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 Middleton Police Department
- ✓ Participants must have a minimum of 3 hours of riding with a patrol officer
- ✓ Participants must have a minimum of 1 hour of observing the Dispatch Center

Middleton Citizens' Academy Alumni Group

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

Upon completing the Citizens' Academy, graduates' names will be listed in all future student manuals. The Citizens' 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 MIDDLETON 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 _____

Middleton Citizens' Academy Emergency Information Sheet

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

Name, address, telephone number of family doctor:

Emergency medical care location:

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

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Middleton Police Citizens' Academy Waiver Form

PARTICIPATION PERMIT/PROMISE TO RELEASE

NAME OF PARTICIPANT _____
(PLEASE PRINT)

IN CONSIDERATION OF THE BENEFITS THAT I WILL RECEIVE FROM MY PARTICIPATION IN THE MIDDLETON POLICE CITIZEN ACADEMY, I DO HEREBY RELEASE THE CITY OF MIDDLETON, ITS POLICE OFFICERS, PUBLIC OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, AND CAUSES OF ACTION WHICH I MAY HEREAFTER HAVE ON ACCOUNT OF ANY AND ALL INJURIES AND DAMAGE TO ME OR TO MY PROPERTY, OR MY DEATH, ARISING OUT OF OR RELATED TO ANY HAPPENING OR OCCURRENCE WHILE I AM PARTICIPATING IN THE ACADEMY. FOR THE SAME CONSIDERATION, I AGREE TO FOREVER HOLD THE CITY AND SAID PERSONS HARMLESS FOR ANY SUCH LIABILITY, CLAIMS, DEMANDS, ACTIONS, OR CAUSES OF ACTION.

THE TERMS SHALL BE IN FULL FORCE AND EFFECT DURING THE PERIOD OF MY PARTICIPATION IN THE CITY OF MIDDLETON POLICE CITIZENS' ACADEMY.

SIGNATURE OF PARTICIPANT

DATE

Middleton Police Citizens' 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:

WORK PHONE:

E-MAIL ADDRESS:

OCCUPATION:

EMPLOYER:

BUSINESS ADDRESS:

DRIVER'S LICENSE #:

STATE (IF OTHER THAN WISCONSIN):

Middleton Police Citizens' Academy Application (Continued)

BRIEFLY EXPLAIN WHY YOU WISH TO BE ENROLLED IN THE MIDDLETON POLICE DEPARTMENT CITIZEN ACADEMY:

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 MIDDLETON POLICE DEPARTMENT CITIZENS' 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 MIDDLETON 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: _____

Middleton Police Department Standards for Admission

APPLICANTS WHO WILL NOT BE CONSIDERED ARE:

- PERSON(S) WITH A KNOWN CRIMINAL HISTORY
- PERSON(S) UNDER THE AGE OF 18 YEARS OLD
- PERSON(S) WHO RESIDE OUTSIDE OF THE MIDDLETON CITY LIMITS (OTHER THAN MIDDLETON BUSINESS OWNERS)

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.

A WAITING LIST WILL BE CREATED FROM THE ACCEPTED APPLICATIONS THAT WERE NOT ABLE TO BE INCLUDED IN THIS CLASS DUE TO CLASS SIZE. IF AN OPENING OCCURS PRIOR TO THE BEGINNING OF THE CLASS, THEN THE NEXT PERSON ON THE WAITING LIST WILL BE CONTACTED.

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

IF YOU HAVE QUESTIONS IN REGARDS TO THE CITIZENS' ACADEMY, PLEASE CONTACT THE MIDDLETON POLICE DEPARTMENT COMMUNITY AWARENESS OFFICER KIM WOOD AT 608-824-7323 OR EMAIL KWOOD@CITYOFMIDDLETON.US

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

SMALL _____ MEDIUM _____ LARGE _____ XLARGE _____ XXLARGE _____