City of Concord, New Hampshire

POLICE DEPARTMENT

35 Green Street • 03301-4299
(603) 225-8600
FAX (603) 225-8519
www.concordpolice.com

Bradley C. Osgood
Acting Chief of Police

Thank you for your interest in the Concord Police Department's **CITIZEN'S POLICE ACADEMY**. The goal of this program is to better inform you of the role of this agency in the community.

Please fill out the enclosed application and return it by __March 19, 2014_____. Please direct all applications to MPO Ryan D. Howe #54 of the Community Resource Unit.

Some of the information you will learn, may be sensitive in nature. Therefore, it is necessary that a limited background investigation be conducted. You will find a waver located in this package for this purpose. **THIS MUST BE COMPLETED PRIOR TO YOUR PARTICIPATION IN THIS PROGRAM**. Participants must be a minimum of 18 years-of-age.

It is anticipated that this program will begin on ___April 2, 2014_____ and will continue for 10 (ten) consecutive weeks, with a graduation date to be announced. The classes are going to be held on Wednesday evenings from 6pm to 8pm.

Upon your acceptance in the program, you can expect an informative session examining all the duties of the Concord Police Department. The program will consist of classroom instruction, demonstration, and trips to other organizations who are involved with the department and community. You will also have the option to participate in a police ride along, and/or a sit-in with our dispatch center.

You will be exposed to the glamour and excitement you associate with police work, along with the processes that are less glamorous, but vital to the day to day function of this agency.

Upon completion of this course, it is our hope that not only will you have a better understanding of our profession, but you will have an interest to contribute to your community by volunteering.

It is imperative that you understand this is an informational program. AT NO TIME should you act as a law enforcement official, as the information you will be learning is not designated for that purpose. It can not be stressed enough that this is an informational program only.

It is our hope that your experience with us is a positive one. Should you have any questions regarding this program, please call the Concord Police Department at (603) 225-8600. You may also direct your questions to me, Officer Ryan D. Howe of the Community Resource Unit (603) 230-3738, or email me at rhowe@concordnh.gov

Please sign one copy of this form, and return it with the application.

Sincerely,

MPO Ryan D. Howe #54

I have read and fully understand the explanation and condition of my participation in the CITIZEN'S POLICE ACADEMY with the Concord NH Police Department.

_____ _____

Signature of Applicant Date

Excluding Criteria for Attending the Citizen's Police Academy

1. No past Felony arrests or convictions, or arrests for serious/violent crimes.

2. No past violent Misdemeanor arrest or convictions.

3. No Probationers

4. No Parolees

5. No past Domestic Violence convictions

6. No extensive motor vehicle records

7. No Habitual Offenders

8. No Domestic Violence related issues i.e. restraining orders

9. Nothing suggestive of a blatant disregard for the law. Examples include but are not limited to past criminal actions (not necessarily caught for these actions), association with known criminals, association with drug related trafficking issues, or association with gangs.

If you have any of the above mentioned criteria, you will not be accepted into the program. The Chief and/or acting Chief will have full discretion of whether or not a person is accepted into the course.

RECORDS ARE KEPT FOR ONE YEAR, THEN DESTROYED (SHREDDED). THEY ARE KEPT ON FILE FOR LIABILITY PURPOSES AND TO CHECK ON THOSE WHO RE-APPLY. RECORDS WILL ALSO AID IN A CHECKLIST FOR THOSE ACADEMY MEMBERS WHO LATER DECIDE TO VOLUNTEER.

CONCORD POLICE DEPARTMENT
CITIZEN'S POLICE ACADEMY APPLICATION

1. This form must be legible. Illegible forms will not be accepted.
2. Read the form carefully and be certain to include all information requested. Be sure to provide complete addresses: including street numbers, zip codes, and telephone numbers where requested.
3. Please provided an email address if applicable
4. If there is insufficient space to include all necessary information on any question, continue it on the back of the page and indicate as such.

Name in Full _____
Last First Middle

Date of Birth _____ Place of Birth_____

Social Security Number _____

Have you ever used another name? (_) Yes (_) No
Explain _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Marks, Tattoos _____

Home Address _____
Number and Street City State Zip

Email _____

Phone Home (_____)_____ Cell (_____)_____

If you are currently renting your residence please list the following about your landlord:

Name_____ Phone (____)_____

Address _____
Number and Street City State Zip

Occupation _____

Employers Name and Address _____

Work Phone (_____)_____

Please list all High Schools, Colleges, and Technical Schools Attended:

School Name	School Address	Date Attended	Graduated?

Do you speak, read, or write any other language other than English? (_) Yes (_) No

If yes, please complete the following:

Language _____ (_) Speak (_) Read (_) Write

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Have you ever been fingerprinted? (_) Yes (_) No

If yes please explain _____

_____

Have you ever been arrested or summonsed to court for any criminal proceeding?(_) Yes (_) No

If yes please explain _____

Date/Offense	Location of Court	Disposition/Outcome	Police Agency

Do you possess a valid driver's license? (_) Yes (_) No

If yes _____

State Type/Class License number Expiration Date

Do you personally know anyone who is or has been employed by the Concord Police Department? (_) Yes (_) No

If yes please complete the following:

Name of person How long have you know them/relationship

_____

_____

_____

Why do you want to participate in the Concord Police Department's Citizens Police Academy?

_____

_____

_____

_____

_____

How did you hear about the Concord Police Department's Citizen's Police Academy?

_____

_____

_____

_____

Has there been anything in your past, which you believe may disqualify you from participating in the Citizen's Police Academy? Yes No If yes please explain.

_____

_____

_____

_____

Do you have any Law Enforcement experience? Yes No If yes please explain.

_____

_____

_____

_____

**My signature indicates that the previous information was given in accuracy to the best of my knowledge.

_____

Signature

_____

Print Name

_____

Date

City of Concord, New Hampshire

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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Concord Police Department whether said records are of public, private, or confidential nature.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorized release will be considered in determining my suitability for participation in the CITIZEN'S POLICE ACADEMY. I also certify that any persons, agencies, or businesses, who may furnish such information concerning me shall not be held accountable for releasing said information, and I do hereby release said persons, agencies, or businesses, from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original, even though said photocopy does on contain an original signature.

_____
Signature (include maiden name)

_____
Address

_____
Phone/Cell phone

_____
Date of Birth

_____
Social Security Number

Subscribed and Sworn to before me this _____day of _____, 20___

By _____
Justice of the Peace/Notary

Commission Expires _____