

**MT. LEBANON
POLICE DEPARTMENT**

COLEMAN J. McDONOUGH, CHIEF of POLICE

**2015
CITIZENS POLICE ACADEMY**

**COURSE INFORMATION
&
ENROLLMENT APPLICATION**



January 5, 2015

Dear Applicant,

Thank you for your interest in the Mt. Lebanon Police Department (MLPD) Citizens Police Academy. The Academy is sponsored and presented by MLPD as part of its Crime Prevention and Education Program. You are to be commended for your willingness to sacrifice your valuable time to participate in the program. I sincerely hope the Academy will be a rewarding and informative educational experience for you.

The Academy began in 1998 as an effort to provide citizens with information about the police profession. Since its inception, many aspects of policing have changed, including new advances in information sharing, crime scene processing, forensics and the use of force, to cite a few examples. The most recent Academy reflected many of these changes, with more hands-on activities for the participants and streamlined presentations to allow completion within nine weeks. The 2015 Academy will follow the same successful format as that of previous academies and we are confident you will gain a better understanding of the Mt. Lebanon Police Department and its operation through your participation.

Just as importantly, we hope you'll have some fun along the way while you learn. Thank you for helping us to meet our goals of community education, mutual understanding and support. Your participation in the Academy is evidence of your personal commitment to the community. Rest assured, your Police Department shares that commitment, and we are privileged to work with and serve citizens of your caliber to preserve the safety and welfare of the community of Mt. Lebanon.

Sincerely,

Coleman McDonough
Chief of Police
Mt. Lebanon Police Department

MT. LEBANON POLICE DEPARTMENT

CITIZENS POLICE ACADEMY

IMPORTANT INFORMATION

1. Class members must be at least 18 years of age. Preference will be given to residents, business owners or those employed within the Municipality of Mt. Lebanon. Acceptance of applicants not fitting in one of the above residency categories is at the discretion of the Mt. Lebanon Police Department.
2. **All** applicants will be subject to a criminal history check as a precondition to acceptance into the Academy. **Deadline for return of application is Friday, February 20, 2015.** Return applications in person to the Police Department front desk, or mail to **Mt. Lebanon Police Department, Crime Prevention Unit, 555 Washington Road, Pittsburgh, PA 15228.**
3. The Chief of Police has final approval of all applications and reserves the right to deny entry to any applicant. **Accepted applicants will be notified by phone or email.**
4. The Academy is **free of charge** to all members. Class size is limited.
5. Dress for class is casual. Uniform shirts will be provided to attendees, to be worn to class.
6. Qualified applicants who are denied admission due to class size constraints will be given preference when the next Academy session is scheduled. Applicants are accepted on a first come, first serve basis.
7. The Release of Liability form (attached) must be signed and returned by the applicant with each completed application.
8. Classes will be held at the Mt. Lebanon Public Safety Building, 2nd Floor Learning Center. Classes will start on March 3, 2015 and conclude on April 28 2015.
9. Classes will be held on Tuesday evenings from 6:30 P.M. to 9:30 P.M. Class cancellations due to weather, etc., will be posted on Cable channel 7 or Leboalert by 4 P.M. on day of class.
10. Please contact the Mt. Lebanon Police Department at 412-343-4068 with any questions.
11. Ride-a-longs with MLPD must be scheduled on student's own time and applied for separately. Students will receive more information at the first class session.
12. Attendees who miss more than 2 nights of classes will not be allowed to return.
13. Attendees who disrupt class will be asked to leave and will not be allowed to return.
14. Attendees agree to allow their photographic images to be used for promotional purposes.

MT. LEBANON POLICE DEPARTMENT

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CITIZENS POLICE ACADEMY

CLASS SCHEDULE

(weekly content subject to change)

ALL CLASSES HELD TUESDAY NIGHTS FROM 6:30 P.M. TO 9:30 P.M.

Week # 1 – 3 March 2015

Orientation / Introduction to Police Administration / Department Overview / Police Department Tours

Week # 2 – 10 March 2015

Use of Force

Week # 3 – 17 March 2015

Police Ethics / Introduction to Criminal Justice System / Patrol Operations / Crime Prevention / Bike Patrol

Week # 4 – 24 March 2015

Crime Scene Processing / Fingerprinting / Financial Crimes

Week # 5 – 31 March 2015

Firearms

Week # 6 – 7 April 2015

Special Response Team (SRT) / Tactical Negotiations Team (TNT)

Week # 7 – 14 April 2015

Traffic Unit Overview / Traffic Stop Demos

Week # 8 – 21 April 2015

K9 Demo / Narcotics (tentative)

Week # 9 – 28 April 2015

Crime Scene Scenario / Graduation

MT. LEBANON POLICE DEPARTMENT

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CITIZENS POLICE ACADEMY

APPLICATION FOR ENROLLMENT

Class #15-1

March 3, 2015 thru April 28, 2015

6:30 P.M. to 9:30 P.M.

Name _____

Address _____ City _____ Zip _____

Phone: Home _____ Mobile _____

Date of Birth _____ Email _____

Check all that apply:

Resident _____ Business Owner _____ Employed in Mt. Lebanon _____ Other _____

Occupation (Optional) _____

Shirt Size (men's) circle one: S M L XL XXL XXXL

The Mt. Lebanon Police Department will make reasonable efforts to assure all persons access to any programs and services. If disability requires accommodation, please call the Mt. Lebanon Police Department at 412-343-4068.

For Official Use Only

Date/Time Received _____/_____/_____

Criminal History Check Date/Time _____/_____/_____

COP Approval _____

MT. LEBANON POLICE DEPARTMENT

COLEMAN J. McDONOUGH, CHIEF OF POLICE

CITIZENS POLICE ACADEMY RELEASE OF LIABILITY

Whereas, I,

NAME

ADDRESS

HOME PHONE

MOBILE PHONE

have requested on my own initiative to participate in the Citizens Police Academy of the Mt. Lebanon Police Department, Allegheny County, Pennsylvania;

Now, therefore, in consideration of Mt. Lebanon, Pennsylvania allowing me to participate in the Citizens Police Academy and in consideration of Mt. Lebanon permitting me use of its facilities, the validity, sufficiency, and receipt of which consideration is acknowledged, I do hereby, for myself, my heirs, executors, and administrators, remise, release, and forever discharge Mt. Lebanon, its employees, officers, commission members, representatives, affiliates, and agents, acting officially or otherwise (hereinafter "Mt. Lebanon") from any and all claims, actions, demands, or causes of action, on account of my death or on account of any personal injury or damage to my personal property which may occur, regardless of whether or not said harm or injury occurs through the negligence, misfeasance, or malfeasance on the part of Mt. Lebanon, or whether said harm or damage occurs through acts of a person not employed by Mt. Lebanon.

I ACKNOWLEDGE that I am aware that participating in the Citizens Police Academy can be dangerous and may result in property damage or serious bodily injury. I ASSUME THE RISK of all injuries that may occur as a result of my being permitted to participate in the Citizens Police Academy.

I hereby ACKNOWLEDGE that my participation in the Citizens Police Academy is strictly voluntary on my part, is solely for my personal benefit, and is in no way related to any employment I may have/had with Mt. Lebanon.

I AGREE to abide by all instructions given to me while participating in the Citizens Police Academy and I ASSUME RESPONSIBILITY for my failure to abide by such instructions.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS Mt. Lebanon from and against any and all liability, loss, cost or expense (including attorneys' fees) arising from or in any manner connected with my being permitted to participate in the Citizens Police Academy.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND BY SIGNING IT I VOLUNTARILY INTEND TO RELEASE AND INDEMNIFY MT. LEBANON, PA. FROM ANY LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE THAT RESULT FROM MY PARTICIPATION IN THE CITIZENS POLICE ACADEMY.

Date _____

Signature

Witness

**THIS RELEASE MUST BE EXECUTED PRIOR TO PARTICIPATION
IN THE CITIZENS POLICE ACADEMY.**

Mt. Lebanon, Pennsylvania
Background Report Request

The following section must be entirely completed. Any information omitted will result in the return of the application to the requesting department.

APPLICANT: ASK FOR INSTRUCTIONS ON WHERE TO RETURN THIS FORM

Date: _____

Last Name: _____

Middle Name: _____

First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Date of Birth: ____/____/____

Social Security #: ____ - ____ - ____ Driver's License #: _____ State: _____

Will applicant submit to a background investigation? (____) Yes (____) No

Signature of Applicant

The following section is to be completed by Department Supervisor. Incomplete application/request will be returned to Department Supervisor.

Requested by:

_____ Communications 911	_____ DPW	_____ Finance
_____ Fire	_____ Library	_____ Magazine
_____ Rec Center	_____ Rec Department	_____ Tax
_____ Traffic	_____ Other _____	

Supervisor: _____ Phone: _____

_____ Level One* _____ Level Two* _____ Level Three

* All Level One and Level Two backgrounds MUST include a copy of the original application. Please submit this form to the Investigative Services Unit, Mt. Lebanon Police Department.

This section completed by MLPD/ISU:

Checked by Detective _____ Investigative Service Unit, Mt. Lebanon Police Department

ALERT: Results _____

AC Crim: Results _____

Megan's Law: Results _____

DL: Results _____