



WYCKOFF POLICE DEPARTMENT

340 Franklin Avenue
Wyckoff, New Jersey 07481



David V Murphy
Chief of Police

INFORMATION

Academy Dates: June 24th to June 28th, 2019 (8:00am - 3:00pm)

Eligibility: The Township of Wyckoff Students who will have completed 5th, 6th, or 7th grade prior to June 24th, 2019.

Location: The Wyckoff Library, Shotmeyer Room

Academy Fee: \$150

Applications will be available at the Wyckoff Police Department beginning on April 1st, 2019. The deadline for submitting an application is May 1st, 2019.

The application can also be downloaded at <http://www.wyckoffpolice.org/junior-police-academy.html>

Any questions regarding the Academy should be directed to:

- PO Bill Christopher at wchristopher@wyckoffpolice.org or (201) 891-2121

This year's Junior Police Academy will be held at the Wyckoff Library, Shotmeyer Room located at 200 Woodland Avenue, Wyckoff New Jersey. Enrollment will be restricted to 40 Junior Cadets. All applicants must be Wyckoff residents who will have completed 5th, 6th or 7th grade prior to June 25th, 2019. Complete applications with payment, will be considered on a first come, first served basis. Any applications received after the first 40 applicants are selected will be placed on a waiting list. If any of the first 40 applicants accepted to the Academy decide not to participate, the waiting list will then be used to fill any openings. The waiting list will also function on a first come, first served basis. The Academy will be under the direction of Police Officer and School Resource Officer, Bill Christopher. Also assisting will be members of the Police Department's Patrol Division, Traffic Division and Detective Bureau. Instruction will be provided by various officers from within this agency who have different assignments and experience within the Police Department as well as various Law Enforcement Officers from other agencies. Daily instruction, education and participation will take place at various Township of Wyckoff facilities, buildings, departments, parks and schools.



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Information

Our objective is a week of education and fun through a Police Academy format. The curriculum will include various presentations from guest law enforcement agencies, hands-on practices and physical training to give the Junior Cadets an idea of what is involved in becoming a Police Officer.

The daily schedule is from 8:00 a.m. ***SHARP*** to 3:00 p.m. (WE EXPECT ALL JUNIOR CADETS TO BE DROPPED OFF AND PICKED UP ON TIME). Junior Cadets are to be dropped off and picked up at the Wyckoff Library.

****We will not be accepting any applications from those who are unable to attend each day of the entire week. This includes absences for vacations or sports.**

**** Transportation to and from the Academy is the responsibility of the Junior Cadet's parent or guardian. Please be prompt when dropping off and picking up your child.**

Each participant is asked to bring a bag lunch and healthy snacks for the Academy Monday through Thursday (lunch is provided on Friday). Dress for the Academy will be the issued academy uniform and comfortable athletic sneakers, no exceptions. There will be daily exercise performed.

The Junior Police Academy will culminate in a graduation ceremony in the Wyckoff Municipal Court Room, second floor in Town Hall, 340 Franklin Avenue on Friday, June 28, 2019 at 2:00 p.m. Each Junior Cadet's family is invited and encouraged to attend the ceremony.

We are hopeful that the interaction that will take place between your children and the members of our police department will have a positive effect on all involved. As police officers, we are anticipating participating in this program and look forward to working with your children.

Please type or print neatly when completing the application as illegible applications will be rejected.

Any application that contains false information or is not filled out completely will be disqualified.



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APPLICATION

Please fill out the following requested information completely. Please print all answers clearly. Any false, incomplete or illegible information will exclude the applicant from participating in this program.

Junior Cadet Name: _____
FIRST M LAST

Home Address: _____

Sex: (M or F) _____ Age: _____ Date of Birth: _____

School Name: _____ Next Grade Attending: _____

Parent/Guardian Name: _____
FIRST LAST

Parent/ Guardian Contact Numbers: _____
CELL # HOME #

Parent/Guardian E-Mail Address: _____

In case of an emergency and I cannot be reached, I give permission for the following two (2) people to be contacted on my behalf:

Emergency Contact #1 Name: _____
FIRST LAST

Emergency Contact #1 Numbers: _____
TELEPHONE RELATIONSHIP

Emergency Contact #2 Name: _____
FIRST LAST

Emergency Contact #2 Numbers: _____
TELEPHONE RELATIONSHIP

Are there any persons with whom contact with your child is prohibited? _____

If yes, please list: _____



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AUTHORIZATION / RELEASE

Junior Cadet's Name: _____

The undersigned parent/guardian, understanding all activities and requirements, requests the opportunity and privilege to have his/her child participate in the Wyckoff Police Department Junior Police Academy.

The undersigned agrees to encourage his/her child to obey any and all directives or orders of any member of the Wyckoff Police Department while he/she is engaged in any and all activities relating to the Junior Police Academy, as well as strictly adhere to any departmental safety rules and/or regulations.

The undersigned further acknowledges that the privilege of allowing his/her child to participate in this program may be rescinded at any time during the course of the Junior Police Academy as a result of improper behavior or other factors that may be detrimental to the safety or well being of any other participants or instructors, and the decision to rescind this privilege is in the sole and absolute discretion of the police officers involved.

The undersigned certifies that their son/daughter will have graduated the 5th, 6th or 7th grade prior to June 24th, 2019 and is a resident of the Township of Wyckoff; that all of the information contained in this application is correct and truthful to the best of the undersigned's knowledge; that the undersigned has read the above instructions and agrees to abide by these regulations; and that the undersigned has signed this authorization and release of the undersigned's own free will.

In consideration of acceptance of my child(ren) in the Township of Wyckoff Police Department Junior Police Academy, I hereby, for myself, my child(ren), and their heirs, executors, and administrators, waive and release any claim we may have for damages against the Township of Wyckoff Police Department, the Township of Wyckoff, its officials, officers, employees, or representatives, or their successors or assigns for any and all injuries that may be suffered by my child(ren) while participating in the events, programs, and activities of the Junior Police Academy.

I hereby certify that I am the parent/guardian of the minor participant(s) and am over the age of 18 years.

Parent/Guardian Name: _____
Print First Print Last

Parent/Guardian: _____
Signature Date

Junior Cadet _____
Signature Date



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CODE OF CONDUCT

- Junior Cadets will always act in a respectful and positive manner and follow instructions from the academy staff.
- Junior Cadets will refrain from physical and verbal violence or harassment of any kind towards other Junior Cadets and academy staff.
- Junior Cadets will wear the uniform supplied, along with athletic sneakers during each academy day.
- Junior Cadets will wear their uniforms appropriately and in accordance with the academy rules.
- Junior Cadets will refrain from vulgar, offensive or threatening speech.
- Junior Cadets will follow all the rules and regulations as directed by the academy staff.
- Junior Cadets will refrain from bullying, teasing or harassing other Junior Cadets.
- Junior Cadets will arrive promptly on each morning of the academy.
- Junior Cadets will not be allowed to bring iPods, MP3 players, video games, or other electronic gaming or music devices to the Academy.
- Cell phones are allowed but must remain off or silent and will only be used for emergencies.
- Any injuries or illnesses suffered by the Junior Cadet should immediately be brought to the attention of an instructor.
- Any act or threat of physical violence towards another Junior Cadet or staff member will result in the Junior Cadet's immediate removal from the program.
- **Junior Cadets who violate any of the Academy rules will be expelled from the program.**

I, _____ have reviewed the Code of Conduct with my child, _____.
[Print Parent/Guardian Name] [Print Junior Cadet's Name]

My child and I both understand and agree to abide by the rules as outlined above. It is understood that any violation of these rules will result in my child's removal from the program. I understand that No Refund will be provided once approved. I also understand that No Refund will be provided if my child is expelled from the program for a violation of the academy Code of Conduct or if my child quits the program.

Parent/Guardian Signature: _____ Date: _____

Jr. Junior Cadet Signature: _____ Date: _____



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PHOTO RELEASE

Junior Cadet Name: _____
[FIRST] [LAST]

The Wyckoff Police Department requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your child will participate in the Wyckoff Police Department Junior Police Academy. Your authorization will enable us to use the photographs and video footage taken during the Junior Police Academy program to promote the program through the use of mass media, displays, brochures, websites, etc.

- I, the parent or guardian of the above-named Academy Junior Cadet, fully authorize and grant the Wyckoff Police Department and its authorized representatives the right to print, photograph, record, and edit as desired, the name, image, likeness, and/or voice of the above-named Academy Junior Cadet on audio, video, film, slide, or any other electronic or printed format for the purpose stated or related to the above.
- I understand and agree that the use of such photographs and video will be without any compensation to the Academy Junior Cadet or the Academy Junior Cadet's parent or guardian.
- I understand and agree that the Wyckoff Police Department and/or its authorized representatives shall have the exclusive right, title, and interest, including copyrights, of such photographs and video recordings.
- I understand and agree that the Wyckoff Police Department and/or its authorized representatives shall have the unlimited right to use the photographs and videos for any purpose stated or related to the above.
- I hereby release and hold harmless the Township of Wyckoff and the Wyckoff Police Department and its authorized representatives from all damages, costs, or expenses, including attorney's fees, from any actions or claims brought by the Academy Junior Cadet and/or the Academy Junior Cadet's parent or guardian which relate to or arise out of any use of these photographs or videos.
- The Wyckoff Police Department will not release any personally identifiable information without prior consent of the Academy Junior Cadet's parent or guardian, except as required by law.
- I have read and understand the contents of this Parental/Guardian Consent for Photograph & Video Release Form and I am signing voluntarily.

Parent/Guardian Name: _____
Print First Print Last

Parent/Guardian: _____
Signature Date



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The Wyckoff Police Department is pleased to announce it will be holding its first Junior Police Academy this summer at the Wyckoff Library (Shotmeyer Room) located at 200 Woodland Avenue, Wyckoff New Jersey. Enrollment will be restricted to 40 recruits.

Qualifications/Details:

- Must be a Wyckoff resident student who has completed fifth, sixth, or seventh grade.
- Where: Wyckoff Library (Shotmeyer Room) 200 Woodland Ave- Wyckoff, NJ 07481
- Must submit a complete application and payment before May 1, 2019. (Can be picked up at Wyckoff Police HQ, Wyckoff Rec Dept. or downloaded at <http://www.wyckoffpolice.org/junior-police-academy.html>)
- When: Monday June 24th, 2019 - Friday June 28th, 2019 (8:00AM- 3:00PM)
- Cost: \$150.00 (Checks only payable to the Wyckoff Police Department)

Our objective is a week of education and fun through a Police Academy format. The curriculum will include various presentations from guest law enforcement agencies, hands-on practices and physical training to give the recruits an idea of what is involved in becoming a Police Officer.

The Academy will be under the direction of Patrolman / School Resource Officer, Bill Christopher. Assisting will be members of the Police Department's Patrol Division, Traffic Division and the Detective Bureau. Daily instruction will be provided by various officers from within this agency who have different assignments and experience within the Police Department as well as various Law Enforcement Officers from other agencies. Daily instruction, education and participation will take place at various municipal facilities, buildings, departments, parks and schools.

Questions / Contact:

Patrolman Bill Christopher at wchristopher@wyckoffpolice.org or (201) 891-2121



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MEDICAL WAIVER RELEASE

Please fill out the following requested information completely. Also, please print all answers clearly. Any false, incomplete or illegible information may exclude the applicant from participating in this program.

Junior Cadet's Name: _____

Does your child suffer from any psychological, physical/ medical conditions? _____

If yes, please explain

Does your child suffer from seasonal, food or other allergies? _____

If yes, please explain

Does your child require any medication on a daily or emergent basis? _____

If yes, please explain

Are there any other special needs that the staff should be aware of? _____

If yes, please explain



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Medication Administration Form

- Please fill out one medication per sheet -

Junior Cadet's Name: _____

Name of Medication: _____

PRESCRIPTION _____ NON-PRESCRIPTION _____

All medications must be clearly labeled. Prescription medications must have an Rx label.

Name of Prescribing MD: _____

Dose: _____

Route of administration (oral, intramuscular, etc.) _____

Time(s) to be administered: _____

Dates to be administered: _____ through _____

Refrigeration necessary: Yes _____ No _____

Does the medication have to be kept with the recruit? Yes _____ No _____

Possible adverse reactions: _____

Emergency Contact name and Number:

I authorize the administration of the medication indicated above to my child by Academy Staff.

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

Print Name: _____

Academy Staff Use Only:

Staff member(s) authorized to administer: _____

Consultation with parent/legal guardian necessary: Yes _____ No _____

Staff Signature: _____ Date: _____



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T-SHIRT ORDER FORM

JUNIOR CADET'S NAME: _____

Each academy Junior Cadet will receive a t-shirt, hat, and a lanyard with his/ her name on it. It is required by the Junior Cadet to wear this apparel along with navy blue or black gym shorts each day. This will be the uniform that each Junior Cadet will be required to wear every day of the academy. Each Junior Cadet should also wear comfortable athletic sneakers.

ALL T-SHIRTS ARE IN YOUTH SIZES:

T-SHIRT SIZE: <i>(please circle size)</i>	YS	YM	YL	YXL	YXXL
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These forms need to be completed and sent in with the Junior Cadet's completed application by May 1st, 2019. If we do not receive this form then we will not be able to have uniforms ready in time for the Junior Police Academy.



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Daily Checklist

Wear:

- Jr. Academy T-Shirt (Provided)
- Jr. Academy Cover/Hat (Provided)
- Navy Blue or Black athletic shorts
- Sneakers (NO boots, sandals or flip-flops)

Bring in Jr. Academy Bag (Provided):

- Lunch (Unless ordered from Park Wood Deli)
- NO JUNK FOOD - all junk food will be taken
- Water, juice or healthy drink for lunch (NO SODA)
- Sunblock
- Notebook and Pen
- Medication (If needed) ... Given to a member of the Wyckoff Ambulance Corp on staff.
- Cell Phone ON SILENT. Cell phones are for Junior Cadet's to take pictures and videos of demonstrations given throughout the academy. They will NOT be used for making phone calls, texting or playing games.

What Not To Bring:

- iPads, iPods, electronic games, or devices
- Expensive cameras
- NO jewelry, unless for religious purposes.