

URBANA POLICE DIVISION

Date: 8 June 2023
From: Chief Matt Lingrell
Subject: Police announce inaugural UPD Citizens Police Academy

This fall the Urbana Police Division will be providing its inaugural Citizens Police Academy for local citizens to participate in. The academy is designed to increase understanding between citizens and the Police Division through training and education while learning about how their Police Division operates, with the goal of building stronger relations that will help us in meeting our Mission of providing professional, quality service with integrity and teamwork, to keep Urbana a pleasant place to live work and visit.

Starting *September 7, 2023 and running through October 12, 2023*, the class will meet for six consecutive Thursday evenings from 6:00 p.m. until 9:00 p.m. Classes will be held in the Police/Fire Training Room located on the third floor of the Municipal Building, 205 South Main Street.

Various members of the police division will be presenters for the classes each week as well as some local criminal justice partners who work closely with the police division. The Academy Commander is Sergeant Jason Kizer, a 17-year veteran of the Division.

Some of the topics to be covered will include:

- Administration
 - Organization
 - Tour of Police Division
- Patrol Operations
 - OVI and Speed Enforcement
 - Traffic Crash investigations
- Champaign Countywide 9-1-1 Center
- Investigations
 - Crime Scene Investigation
 - Property Room
 - Mock Crime Scene
- Criminal Law and the Courts
- Outreach programs
- Training
 - Firearms Safety and Range

The six-week program will conclude with a graduation ceremony. Once completed, class members will become the first alumni members of the Citizen Police Academy.

The Citizens Police Academy is free but those interested in being a part of this program must be 18 years of age or older, a resident of Urbana, or be affiliated with an Urbana business or organization. Class size is limited to 12 (additional registrants will be offered to attend a future program).

Applicants must complete an Application and Waiver of Liability. Applicants must pass a criminal and traffic background check. Felony or serious misdemeanor convictions may disqualify you from participation, at the discretion of the Chief of Police.

Applications can be downloaded from the city of Urbana website at: www.urbanaohio.com or they can be picked up from the Urbana Police Division. Completed applications can be returned to the police division, c/o Lt. Josh Jacobs or emailed to him at: josh.jacobs@ci.urbana.oh.us

Matthew D. Lingrell, Chief of Police

matt.lingrell@ci.urbana.oh.us

205 South Main Street Urbana, Ohio 43078 Dispatch: 937-652-4350 Fax: 937-652-5146

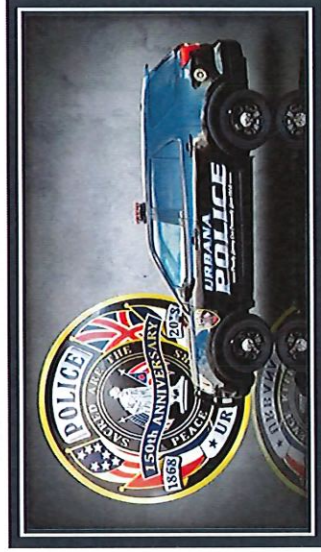


Citizens Police Academy

Mission

The Urbana Police Division's Citizens Police Academy is designed to increase understanding between citizens and the Police Division through training and education while learning about how their Police Division operates, with the goal of building stronger relations that will lead to helping us in meeting our Police Division Mission of providing professional, quality service with integrity and teamwork, to keep Urbana a pleasant place to live, work and visit.

Accepting applications
May 1st through August 1st
2023



Applications can be obtained at
urbanaohio.com, or, at the Urbana
Police Division

Return Applications to:

Urbana Police Division

Attn: Lt. Jacobs

205 South Main Street

Urbana, Ohio 43078

Phone: 937-652-4350

josh.jacobs@ci.urbana.oh.us



Urbana Police Division Citizens Police Academy

September 7th –
October 12, 2023
6:00 pm – 9:00 pm

Chief of Police
Matthew D. Lingrell
matt.lingrell@ci.urbana.oh.us

The Urbana Police Division's Citizens Police Academy



The Citizens Police Academy gives participants an opportunity to learn about the day-to-day operations of the Urbana Police Division.

Participants will gain a practical view of policing and the challenges that come with it. They'll obtain a new and informed understanding of the law enforcement profession.

Sir Robert Peel (1829) while establishing the first ever London Metropolitan Police Force, established the *Principals of Policing*, including #7 – “*the police are the public and the public are the police*”. Our hope is that through this program, we are following that principle.

This Program is FREE!

Classes are held on Thursday Nights for 6 consecutive weeks.

Location

Urbana Police Division Training Room (third floor of Municipal Building), 205 South Main Street (enter Market Street doors).

The classes are informal / dress code is casual.

Requirements

- Must be at least 18 years of age, a resident of Urbana, or be affiliated with an Urbana business or organization.
- Class size is limited to 12 (additional registrants will be asked to attend a future program).
- Applicants must have completed an Application and Waiver of Liability.
- Applicants must pass a criminal and traffic background check. Felony or serious Misdemeanor convictions may disqualify you from participation, at the discretion of the Chief of Police.



Academy Content:

Administration

Tour of Police Division

Patrol

OVI and Speed Enforcement

Traffic Crash Investigation

9-1-1 Center

Investigations

Crime Scene Investigation

Criminal Law and our Courts

Youth Programs

Outreach Programs

Training

Firearms Safety and Range

Graduation



Urbana Police Division's Citizen Police Academy Application Form

Applicants must be 18 years of age to apply and must live or work within the City of Urbana.

Name: _____ DOB: _____

Address: _____ City/State: _____ ZIP: _____

Driver's License #: _____ Email: _____

Home phone: _____ Work phone: _____

Emergency contact person/number: _____

Are you an Urbana resident: Yes / No If yes, how long? _____

Are you an Urbana employee: Yes / No If yes, how long? _____

Business name: _____

Business address: _____

Have you ever attended a Citizens Police Academy? Yes / No Where? _____

Have you ever been arrested for, convicted of, or cited for an offense other than a minor traffic offense? Yes / No If YES, on a separate sheet of paper, please explain your arrest in detail, listing dates, charges, locations and court disposition.

Explain why you would like to be enrolled in the Urbana Citizens Police Academy:

Please review your answers carefully and read the following statement before signing and submitting your application.

I hereby certify that there are no willful falsifications, omissions or misrepresentations in the foregoing statements and answers to questions.

I consent to, and understand that the Urbana Police Division will conduct a thorough background investigation on me as part of this application process.

I understand that any omission or false statement on this application will be sufficient cause for rejection into the Urbana Police Division's Citizens Police Academy.

I understand that I may be photographed or videotaped during the course of this program. These pictures or videotapes will be used for media releases and informational promotions for this program.

Some classes may require walking and standing, as different facilities will be used or toured. Please inform us of any considerations or accommodations that you may need while participating in this program.

All information contained above is correct to the best of my knowledge.

Signature: _____ Date: _____

Persons convicted of any felony, domestic violence, sex-related offenses, or crimes of moral turpitude will not be permitted into the Academy. Other arrests or convictions may be considered on a case-by-case basis, at the discretion of the Chief of Police. The Urbana Police Division reserves the right to deny admittance to the Academy.

Please return completed Applications:

Urbana Police Division
Attn: Lt. Jacobs
205 South Main Street
Urbana, Ohio 43078
josh.jacobs@ci.urbana.oh.us



Urbana Police Division
Citizens Police Academy

Authorization for Release of Information

I, _____, do hereby authorize a review of and full disclosure of all police records concerning myself to any authorized officer of the Urbana Police Division, whether the said records are of a 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 or traffic related activity. This may include, but is not limited to criminal histories, driving records, traffic crashes, arrest reports or offense reports.

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 and participation in the Urbana Police Division's Citizens Police Academy. I certify that any person(s) who may furnish such information concerning me shall not be held accountable for providing 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 this release is valid as an original writing of my signature.

Signature: _____

Date: _____



Urbana Police Division

Citizen Police Academy

WAIVER OF LIABILITY

In exchange for participation in the activity of the Urbana Police Division's Citizens Police Academy, 205 South Main Street, Urbana, Ohio 43078 and/or use of the property, facilities and services of the Urbana Police Division and the City of Urbana, I agree, for myself and (if applicable) members of my family, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by the Urbana Police Division, or its employees as it pertains to the Citizens Police Academy program.
2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself, and further release and discharge the Urbana Police Division, and the City of Urbana, for injury, loss or damage arising out of my use of or presence upon the facilities of Urbana Police Division, whether caused by the fault of myself, the Urbana Police Division or other third parties.
3. I agree to indemnify and hold harmless the Urbana Police Division and the City of Urbana against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my use of or presence upon the facilities of the Urbana Police Division.
4. I agree to pay for all damages to the facilities of the Urbana Police Division and City of Urbana caused by my negligent, reckless, or willful actions.
5. Any legal or equitable claim that may arise from participation in the above shall be resolved under Ohio law.
6. I hereby assign and grant to the Urbana Police Division the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me during the Citizens Police Academy, and I hereby release the Urbana Police Division and the City of Urbana, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the Urbana Police Division, and I specifically waive any right to any compensation I may have for any of the foregoing.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

Signature: _____

Dated: _____

Printed Name: _____

Emergency Contact (please print): _____

Phone: _____

Witness Signature: _____

Dated: _____

Printed Name: _____