

# 2021 Junior Police Academy



- **Academy Dates:** July 12-16, 2021
- **Eligibility:** Livingston residents entering sixth, seventh and eighth grade in the fall of 2021.
- **Location:** Livingston High School/Livingston Police Headquarters
- **Applying:** Applications will be accepted starting March 22, 2021 (9:00 a.m.) via email to [jklapal@livingstonnj.org](mailto:jklapal@livingstonnj.org) with a deadline of April 16, 2021.
- **Notification of acceptance:** Week of May 10 (by mail)
- **Academy Fee:** \$75.00 (will be due upon acceptance into the academy)

Any questions regarding the Academy should be directed to coordinators:

**Officer Ralph Kolbusz: [rkolbusz@livingstonnj.org](mailto:rkolbusz@livingstonnj.org)**  
**Officer Joy Klupal: [jklapal@livingstonnj.org](mailto:jklapal@livingstonnj.org)**

Please **DO NOT** call the Police Department inquiring about your child's application status.

This year's Junior Police Academy will be held at Livingston High School located at 30 Robert Harp Drive and Livingston Police Headquarters at 333 S. Livingston Avenue. Enrollment will be restricted to 75 recruits. Please note that this number may decrease based on current pandemic restrictions. All applicants must be Livingston residents who are entering sixth, seventh or eighth grade in the fall of 2021. Applications will be accepted on a first come, first served basis. The first 75 applications received will determine who is accepted to this year's recruit class. Any applications received after the first 75 will be placed on a waiting list. If any of the first 75 applicants 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.

There is a **\$75 fee per child** for participation in the Livingston Junior Police Academy. Upon acceptance into the academy, each recruit will receive instructions on how to submit payment. It will be due no later than June 15th. There will be no refunds after July 1. No refunds will be provided for any child who quits or is expelled from the program due to a violation of the academy rules. All completed applications must be returned to the Livingston Police Department via email to [jklapal@livingstonnj.org](mailto:jklapal@livingstonnj.org). All children who are accepted into the program will be notified by mail and provided further instructions regarding the academy. Please do not contact the Police Department inquiring about your child's application status.

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 activities and physical training to give the recruits an idea of what is involved in becoming a Police Officer.

### **Academy Daily Schedule:**

- Drop off will be from 7:30-7:45 a.m. The academy hours will be from 8:00 a.m. to 4:00 p.m.
- We expect ALL recruits to be dropped off **ON TIME** at Livingston High School. Drop off and pick up location will be Livingston High School Madonna Drive parking lot, unless otherwise specified.
- **Transportation to and from the Academy is the responsibility of the recruit's parent or guardian. Please be prompt when picking up your children.**

### **Pizza Lunch:**

The Livingston Police Department Junior Police Academy will provide lunch to the recruits on Friday of the program. This will be incorporated in the \$75.00 application fee.

**\*\*If there is a potential allergy or dietary concern please let the academy coordinators know immediately.\*\***

### **Food:**

Recruits are required to bring one healthy morning snack per day. They also need to have a bagged lunch (except for Friday). Refrigeration will be provided. Recruits will have access to water at all times.

### **Graduation:**

On Friday, July 16th the Junior Police Academy will culminate in a graduation ceremony at 6:30 in the Livingston High School auditorium. Each recruit's family is invited and encouraged to attend the ceremony.

### **Other pertinent information:**

- 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 look forward to working with your children.
- It is highly recommended that all children undergo a physical by their pediatrician or family physician prior to the start of the academy. Due to the physical demands of the academy, any child who has a medical condition limiting their ability to participate in the academy may be required to obtain medical clearance prior to the start of the academy.
- If your child is accompanied with an epi pen, inhaler kit or other medication, PLEASE have it stored in a clear ziplock bag with your child's name on it, written in black permanent marker (clearly legible). Please make sure the medical information has been noted in the application.
- ***Any application that contains false information or is not filled out completely will be disqualified.***

# FAQs

**Q: Who is eligible to participate in the Livingston Police Department Junior Police Academy?**

A: Any student who resides in Livingston and will be entering grades 6, 7 or 8 in the fall of 2021.

**Q: Will I have to pay for my son/daughter to attend this program? How do I pay?**

A: The fee for this program is \$75. The payment will be due after acceptance to the program. Instructions will be provided at time of acceptance.

**Q: What time does the academy run each day?**

A: The academy will be July 12-16, 2021 from 8:00 a.m. - 4:00 p.m. Drop off will be from 7:30-7:45 a.m.

**Q: Where will I drop off and pick up my child?**

A: The drop off and pick up for the academy will be at Livingston High School in the parking lot on Madonna Drive, unless otherwise specified.

**Q: My son/daughter would have to miss a day or two. Can they still attend the academy?**

A: We will not be accepting any applicants who would be unable to attend each day of the academy for any reason including vacation or sports.

**Q: What about food and drinks for my son/daughter?**

A: Each recruit is required to have his/her own lunch for the first four days. Please label all containers/bags with the recruit's first and last name. Refrigeration will be available. Please pack a healthy lunch for your child as they will active during a large part of the academy (no junk food or soda). Water will be available to the recruits throughout the day. On Friday, July 16, the academy will provide a pizza lunch to all recruits. If there is a potential allergy or dietary concern, please let the academy coordinators know immediately. Each recruit is also asked to bring a healthy snack each day.

**Q: What will my son/daughter have to wear each day?**

A: Each recruit will be provided with a t-shirt and a hat. Recruits will need to supply their own pair of athletic shorts and athletic sneakers. Recruits will arrive at the academy in their uniform (academy t-shirt, athletic shorts, hat and sneakers).

**Q: What if my child is sick and cannot attend the academy?**

A: If your child will be absent due to illness, please call the Community Policing Unit at (973) 992-3000 extension #3600 prior to 7:30 a.m. and leave a message with your name, your child's name and their platoon.

**Q: When is the graduation?**

A: The graduation ceremony will be on Friday, July 16 at 6:30 p.m. in the Livingston High School auditorium. Family and friends are encouraged to attend. Your child should wear their academy t-shirt, academy hat and shorts for the ceremony.

**Q: Can my child wear jewelry to the academy?**

A: For safety reasons, jewelry may not be worn. Exceptions are religious jewelry that cannot be taken off, medical alert jewelry or stud earrings.

# FAQs

**Q: My child will have an epi pen, inhaler kit or other medication. How should I send it with them to the academy?**

A: Please have it stored in its original container in a clear ziplock bag with your child's name on it, written in black permanent marker (clearly legible). All medication should be given by the recruit to the academy staff upon arrival at the beginning of the day and collected to take home at the end of the day. Please ensure that medical information regarding your child's condition has been noted in the application.

**Q: Can my child bring his/her cell phone?**

A: Cell phones will be permitted, but must be turned off during the academy day. If a recruit is found using their phone without permission from academy staff, it will be confiscated until the end of the day. If you need to get an important message to your child during the academy day, please call the police desk at (973) 992-3000 extension "0" and ask that the message be passed to the child through the academy staff.

**Q: What should my child bring with them to the academy?**

A: In a backpack or gym bag, your child should bring a healthy lunch (except Friday), a healthy snack, sun block, medication (if needed), academy water bottle, rain poncho, and strap for glasses (if applicable).

**Q: What if there is a medical emergency with my child?**

A: Our officers are all trained first responders, as well as several that are EMTs.



## CODE OF CONDUCT

- Recruits will refrain from physical and verbal violence towards other recruits and academy staff.
- Recruits will act in a professional manner at all times and follow directions from the academy staff.
- Recruits will wear the uniform supplied, along with appropriate shorts and athletic sneakers during each academy day. Uniforms will be washed each day.
- Recruits with long hair will wear it pulled back.
- Recruits will wear their uniforms appropriately and in accordance with the academy rules.
- Recruits will refrain from vulgar, offensive or threatening speech.
- Recruits will follow all the rules and regulations as directed by the academy staff.
- Recruits will refrain from bullying, teasing or harassing other recruits.
- Recruits will arrive promptly on each morning of the academy.
- Recruits 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 and will only be used for emergencies with permission from academy staff.
- Any injuries or illnesses suffered by the recruit should immediately be brought to the attention of an instructor.
- Any act or threat of physical violence towards another recruit or staff member will result in the recruit's immediate removal from the program.
- ***Recruits who violate any of the Academy rules will be expelled from the program.***

### Parent / Guardian to Complete

I \_\_\_\_\_ have reviewed the Code of Conduct with my child and we understand and agree to abide by the rules as outlined above. It is understood that any violation of these rules will result in your child's removal from the program. I understand that **No Refund** will be provided after July 1. 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 Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Authorization and Release**

The undersigned parent/guardian, understanding all activities and requirements, requests the opportunity to have his/her child participate in the Livingston Police Department's Junior Police Academy. The undersigned agrees to have his/her child obey any and all directives or orders of any member of the Livingston 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 acknowledge that the privilege of participating 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. Furthermore, the undersigned acknowledges receipt of the instructional and code of conduct pages of this application and certifies that he/she has reviewed these pages with his/her child and agrees to abide by those instructions and rules.

The undersigned certifies that their son/daughter is entering sixth, seventh or eighth grade and is a resident of Livingston Township; that all of the information contained in this application is correct and truthful to the best of my knowledge; that I have read the above instructions and agree to abide by these regulations; and that I have signed this authorization and release of my own free will.

The undersigned also understands that the Junior Police Academy generates interest from the news media, including print, internet and televised, and authorizes the release of my child's image for use in any news media story relating to the Junior Police Academy. I also authorize the release of my child's image for use in any and all presentations or other media to be used for or by the Livingston Police Department regarding this program.

The undersigned states that the health history provided to the Livingston Police Department is true and that my child is physically able to participate in the Junior Police Academy.

The undersigned parent/guardian hereby releases and forever discharges the Livingston Police Department, Township of Livingston, Livingston Public Schools, and any other agents or employees of participating agencies, from all claims and causes of action as a result of personal injuries, damages or other losses of any nature whatsoever, which may result or occur at any time while the child of the undersigned is participating in any of the activities of the Junior Police Academy. The undersigned further understands that any and all medical costs related to any injuries will be the responsibility of my family's own medical insurance company.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Medical Waiver/Release**

Please fill out the following requested information completely. Please type or print all answers clearly.

*Any false, incomplete or illegible information will exclude the applicant from participating in this program.*

Does your child suffer from any medical conditions: \_\_\_\_\_ if yes, please explain.

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Does your child require any medication on a daily or emergent basis? \_\_\_\_\_ if yes, please explain.

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Are there any other special needs that the staff of the Junior Police Academy should be aware of?

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Does your child have any allergies? \_\_\_\_\_ if yes, please explain. Also, please advise if any food allergies could be triggered by eating lunch with others.

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I, the undersigned parent/guardian of \_\_\_\_\_ states that the above health history information provided to the Livingston Police Department is true and that my child is physically able to participate in the Junior Police Academy. I, the undersigned parent/guardian, also hereby releases and forever discharges the Township of Livingston, the Livingston Police Department and all of its officers, Livingston Public Schools, and any other agents or employees of participating agencies, from all claims and causes of action as a result of personal injuries, damages or other losses of any nature whatsoever, which may result or occur at any time while the child of the undersigned is participating in any of the activities of the Junior Police Academy. I further understand that any and all medical costs related to any injuries will be the sole responsibility of the undersigned parent/guardian.

I hereby certify that \_\_\_\_\_ is of satisfactory health and has no underlying medical conditions that would prohibit him/her from participating in physical training exercises performed during the course of the Livingston Junior Police Academy.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Guardian Release Form

I \_\_\_\_\_ (Parent/Guardian) of

Child's name: \_\_\_\_\_

Child's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Will      Will not      be picking up my son/daughter at the end of the day of the Livingston Junior Police Academy.

Will      Will not      allow my son/daughter to walk home at the end of the day of the Livingston Junior Police Academy.

Parent name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**In the event that someone other than a parent/guardian will be picking up your son/daughter at the end of each academy day, please inform us, in writing, of the person picking him/her up.**