



Fort Collins Police Services  
Training Unit  
2221 S. Timberline Rd.  
PO Box 580  
Fort Collins, CO 80522  
970.221.6832  
fax 970.416.2104  
[jtower@fcgov.com](mailto:jtower@fcgov.com)

June 28, 2018

Dear Community Member,

Fort Collins Police Services is now accepting applications for the 2018 Citizen Academy. By providing information about our agency and law enforcement in general, we hope to help Citizen Academy participants gain a better understanding of the police profession and our agency.

The requirements to attend the academy are minimal. Participants must possess high school level reading and writing skills. They must be able to sit for up to four hours in a classroom environment and must also be able and willing to participate in classes that are more physical in nature (i.e. firearms, defensive tactics, arrest control techniques, and building searches).

Another criterion considered is the citizen's role within the community and willingness to share the information gained during the academy with other citizens of the community. Since class size is limited, it is imperative for those selected to communicate the information to their associates.

The final criterion is the time commitment. The academy will be held on Thursday evenings, from 6:00 PM – 10:00 PM, beginning Thursday, August 16, 2018 and concluding November 8, 2018. There will also be one class held on a Saturday morning. The academy will be approximately 50 hours long. Citizens who are selected to attend are expected to make the commitment to attend all training sessions.

We want the academy to be a positive experience for all participants, including the instructors. The academy setting is not the appropriate place to dispute policies or procedures of Fort Collins Police Services. The instructor is there to simply provide information and/or skills to the class.



The curriculum has not yet been finalized. However, the following is a list of topics we hope to cover during the academy:

Future of Law Enforcement  
Communications (Dispatch)  
Arrest Control Techniques  
K-9 Demonstration  
Investigation Techniques  
Building Searches  
Internal Affairs  
Constitutional Law  
Juvenile Procedures, Gangs  
Traffic Enforcement

Training of Police Officers  
Records Information  
Firearms  
Drug Interdiction  
Ethics  
Vehicle Stops  
Community Service Officers  
Search and Seizure  
DUI Information

Previous Citizen Police Academies have been extremely successful and we look forward to sponsoring another one. Officers and other employees have volunteered to instruct at the academy and are looking forward to the opportunity to enhance the community's knowledge about local law enforcement.

If you are interested in attending this academy, please complete the attached application and return it to my office no later than Friday July 27, 2018. Selected participants will be notified no later than August 10, 2018; all applicants will be notified of the results of the selection process. Due to the sensitive nature of the information provided at the academy, a background screening is necessary for all participants. If you have any questions, please contact me. If you need assistance with the application or a copy of the application please contact Stephanie Gundry at 970-416-2122.

Sincerely,

Joel Tower  
Personnel and Training Unit  
Fort Collins Police Services  
970-221-6832  
[jtower@fcgov.com](mailto:jtower@fcgov.com)



# FORT COLLINS POLICE SERVICES CITIZEN POLICE ACADEMY APPLICATION FOR ENROLLMENT

## INSTRUCTIONS

It is essential the information you provide be accurate in all respects as it will be used as the basis for a background investigation to determine your eligibility to participate in the Citizen Police Academy.

1. This application should be printed or typed legibly. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter N/A in the space provided.
3. If there is insufficient space on the form for you to include all information required, attach extra sheets of 8 1/2" x 11" paper.
4. An accurate and complete form will expedite the background investigation of your application.
5. **Return the application to Sergeant Joel Tower at Fort Collins Police Services, 2221 S. Timberline Road, P.O. Box 580, Fort Collins, CO 80522, (e-mail [jtower@fcgov.com](mailto:jtower@fcgov.com)) no later than Friday July 27, 2018 . Successful applicants will be notified no later than August 10, 2018.**





**BACKGROUND**

Briefly explain why you wish to participate in the Fort Collins Police Services Citizen Academy:

---

---

---

---

List any associations, clubs, affiliations, etc.

---

---

**EMPLOYMENT**

List information on the last two jobs you have had. If you are retired, un-employed, etc. please list that if applicable.

Present Employer \_\_\_\_\_ Date Hired \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Your title \_\_\_\_\_

Previous employer \_\_\_\_\_ Date hired \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Your title \_\_\_\_\_

**REFERENCES**

List two immediate family members or close friends:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## Personal History Statement

Participants in the Citizen Police Academy will have access to the police building and, at times, sensitive information. Because of this, a background investigation is required of all participants. The following information is needed in order to complete the background investigation. The background investigation will include, but not be limited to, a criminal records check. This information will be kept confidential and will not be shared with anyone outside the Personnel and Training Unit. It is important to be accurate and truthful in your disclosures.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. Is there any medical information you would like to share with Fort Collins Police Services in case of emergency? If yes, please explain:

---

---

2. Other than minor traffic offenses, have you ever been arrested, charged with or convicted of a crime? If yes, please explain (include dates, etc.)

---

---

---

3. Are you able to perform all of the requirements of the Citizen Police Academy as explained in the cover letter? If not, please explain:

---

---

I hereby certify that there are no willful misrepresentations, omissions or falsifications in my application or personal history statement. I understand any false statements or intentional omissions will result in my application being rejected or dismissal from the Fort Collins Police Services Citizen Academy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date