

# The Morris County Sheriff's Office

## Citizen Police Academy

\*\*\*Starting October 4<sup>th</sup>, 2022\*\*\*

Have you ever been interested in learning more about how the Morris County Sheriff's Office operates and responds to incidents within your community? The Morris County Sheriff's Office will be hosting a three (3) week Citizen Police Academy which will be held at the Morris County Public Safety Training Academy. The Morris County Sheriff's Office Citizen Police Academy will be on Tuesday and Thursday nights from 6:00pm to 9:00pm starting October 4<sup>th</sup>, 2022 and ending on October 20<sup>th</sup>, 2022. The Morris County Sheriff's Office Citizen Police Academy is **FREE** and participants will be chosen on a first come, first serve basis after completing all necessary paperwork, with a maximum enrollment of twenty (20) participants.

### **Applicants MUST:**

- Be at least 21 years of age,
- Residents of Morris County,
- Submit a fully completed application, and
- Must pass a background investigation process.



The purpose of the Morris County Sheriff's Office Citizen Police Academy is to give the public a working knowledge and understanding of the operations of our agency and of law enforcement in general. Some topics of instruction will include organizational structure, use of force, drug trends and police response, arrest, search and seizure, motor vehicle stops and officer safety. It is our intention that the graduates of the Morris County Sheriff's Office Citizen Police Academy will gain an awareness and appreciation of the services we provide. We also hope to collectively create an even stronger partnership between the Morris County Sheriff's Office and the community we serve which, in turn, will allow our graduates to become advocates for the law enforcement community as a whole.

**Applications must be submitted by no later than September 27, 2022.**

**MORRIS COUNTY SHERIFF'S OFFICE  
CITIZEN POLICE ACADEMY APPLICATION**



**COMPLETED APPLICATION DUE BY:  
SEPTEMBER 27<sup>th</sup>, 2022**

*Mail completed application to:*

*OR*

*E-mail to:*

**Morris County Sheriff's Office**

**[tsomerville@co.morris.nj.us](mailto:tsomerville@co.morris.nj.us)**

**Attn: S/O Travis Somerville**

**PO Box 900**

**Morristown, NJ 07960**



**EMPLOYMENT HISTORY:**

7. **List all jobs you have held in the last three (3) years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part time jobs.**

Date Started: _____ Date Ended: _____	Name and title of Supervisor: _____ Employer: _____ Address _____ Duties: _____ _____ Reason for leaving: _____
Date Started: _____ Date Ended: _____	Name and title of Supervisor: _____ Employer: _____ Address _____ Duties: _____ _____ Reason for leaving: _____
Date Started: _____ Date Ended: _____	Name and title of Supervisor: _____ Employer: _____ Address _____ Duties: _____ _____ Reason for leaving: _____

8. Reason for Applying to Citizen Police Academy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. **REFERENCES:** Give the names of three (3) responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities:

NAME	ADDRESS	TELEPHONE

10. Answer all of the following questions completely and accurately. Any falsifications or misstatement of facts may be sufficient to disqualify you. **(Exclude minor traffic violations).**

Have you ever been arrested or detained by police? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give details below:

Crime charged: \_\_\_\_\_ Police Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition of Case: \_\_\_\_\_

Crime charged: \_\_\_\_\_ Police Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition of Case: \_\_\_\_\_

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*I hereby certify that all statements made in this questionnaire are true and complete and I understand that any misstatements of material facts will subject me to disqualification.*

\_\_\_\_\_  
Signature in Full

\_\_\_\_\_  
Date of Application

**MORRIS COUNTY SHERIFF'S OFFICE**  
**CITIZEN POLICE ACADEMY CANDIDATE**  
**CONFIDENTIALITY AGREEMENT**

As a Candidate of the Morris County Sheriff's Office Citizen Police Academy, I understand that I may learn of or have access to information (verbal, written, or electronic) which is of personal, safety-sensitive, or otherwise confidential in nature. Such information included, but is not limited to incident reports, NCIC/CCH information, Computer Aided Dispatch/RMS information. I agree to maintain the confidentiality of such information and will not divulge it to anyone for any purpose without the express consent or direction of my supervisor or other management of the Morris County Sheriff's Office.

I further understand and agree that I am prohibited from using any of this information for my personal use or benefit, or for any other non-police related purposes.

I understand and agree that my failure to comply with the confidentiality requirement set forth in this Confidentiality Agreement is grounds for discipline, up to and including termination of acceptance or termination of the Morris County Sheriff's Office Citizen Police Academy relationship. Additionally, the County of Morris may seek other criminal or civil sanctions or damages as may be allowed by law. The restrictions of the Confidentiality Agreement regarding disclosure and use of information shall continue to apply after termination of acceptance or other relationship with the Morris County Sheriff's Office.

I have read and understand this agreement and agree to comply with it in every respect.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, 2022.

**Printed Full Name:** \_\_\_\_\_

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

**Witness:** \_\_\_\_\_

**Morris County Sheriff's Office**  
**Citizen Police Academy**  
**Liability Waiver and Release Agreement**

I understand that the Morris County Sheriff's Office Citizen Police Academy Program may involve participating in police activities. I realize that such activity involves risk of personal injury or property damage. In consideration of being permitted to participate in the Morris County Sheriff's Office Citizen Police Academy Program, I, for myself and personal representatives, assigns, heirs and next of kin, fully and forever release, waive, and discharge the County of Morris, its Sheriff's Office, its officials, officers, agents and employees from liability to myself, my personal representatives, assigns, heirs, and next of kin for all claims, causes of action, damages, liabilities, and costs, including but not limited to personal injury, including death, and property damage, whether caused by the negligence of the County of Morris, its Sheriff's Office, its officials, Officers, agents or employees arising out of, connected with, or in any way associated with my participation in the Morris County Sheriff's Office Citizen Police Academy Program.

I agree to indemnify, hold harmless and defend the County of Morris, the Morris County Sheriff's Office, its officials, officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses arising out of, connected with or in any way associated with my participation in the Morris County Sheriff's Office Citizen Police Academy Program whether caused by the negligence of the County of Morris, its Sheriff's Office, its officers, officials, agents, or employees, or otherwise. I hereby assume full responsibility for and risk of bodily injury, death or property damage or otherwise while in the Morris County Sheriff's Office Citizen Police Academy Program. I agree that this Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as permitted by the Laws of the State of New Jersey.

I further release all employees, officials, officers and agents of the County of Morris from any claim whatsoever on account of first aid, treatment or service rendered me as a result of my participation in the Morris County Sheriff's Office Citizen Police Academy Program.

I certify that I am at least 21 years of age and agree to allow the Morris County Sheriff's Office to conduct a background check prior to participating in the Morris County Sheriff's Office Citizen Police Academy Program.

This Release contains the entire agreement between the parties and the Agreement and the terms of this Release are contractual and not a mere recital. I further state that I have carefully read and fully understand and agree to the stated conditions of participation. I am aware that this is an agreement to assume all risks and to release the County of Morris, the Morris County Sheriff's Office, its officials, officers, agents and employees from all liability related to my voluntary participation in the Morris County Sheriff's Office Citizen Police Academy Program, and sign this Agreement of my own free will.

**Print Name:** \_\_\_\_\_

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

## **MORRIS COUNTY SHERIFF'S OFFICE CITIZEN POLICE ACADEMY CODE OF CONDUCT**

To participate in the Morris County Sheriff's Office Citizen Police Academy, all candidates must abide by the following rules of conduct:

- A. Candidates must complete the designated Morris County Sheriff's Office Citizen Police Academy application and all included forms (including waiver[s] of liability). This paperwork must be fully completed, accurate and truthful.
- B. The candidate must present a neat and professional appearance at all times while participating in the program. Candidates will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment the candidate is given. Exceptions must be approved by the program's supervisors in charge of the program.
- C. Absolutely no weapons will be permitted. Flashlights will be provided for any nighttime assignment.
- D. The candidate agrees to obey all instructions from any supervisor or Morris County Sheriff's Officer(s) that he/she is assigned to accompany. However, candidates are forbidden to follow any illegal or unlawful orders, commands or instructions.
- E. Any significant problems, complaints, inquiries, or questions will be reported to the supervisor of the Morris County Sheriff's Office Citizen Police Academy immediately.
- F. A candidate is not a law enforcement officer and will at no time represent himself/herself as a law enforcement officer or as an employee, either of the Morris County Sheriff's Office or any other law enforcement agency.
- G. The candidate agrees to maintain in confidence any information learned during the course of the Morris County Sheriff's Office Citizen Police Academy about the activities or operations of the Morris County Sheriff's Office. Specific information about criminal or traffic cases, the identify of individuals, or the description of law enforcement procedures is not to be divulged in any manner.
- H. The candidate agrees to wear the observer identification tag in a clearly visible manner at all times when partaking in the Morris County Sheriff's Office Citizen Police Academy as a candidate so that it is immediately apparent to all observers.
- I. The candidate must sign an agreement to follow all applicable rules and regulations of the Morris County Sheriff's Office.
- K. Unfit for Duty: If the designated supervisor determines the candidate to be unfit to participate for a particular work assignment due to intoxication, illness, not conforming to dress code, or for any other reason deemed appropriate by the supervisor; the candidate will be sent home until the next regularly scheduled assignment.



- L. If for any reason the designated supervisor deems it necessary to send a candidate home, he/she will inform their chain of command by telephone or email and will provide a written statement of the situation and the reason for doing so prior to the next workday.
- M. A candidate can be removed from the Morris County Sheriff's Office Citizen Police Academy, if his/her personal conduct brings disrepute on the Morris County Sheriff's Office or in any way compromises the candidate's abilities to maintain confidentiality.
- N. Violations of any Morris County Sheriff's Office Citizen Police Academy policies, procedures, rules or code of conduct will be grounds for dismissal from the Morris County Sheriff's Office Citizen Police Academy. The Morris County Sheriff will have the final authority on any dismissals and there will not be an appeal process available.

*I have read the above and agree to follow all the rules and regulations stipulated therein.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Morris County Sheriff's Office Witness:** \_\_\_\_\_

**MORRIS COUNTY SHERIFF'S OFFICE PHOTO / VIDEO RELEASE**

**Morris County Sheriff's Office Citizen Police Academy Name:** \_\_\_\_\_

From time to time, the Morris County Sheriff's Office Citizen Police Academy may wish to video and/or photograph parts of the activities involving our staff and candidates. These recordings may be used in publications such as our Morris County Sheriff's Office website, newspaper articles, or television broadcasts.

It is the policy of the Morris County Sheriff's Office and the Morris County Sheriff's Office Citizen Police Academy to obtain the permission of participants to video and/or photograph parts of the activities involving our staff and candidates. Please complete the below sections by checking one of the boxes, signing and dating below. If you have any questions, please feel free to contact us at 973-285-6681.

**I DO** give my permission for the staff of the Citizen Police Academy to photograph and/or video myself and utilize such images in publications.

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

**I DO NOT** give my permission for the staff of the Citizen Police Academy to photograph and/or video myself and utilize such images in publications.

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