



Dear Candidate:

This application must be completed, signed and returned no later than **September 15, 2023**. Our anticipated start date will be October 11, 2023 at 6pm in our North Bergen Police Department Headquarters CPIC Room.

Please ensure the following is attached to your application:

1. Your valid New Jersey driver's license (copy)
2. Social Security (copy)
3. Authorization and Release Form
4. Confidentiality Agreement Form
5. North Bergen Police Department Citizen Police Academy Code of Conduct
6. Liability Waiver and Release Agreement Form
7. Emergency Contact Number Form

Once again, thank you for your interest in the ***North Bergen Citizen Police Academy!*** Once the background is complete, you will be notified of the status of your application.



# NORTH BERGEN POLICE DEPARTMENT

## CITIZENS POLICE ACADEMY APPLICATION

Thank you for your interest in the North Bergen Citizens' Police Academy.  
Attached is an application for the program.

The North Bergen Citizens' Police Academy is an exciting opportunity for citizens to not only learn about police work in general, but also to get an understanding of the North Bergen Police Department's responsibilities, capabilities and structure.

This course is for informational purposes only and is not a part of the application process for employment as a police officer with the North Bergen Police Department.

### **WHAT YOU NEED TO DO:**

- Please fill out the application **COMPLETELY**. Fill out all forms in black or blue pen.
- Drop off in person:

**DROP OFF:** North Bergen Police Department  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
ATT:Captain Cynthia Montero

- You will be notified of your application's status once a complete and thorough background check has been conducted.
- Any applicants that are untruthful on their application will be denied access into the program.

If you have any questions, contact Captain Cynthia Montero @ (201) 392-2141 between 9 AM and 3 PM



# NORTH BERGEN POLICE DEPARTMENT

## CITIZENS POLICE ACADEMY APPLICATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

Social Security Number: \_\_\_\_\_ US Citizen:  Yes  No

Marital Status:  Single  Married  Separated  Divorced  Widowed

Home Address: \_\_\_\_\_

(Number, Street, City, State, Zip)

Home Telephone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: (Work): \_\_\_\_\_

E-Mail Address: (Home): \_\_\_\_\_

Present Employer: \_\_\_\_\_

Present Employer Address: \_\_\_\_\_

(Number, Street, City, State, Zip)

Occupation: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Highest Level Of Education:  GED  High School  College  Other

College Degree(s) or Professional Licenses: \_\_\_\_\_

Driver License #: \_\_\_\_\_

Is Your Driver's License Currently Suspended or Revoked in New Jersey or another state? **YES** **NO**

Have you ever been arrested for, charged with or convicted of an indictable crime, disorderly person, or city or township ordinance violation? **YES** **NO**

If yes, provide details of event, date and disposition: \_\_\_\_\_

List any civic organizations, activities, or groups you belong to: \_\_\_\_\_

Where/how did you hear of the North Bergen Citizen Academy?: \_\_\_\_\_





# NORTH BERGEN POLICE DEPARTMENT

## CERTIFICATION

I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I am aware that any misrepresentation of any information supplied by me will result in my disqualification from attending the North Bergen Citizen Police Academy Class.

I also understand that any criminal record will preclude me from participating in the Citizen Police Academy Class.

Further, I hereby authorize the North Bergen Police Department to verify any and all information contained herein and to review any employment, education, criminal history, motor vehicle record, and other records and information from any source as noted in this duly executed authorization and release form.

I have read this Certification and I understand and agree to the conditions imposed herein.

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

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

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

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

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(FOR OFFICE USE)

CLASS NUMBER: \_\_\_\_\_ RECEIVED: \_\_\_\_\_

RANKING: \_\_\_\_\_

CRIMINAL HISTORY:    APPROVED    REJECTED

MOTOR VEHICLE:    APPROVED    REJECTED

PIN: \_\_\_\_\_

**North Bergen Police Department**

**Citizen Police Academy**

**Authorization and Release**

I, \_\_\_\_\_, do hereby authorize a review and full disclosure of all records and information concerning myself to any duly authorized agent or representative of the Township of North Bergen Police Department, whether the said records and information are of public, private or confidential nature.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish to the said Township of North Bergen Police Department and such information, including documents, records, files regarding charges or complaints filed against me, formal or informal, pending or closed, or any pertinent data, and to permit the said Township of North Bergen Police Department or any of their agents or representatives to inspect and make copies of such documents, records and other information.

I hereby release, discharge and exonerate the said Township of North Bergen Police Department, their agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information of the investigation made by the said Township of North Bergen Police Department.

A photocopy of this authorization and release form will be valid as an original thereof, even though the said photocopy does not contain and original writing of my signature.

I have read and fully understand the contents of this "Authorization and Release".

X \_\_\_\_\_  
Signature (include maiden name)

Home Address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_, \_\_\_\_\_  
Home Cell

**NOTARY**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

Notary Public of New Jersey. My Commission expires\_\_\_\_\_.

(Print or type name of notary and affix notarial seal below).

**North Bergen Police Department**  
**Citizen Police Academy**  
**Confidentiality Agreement**

As a Candidate of the Township of North Bergen Police Department 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 includes, but is not limited to incident reports, NCIC/CCH information, Computer Aided Dispatch information, and other law enforcement or Police Services related 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 Township of North Bergen Police Department.

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 business 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 Citizen Police Academy relationship. Additionally, the Township 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 Township of North Bergen Police Department.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Printed Full Name \_\_\_\_\_

Signature \_\_\_\_\_

## **North Bergen Police Department Citizen Police Academy Code of Conduct**

To participate in the Citizen Police Academy, all candidates must abide by the following rules of conduct:

- A. Candidates must complete the designated citizen police academy application and all included forms (including waiver(s) of liability). This paperwork must be complete, 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 assignments the candidate is given. Exceptions must be approved by the Program Coordinator.
- 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 superior or 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 Program Coordinator 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 North Bergen Police Department or any law enforcement agency.
- G. The candidate agrees to maintain in confidence any information learned during the course of the Citizen Police Academy about the activities or operations of the North Bergen Police Department. Specific information about criminal or traffic cases, the identity of individuals, or the description of law enforcement procedures is not be divulged in any manner.
- H. I am aware that any reports, notes and/or reproduced information, which I create or otherwise receive, will be screened by an officer before the end of my participation. I am aware that I will not be permitted to utilize a recording device of any type or a camera during my participation in the program, unless authorized by the program coordinator.
- I. The candidate agrees to wear the observer identification tag in a clearly visible manner at all times when participating at the department as a candidate so that it is immediately apparent to all observers.
- J. The candidate must sign an agreement to follow all applicable rules and regulations of the North Bergen Police Department.
- K. Unfit for Duty: If the designated supervisor determines the candidate to be unfit to participate due to intoxication, illness, not conforming to dress code, or any other reason deemed appropriate by the supervisor; the candidate will be sent home until the next regularly scheduled date.
- L. If for any reason the designated supervisor deems it necessary to send a candidate home, he/she will inform the Program Coordinator 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 Citizen Police Academy, if his/her personal conduct brings disrepute on the North Bergen Police Department or in any way compromises the candidate's ability to maintain confidentiality.
- N. Violations of any policies, procedures, rules or code of conduct will be grounds for dismissal from the North Bergen Police Department Citizen Police Academy. The Chief of Police 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: \_\_\_\_\_

## **North Bergen Police Department**

### **Citizen Police Academy**

#### **Liability Waiver and Release Agreement**

I understand that the Citizen Police Academy Program may typically involve riding in agency vehicles and 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 North Bergen Township Police Department Citizen Police Academy Program, I, for myself and personal representatives, assigns, heirs, and next of kin, fully and forever release, waive, and discharge the Township of North Bergen, its Police Department, its officials, officers, agents and employees from liability to myself, my personal representative, assigns, heirs and next of kin for all claims, causes of actions, damages, liabilities, and costs, including but not limited to personal injury, including death, and property damage, whether caused by the negligence of the Township of North Bergen, its Police Department, its officials, officers, agents or employees arising out of, connected with, or in any way associated with my participation in the Township of North Bergen Police Department Citizen Police Academy Program.

I agree to indemnify, hold harmless and defend the Township of North Bergen, its Police Department, 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 Township of North Bergen Police Department Citizen Police Academy Program whether caused by the negligence of the Township of North Bergen, its Police Department, 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 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 Township of North Bergen from any claim whatsoever on account of first aid, treatment or service rendered me as a result of my participation in the Citizen Police Academy Program.

I certify that I am at least 18 years of age and agree to allow the North Bergen Police Department to conduct a background check prior to participating in the 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 Township of North Bergen, its Police Department, its officials, officers, agents and employees from all liability related to my voluntary participation in the Citizen Police Academy Program, and sign this Agreement of my own free will.

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

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

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



**North Bergen Police Department**

**Citizen Police Academy**

**Emergency Contact Number**

Please provide us with three (3) emergency contact person in case a notification must be made on your behalf:

1. Emergency Contact Person: \_\_\_\_\_

Name                      Address                      Phone Number

2. Emergency Contact Person: \_\_\_\_\_

Name                      Address                      Phone Number

3. Emergency Contact Person: \_\_\_\_\_

Name                      Address                      Phone Number