

CICERO POLICE DEPARTMENT

CICERO CITIZENS POLICE ACADEMY

**APPLICANT INFORMATION AND INSTRUCTION SHEET**

**COURSE DETAILS**

ELIGIBILITY: **APPLICANTS *MUST BE*:**

1. **AT LEAST 18 YEARS OF AGE**
2. **BE A RESIDENT OF THE TOWN OF CICERO, or North Syracuse Central School District**
3. **HAVE A VALID DRIVER’S LICENSE**
4. **PASS A BACKGROUND CHECK**

LOCATION: CICERO POLICE DEPARTMENT AT 6200 NY ROUTE 31, CICERO, N.Y.

LENGTH: 10 CONSECUTIVE WEEKS LONG

FREQUENCY: CLASSES ARE HELD ONCE A WEEK ON TUESDAY NIGHTS

TIMES: CLASSES START PROMPTLY AT 6:00PM AND END AT 9:00PM

***NOTE:*** *(1-2) OF THE CLASSES WILL INVOLVE FIELD TRIPS, MORE INFORMATION ABOUT THESE CLASSES WILL BE PROVIDED AT THE FIRST CLASS*

**COURSE ATTENDANCE**

* + 1. STUDENTS ARE EXPECTED TO ARRIVE A FEW MINUTES EARLY FOR THE CLASSES SO THEY HAVE TIME TO SIGN IN AND PICK UP COURSE AND CLASS MATERIALS AND GET ORGANIZED SO THE CLASSES CAN START ON TIME.
    2. ATTENDANCE IS EXPECTED FOR THE ENTIRETY OF EVERY CLASS
    3. IF STUDENT WILL BE LATE OR UNABLE TO ATTEND A CLASS, HE/SHE MUST NOTIFY THE CCPA COURSE COORDINATOR
    4. IF A STUDENT HAS TO LEAVE A CLASS EARLY, HE/SHE MUST NOTIFY THE CCPA CLASS COORDINATOR IMMEDIATELY UPON ARRIVAL BEFORE THE BEGINNING OF THE CLASS
    5. IF A STUDENT MISSES THREE OR MORE CLASSES, OR HAS TWO OR MORE UNEXCUSED ABSENCES, THE STUDENT WILL NOT BE ABLE TO PARTICIPATE IN THE GRADUATION CEREMONY OR RECEIVE A CERTIFICATE OF GRADUATION

(5. cont.)

***NOTE:*** *THE STUDENT CAN, AND IS ENCOURAGED TO, STILL CONTINUE ON WITH THE REST OF THE CLASSES IN THE COURSE AND MAKE ARRANGEMENTS WITH THE CCPA COURSE COORDINATOR TO ATTEND MAKEUP CLASSES IN THE NEXT COURSE OFFERING. THE STUDENT MUST CONTACT THE CCPA COURSE COORDINATOR TO ARRANGE FOR ATTENDANCE AT ANY MAKEUP CLASSES. IF THE STUDENT SUBSEQUENTLY MAKES UP THE MISSED CLASSES, HE/SHE WILL RECEIVE A CERTIFICATE OF GRADUATION.*

**EXPECTATIONS OF STUDENTS IN CLASSES**

* + - 1. STUDENTS ARE EXPECTED TO BE DRESSED APPROPRIATELY, SHOW PROPER RESPECT FOR INSTRUCTORS, CCPA STAFF AND EACH OTHER
      2. STUDENTS ARE EXPECTED TO BE ATTENTIVE, ENGAGED IN, AND INTERACT WITH, THE INSTRUCTORS, STAFF AND EACH OTHER WHEN PROMPTED OR OTHERWISE APPROPRIATE
      3. STUDENTS ARE ENCOURAGED TO ASK QUESTIONS AND SHARE INFORMATION AND EXPERIENCES, BUT SHOULD BE RESPECTFUL AND CONSIDERATE AS SOME THINGS MAY AFFECT OTHERS IN THE CLASSROOM (IE. VICTIMS, RELATIVES, OR OTHERS WHO MAY REACT SENSITIVELY TO WHAT IS BEING SAID).
      4. STUDENTS SHOULD BE CONCISE ABOUT WHAT THEY ARE RELATING SO AS NOT TO AFFECT THE LIMITED TIME FOR OTHERS TO SPEAK OR TO INFRINGE ON THE LIMITED TIME THAT THE INSTRUCTORS HAVE FOR THEIR PRESENTATIONS.

**ENCLOSED FORMS**

1. **THE FOLLOWING FORMS EXPLAINED BELOW MUST BE COMPLETELY FILLED OUT, AND THEN SUBMITTED WITH THE COURSE REGISTRATION FEE OF $25.00,** **NO LATER THAN TWO WEEKS BEFORE THE DATE OF THE FIRST CLASS**. IF PAYING BY CHECK, PLEASE MAKE THE CHECK OUT TO: ***CICERO CITIZENS POLICE ACADEMY ALUMNI ASSOCIATION***
2. ONCE ALL THE FORMS HAVE ALL BEEN COMPLETED AND HAVE BEEN SUBMITTED ALONG WITH THE CURRENT COURSE REGISTRATION FEE TO THE CICERO POLICE DEPARTMENT IN ACCORDANCE WITH THESE ENCLOSED INSTRUCTIONS, THE CICERO POLICE DEPARTMENT INVESTIGATIONS SECTION WILL BEGIN THE PROCESS OF THE BACKGROUND CHECK AND ONCE COMPLETED, THE CCPA COURSE COORDINATOR WILL BE NOTIFIED OF EITHER A “PASS” OR “FAIL”. THE CCPA COURSE COORDINATOR WILL NOTIFY EACH APPLICANT IF THEY HAVE BEEN ADMITTED OR DENIED AT LEAST ONE WEEK BEFORE THE DATE OF THE FIRST CLASS. THIS IS A STRICTLY CONFIDENTIAL PROCESS.
3. IF THE APPLICANT DOES NOT PASS THE BACKGROUND CHECK NEEDED FOR ADMISSION TO THE COURSE, THE APPLICANT WILL BE NOTIFIED PERSONALLY BY THE CCPA COURSE COORDINATOR AND 100% OF THE CURRENT COURSE REGISTRATION FEE WILL BE REFUNDED
4. IF THE APPLICANT PASSES THE BACKGROUND CHECK AND IS ADMITTED TO THE COURSE, BUT HAS TO DROP OUT OF THE COURSE BEFORE THE FIRST CLASS STARTS, 25% OF THE CURRENT REGISTRATION FEE WILL BE REFUNDED
5. IF A STUDENT HAS TO DROP OUT OF THE COURSE AFTER THE FIRST CLASS HAS STARTED, THERE WILL BE NO REFUND

**APPLICATION FORM- TWO SIDED, OR TWO SINGLE SIDED PAGES**

1. THIS FORM IS SELF-EXPLANATORY, AND NEEDS TO BE COMPLETELY FILLED OUT, THERE ARE TWO SIDES TO THIS FORM AND THE BACKSIDE IS THE BACKGROUND CHECK INFORMATION RELEASE AUTHORIZATION
2. ONCE THESE FORMS ARE COMPLETE INCLUDE THE CURRENT REGISTRATION FEE PAYMENT AND, MAIL, OR HAND DELIVER TO:

THE CICERO POLICE DEPARTMENT

6200 STATE ROUTE 31

CICERO, NEW YORK 13039

***IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CALL 315-699-3677 ext 257***