



# ELMWOOD PARK POLICE DEPT. COMMUNITY POLICING

(201) 796-0700 EXT. 114 OR 150 Tkochis@elmwoodparknj.us  
Msammarone@elmwoodparknj.us Saraujo@elmwoodparknj.us

**\*\* ONLY 2024 \*\***  
**APPLICATION**  
**WILL BE ACCEPTED**  
PLEASE ACKNOWLEDGE BY  
PLACING INITIALS IN THE BOX  


## Elmwood Park Police Youth Police Academy - Application

Thank you for your interest in the Youth Police Academy. The following information is necessary in order to process the application or to be able to contact a parent in the event of an emergency.

Child's Name \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

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

Telephone # \_\_\_\_\_

Last School Attended by Child \_\_\_\_\_

Last Grade completed by July 1st \_\_\_\_\_

Parent's names \_\_\_\_\_  
\_\_\_\_\_

Parent's work telephone # \_\_\_\_\_

Parent's cell phone # \_\_\_\_\_

Parent's email \_\_\_\_\_

List any allergies \_\_\_\_\_

List any medication taken by the child (name of medication as well as dosage)

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

*Should more room be needed, please use the back of this page.*

*\*Note - This information is frequently requested by paramedics or hospital personnel in the event of a medical emergency. The Elmwood Park Police Department does not administer medication under any circumstances.*

Check one: \_\_\_\_\_ Student may walk home from EPMHS School  
\_\_\_\_\_ Student must be picked up by parent or authorized designee

Parent's signature \_\_\_\_\_ Child's signature \_\_\_\_\_

\*\*\*\*\*Ages 9-16\*\*\*\*\*

*Please return this application along with the Hold Harmless Agreement and Code of Conduct acknowledgement as soon as possible to the Elmwood Park Police Department, Attn: Community Policing, 182 Market Street E.P., N.J.07407.*

*Applications which do not have these documents attached and signed will be rejected.*

*Applications need to be returned by June 21, 2024.*



**ELMWOOD PARK POLICE DEPT.  
COMMUNITY POLICING**

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**Elmwood Park Police Department Youth Police Academy**



**HOLD HARMLESS AGREEMENT**

I, the undersigned parent/ guardian of \_\_\_\_\_

Residing at \_\_\_\_\_

do hereby give my son/daughter permission to attend the Youth Police Academy and in consideration of allowing him/her to participate in the above named program, I voluntarily and knowingly release and discharge the Youth Police Academy, Elmwood Park Police Department, Borough of Elmwood Park, Elmwood Park Board of Education, All Elmwood Park Schools and Staff and all instructors and participants in this program as well as all others who may be liable from all claims, present and future, known or unknown, in any manner arising out of his/her participation in the Junior Police Academy program.

I also authorize the Elmwood Park Police Department including any of its employees or agents to render any and all emergency assistance to my child in the event the same is needed.

I acknowledge that (child's name) \_\_\_\_\_ has no limiting medical conditions and is fully capable of participating in the program or has the following medical conditions, in which case I agree to provide a note from a licensed physician indicating which activities the child may not participate in. This Hold Harmless Agreement is a testament to my understanding of the above evidenced by my signature.

List any medical conditions which the child may suffer from that could limit his/her participation in physical activities.

NOTE: By signing this agreement I also give Elmwood Park Police Department permission to take a class picture and have same posted in newspapers or EPPD and PBA Local #185 web sites.

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

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





**ELMWOOD PARK POLICE DEPT.  
COMMUNITY POLICING**

*(201) 796-0700 EXT. 150 Msammarone@elmwoodparknj.us  
Saraujo@elmwoodparknj.us*



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**To: All Youth Police Academy participants & their parents/guardians**  
**From: Det/Lt. Thomas Kochis #92**  
**Subject: Code of Conduct/Dress Code**

In order for the Youth Police Academy to run properly it is necessary to institute a set of regulations, which will be known as the Code of Conduct. We understand that the students are children and instructors will be judicious in imposing penalties for violation of the Code. Penalties may include light physical exercise, such as additional physical training or writing a letter of apology. In severe cases, the child will be expelled. In no case will a child be pushed anywhere close to his or her limit physically. Each child and their parent/guardian are required to read the Code and sign an acknowledgement.

- No student shall strike, kick, push or otherwise assault another student or instructor.
- No student shall ridicule or degrade another student or an instructor. Making derogatory comments directed at another's race, religion, ethnic background, handicap or gender is strictly prohibited. Use of obscene, vulgar or profane language will not be tolerated.
- All students are to obey all instructions given by an instructor, including guest instructors. Students will answer all instructors, guest speakers and academy adults with "Yes sir/Ma'am or No sir/Ma'am!"
- As this is a Youth Police Academy designed to give the students a taste of a real police academy, all students shall address their instructors by their proper rank. The different ranks and protocols are explained to them on the first day.
- Students are required to report to an instructor any injuries they receive at the Youth Police Academy as soon as possible after the injury has occurred.
- Students are required to report any violations of this Code of Conduct by another student to an instructor immediately and to answer all questions posed to them truthfully by an instructor concerning a violation of this Code of Conduct whether by the student or by another student.
- Students are prohibited from otherwise violating any state statute or Borough Ordinance while attending the Youth Police Academy.
- Students are required to wear at least one of the Youth Police Academy shirts and shorts that were furnished to them. The shirt must be tucked into their shorts at all times. Hats that are issued are mandatory everyday and Student uniform will be kept neat and clean on a daily basis. Students are not permitted to wear jewelry for their own safety and the safety of others; unless for religious reason. Students are also required to wear sneakers and blue shorts. Exceptions may be granted if there is a compelling medical reason.
- Students must remain within close proximity of an instructor at all times and may not wander off unless given permission by an instructor to use a restroom. If such permission is granted, the student must rejoin the class as soon as possible after completing the use of the restroom.
- Students must participate in light exercise as part of the daily routine. They also may be required to do push-ups, sit-ups, jumping jacks or running as punishment for a minor violation of the Code of Conduct. As noted above, the child will not be pushed to their limits. A doctor's note is needed to be excused from any physical activity.

This year's academy will be held August 5-9 and 12-16, 2024, at Elmwood Park Memorial High School 375 River Drive Elmwood Park, NJ 07407. Parents agree to drop their children no earlier than 8:45am and no later than 9:00am on each day the Academy is in session. Parents agree to pick up their children no earlier than 2:45pm and no later than 3:00pm at the designated location on each date the academy is in session unless they have indicated on the application that the child may walk home. Parents may of course pick up their children earlier if necessary due to illness or emergencies.

*Continued....*

Parents agree to pick up their children within 1/2 hour in the event their child becomes ill or the child is expelled from the academy. The parent/guardian and student agree that all disciplinary matters are at the complete discretion of the Elmwood Park Police Department. Students who are within walking distance of Elmwood park High School may walk to the school and/or walk home from school only if the police department is first provided with a letter authorizing the child to do so or the parent has indicated that the child may walk home on the application by checking the appropriate box and signing the form.

If a student is authorized to be picked up by a person other than the parent or guardian, the parent/guardian must authorize that person in writing to pick up that person and provide the police department with the letter. In the event a custodial parent/guardian does not wish to have a non-custodial parent/guardian pick up the child, the custodial parent/guardian must provide a letter to the police department indicating this. They must also provide a legible copy of the court order indicating that they have sole custody of the child.

### STUDENT BEHAVIORAL CONTRACT

The purpose of this contract is to inform the student that he/she must comply with all provision of the EPPD Youth Police Academy and to the specific terms set forth in this contract. Due to the nature of this academy there WILL be “zero tolerance” for any/all rule/regulation infraction or violation. Undesirable conduct such as dangerous horseplay, bullying, rude behavior to fellow student/instructors, and violation of dress code and possession/use of tobacco products, alcohol or drugs on academy property will result in immediate removal of the student from the EPPD Youth academy. This contract represents an agreement by the student and student’s parent (or primary care giver) that he/she has received a copy of the Code of Conduct and agrees to adhere to this code at all times in the academy, at home and at school. We have read the above and agree to comply with its terms.

Parent/Guardian signature

Parent/Guardian name printed

Child signature

Child name printed

Date

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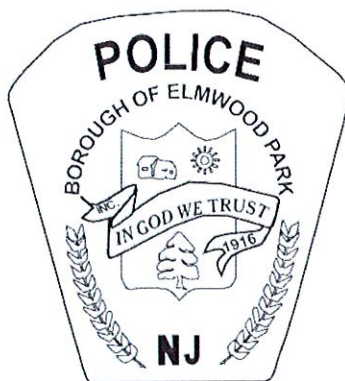
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**\*\*NOTE: ITINERARY WILL BE DISTRIBUTED ON THE FIRST DAY OF ORIENTATION\*\***







## Elmwood Park Police Department Youth Police Academy



### DAILY CHECKLIST

#### **Wear:**

- Hat (provided) last name must be labeled on all equipment provided
- "PT" shirt (Provided)
- Shorts (Provided)
- Sneakers ... no boots, crocs, sandals, flip-flops etc
- LAST NAME- must be labeled on all equipment provided

#### **Bring in Backpack/Gym bag:**

- Lunch every day - Except for Friday, day of graduation.
- NO JUNK FOOD!!! All junk food will be taken.
- Water, juice or healthy drink for lunch ... NO SODA.
- "Uniform Of The Day" t-shirt and Shorts
- Extra pair of underwear and socks
- Sun block if necessary
- Notebook and pen (blue or black ink)
- Medicine if needed ... given to PO. Sammarone or PO. Araujo
- Extra water if so desired ... water fountains are on premises

#### **What not to bring:**

- Ipads, iPods, Electronic games or Devices.
- Expensive cameras
- Jewelry. NO bracelets, anklets at all. Necklaces, if they are religious in nature and cannot be taken off are acceptable.

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#### **Assumptions and Critical Success Factors**

- ~ Recruits will be responsible for their own preparation each morning, and will make sure they have all equipment needed for the academy day.
- ~ Parents will make sure the recruit is dropped off and picked up on time each day!!!
- ~ Parents will take the time to open the lines of communication with the recruit EACH evening.
- ~ Parents will make sure the recruit is in charge of their own equipment.

#### **Communication Requirements**

Each night the recruit WILL educate the parent about everything they learned at the Academy that day. They will explain in detail the lessons learned at the academy and all pertinent information learned during the course of the day. The parent WILL be able to repeat that information to the OIC in the morning as they drop off their recruit. This process is placed in effect to promote open lines of communication between parents and their children for years to come.

**Parents:**

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_  
*Street Address City State Zip Code*

Daytime Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_  
*Street Address City State Zip Code*

Daytime Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Emergency Contact Information:**

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

Address \_\_\_\_\_  
*Street Address City State Zip Code*

Contact Phone # \_\_\_\_\_

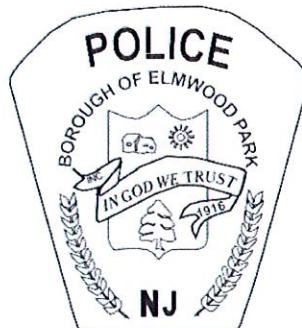
**Family Physician:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Last Visit \_\_\_\_\_



**Medical Questionnaire:** *Please answer ALL of the following questions.*

1. Is your child being seen for medical reasons now? If yes, please explain. \_\_\_\_\_

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2. Does your child have any allergies or is he/she taking any medications? If yes, please explain.

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3. Has your child ever been hospitalized? If yes, please explain \_\_\_\_\_

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4. Does your child have high blood pressure? \_\_\_\_\_

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5. Does your child suffer from any heart problems? If yes, please explain. \_\_\_\_\_

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6. Has your child ever suffered from Exhaustion or Heatstroke? \_\_\_\_\_

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7. Are there any medical problems or disabilities that may affect your child during this event?

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8. Does your child have a learning disability or special needs? (We want to make this experience memorable and this knowledge will help us do that.) \_\_\_\_\_

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9. If your child should become ill and need attention, what hospital should be used?

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10. Is your child presently taking any medications (prescription or over the counter)? If yes, please list below.

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***Keep in mind ALL attempts will be made to contact a parent or the emergency contact person BEFORE any action is taken.***

*Parents, please read and sign the statement below:*

I understand that the health history statement is true and that my child is able to participate in the  
**ELMWOOD PARK POLICE DEPARTMENT YOUTH POLICE ACADEMY.**

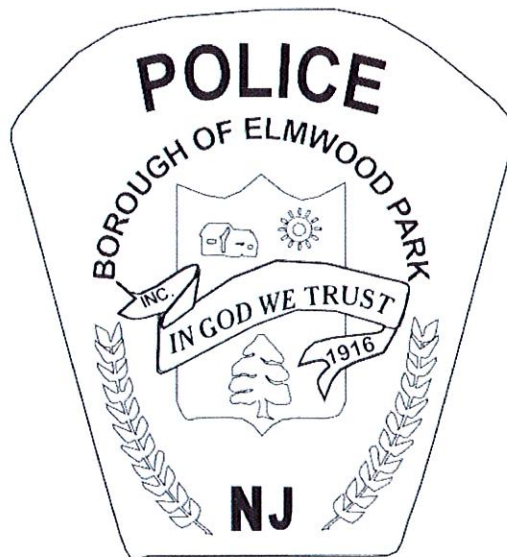
I further grant permission for my child to participate in all physical activities  
to be held by the EPPD Youth Police Academy.

Signature \_\_\_\_\_

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

Relationship \_\_\_\_\_

Date \_\_\_\_\_



**Michael Foligno**  
**Chief of Police**





**Elmwood Park Police Department**



**Youth Police Academy**

**Ages 9-16**

**Aug 5-9 Aug 12-16, 2024**

**Must be completed and returned to: Elmwood Park Police Headquarters  
by June 21, 2024**

**ALL CADETS MUST ATTEND EVERY DAY OF THE TWO WEEKS OF ENROLLMENT OR THEY WILL BE DISMISSED FROM THE PROGRAM**

**Elmwood Park Police Department  
Youth Police Academy Application**

**Applicant:**

**Name:** \_\_\_\_\_ **Male**  **Female**

**Address:** \_\_\_\_\_

\_\_\_\_\_

**City**                      **State**                      **Zip Code**

**Home Telephone Number:** \_\_\_\_\_

**Age (Circle One):**    9    10    11    12    13    14    15    16

|                             |              |               |              |               |
|-----------------------------|--------------|---------------|--------------|---------------|
| <b>T-Shirt Size (Youth)</b> | <b>Small</b> | <b>Medium</b> | <b>Large</b> | <b>XLarge</b> |
| <b>T-Shirt Size (Adult)</b> | <b>Small</b> | <b>Medium</b> | <b>Large</b> | <b>XLarge</b> |
| <b>Shorts Size (Youth)</b>  | <b>Small</b> | <b>Medium</b> | <b>Large</b> | <b>XLarge</b> |
| <b>Shorts Size (Adult )</b> | <b>Small</b> | <b>Medium</b> | <b>Large</b> | <b>XLarge</b> |