



— Citizens — Police Academy



Overview

What is it?

The Hamtramck Police Department's Citizen's Academy is a 21 hour block of instruction designed to give the public a working knowledge of the police department's personnel and policies. It consists of a series of classes, held once each week for 3 hours. The instruction is comprehensive, covering a different area of the police department each week. Officers, supervisors, and personnel assigned to that division conduct each instructional block.

Who May Attend?

The class is made up of a cross-section of the community. Doctors, architects, homemakers, laborers, students, secretaries, salespersons, and others are encouraged to apply for admission. The minimum age of enrollment is 18 and priority is given to applicants who live or work in the City of Hamtramck. All applicants must have a clean criminal history good driving record.

The Purpose

The Hamtramck Police Department's Citizen's Academy was created to provide information to the citizens that attend so that they may better understand the operation of the police department and police activity. It is further hoped that the instruction will increase police awareness while dispelling suspicions and misconceptions along with increasing police/community rapport through the educative process. The department, in turn, becomes more aware of the feelings and concerns of the community from the students' interaction and input. It is, indeed, a two-way learning experience.

Topics

The Hamtramck Police Department's Citizen's Academy cover diverse topics such as criminal investigations, evidence collection, training, digital forensics, patrol techniques, crime prevention, and juvenile law. Emphasis is placed on the patrol division, as that is the segment of the police department that the public most often comes in contact with. Instruction in these and other topics will consist of lectures, demonstrations, tours, and hands-on experiences.



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Academy Rules

1. Classes will begin at 6:30 p.m. and end as close to 9:30 p.m. as possible with a break midway through the evening.
2. Dress for the class is casual. For Graduation, professional attire is recommended.
3. Recording of the class material is **NOT-PERMITTED** unless otherwise noted by the individual instructor or program staff. Posting on social media any Citizen Academy training materials or information will be an automatic removal from the program.
4. Study guides are issued to all students. We ask that you bring them with you to each session.

Please remember to sign and turn in your waiver at the end of the first class.



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Application for Admission

Complete the requested information below. Please print or type

Name: _____ Date of Birth: _____

Address: _____ Driver's License #: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Phone: _____

Email Address: _____

Employer: _____ Position: _____

Employer Telephone#: _____ Supervisor's Name: _____

Community / Group Affiliations:

Please write a short paragraph stating why you want to attend the Citizen's Police Academy. Attach an additional sheet if needed. This MUST be included for the review of this application.

As an applicant to the Hamtramck Citizen's Police Academy, I authorize a background investigation to be conducted, which includes a driving and criminal record check.

Applicant's Signature

Date

Please email the completed application to dadamczyk@hamtramckcity.gov or submit to the front desk of the PD

For more information, please call (313) 800-5281



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Schedule Overview

Students attending the academy will be exposed to a multitude of police functions and operations:

- Department Structure
- Station Tour
- Traffic Safety Bureau
- Detective Bureau
- Evidence Techs / K9 Units
- Undercover Units
- Citizen volunteers
- 31st District Court
- Police Dispatch Operations



Citizens Police Academy

Course Schedule–Winter 2025

<u>Date</u> (WEDNESDAYS)	<u>Times</u> (P.M.)	<u>Subject</u>	<u>Instructor</u>
Jan 29 st	6:30 – 8:00	Intro/ Department Structure	Inv. Adamczyk
	8:00 – 8:30	Introduction	Chief of Police
	8:30 – 9:30	Station Tour	_____
Feb 5 th	6:30 – 8:00	Investigations/Detective Bureau	Staff Member
	8:00 – 8:30	Special Investigations Bureau	Inv. Adamczyk
	8:30 – 9:30	Citizens Patrol	Sgt. Golla
Feb 12 th	6:30 – 8:00	Taser	Lt. Mervyn
	8:00 – 9:00	Traffic	Sgt. Fedenis
	9:00 – 9:30	Dispatch Operations	S. Al-Qawie
Feb 19 th	6:30 – 8:00	Evidence Technicians	C/A Robinson
	8:00 – 9:30	Digital Forensics	Inv. Adamczyk
	9:00 – 9:30	Reserves	Sgt. Golla
Feb 26 th	6:30 – 8:00	Finger/Latent Prints	C/A Robinson
	8:00 – 9:30	Accident Investigations	Ofc. Fey
Mar 5 th	6:30 – 8:00	K-9	K-9 Officer
	8:00 – 9:30	Firearms	Ofc. Fey
Mar 12 th	6:30 – 8:00	31 District Court	Judge Krot
	8:00 – 9:30	City Ordinances/Mock Court	Judge Krot/City Atty's
Mar 19 th	6:30 – 8:00	Graduation	Chief of Police

HAMTRAMCK POLICE DEPARTMENT

CITIZEN POLICE ACADEMY

The Hamtramck Police Department encourages and supports volunteers. As a volunteer, I have an elected to volunteer and take part in the Hamtramck Citizen Police Academy.

I want to volunteer for the Hamtramck Police Department's Citizen Police Academy, which outlines a 30-40 hour snapshot of roles and scenarios of the Hamtramck Police Department. At no time, does my application or admittance to the program imply, grant, promise or contract that I will be a City of Hamtramck Police Department employee, contractor or have any rights to compensation or benefits (wage or health) for my volunteer in the program.

Therefore, I do freely, voluntarily, and without duress, execute this Release and acknowledge the following terms:

1. Waiver and Release. I hereby release, waive, discharge and covenant not to sue the Hamtramck Police Department, its departments, officers, employees and agents, from any and all liability to me, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in my death in reference to the activities authorized in my participation as a volunteer. I hereby covenant and agree to indemnify and save harmless, the City of Hamtramck, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to the activities authorized in my work as a volunteer.

2. Medical treatment. I release and discharge Hamtramck Police Department from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me. I understand that I am not entitled to workers' compensation.

3. Assumption of risk. I understand that my participation in the Hamtramck Police Department – Citizen Police Academy, may include activities that may be hazardous. I assume the risk of injury or harm in those activities I choose to do and release the Hamtramck Police Department from all liability for injury, illness, death, or property damage occurring from my work for the Hamtramck Police Department.

4. Insurance. The Hamtramck Police Department does not have responsibility for providing any health, medical or disability insurance coverage for me. IT IS MY RESPONSIBILITY AS A VOLUNTEER TO ENSURE I HAVE MEDICAL/HEALTH INSURANCE. As with other members of the public, I may file a claim with the State Administrative Board for personal losses that are under \$1,000.

5. Photographic release. I grant the Hamtramck Police Department the right to use photographic images and video or audio recordings of me that are made by Hamtramck Police Department or others during my participation in the Hamtramck Police Department – Citizen Police Academy, including royalties, proceeds or other benefits from use of the photographs or recordings.

6. Background check. I understand that a criminal history check may be obtained prior to my appointment as a participant. My signature below certifies that I agree to a criminal history check and agree to provide Hamtramck Police Department with my date of birth and identifying information to perform such background check.

8. Discrimination laws. I agree to follow the Hamtramck Police Department policy, along with state and federal laws that forbid discrimination in employment, education, housing, public accommodation, law enforcement or public service based on a person’s religion, race, color, national origin, age, sex, marital status, height, weight, or disability.

9. Other. I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan, and that this Release is governed by and will be interpreted according to the laws of Michigan. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect.

Volunteer Name (Printed)

Volunteer Signature

Volunteer Address

City/State

Phone Number

Email Address

Volunteer Date of Birth (MM/DD/YYYY)