

A. Keith McDonald  
MAYOR



# City of Bartlett Police Department

Gary L. Rikard  
CHIEF OF POLICE



## CITY OF BARTLETT POLICE DEPARTMENT CITIZENS POLICE ACADEMY

### Application for Admission

All applicants must be 21 years of age. Any incomplete and/or unsigned application will not be considered. This document is a public record and the information may be released by the police department without your further consent. Please type or print all information.

#### **PERSONAL:**

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

                    Last                      First                      Middle  
Prior Names Used (Including Maiden) \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

                    Work \_\_\_\_\_ Pager \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you a resident of Bartlett? **Y/N**      How long? \_\_\_\_\_

Previous addresses for the last five years (if different from above).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you own or work at a business in the City of Bartlett? **Y/N**      For how long? \_\_\_\_\_

If yes, name and address of the business:

\_\_\_\_\_  
\_\_\_\_\_

#### **RECOMMENDATIONS:**

Did someone recommend or advise you to apply for admission? **Y/N**

If yes, please list: \_\_\_\_\_

What, if any, is their affiliation with the Bartlett Police Department or the Citizens Police Academy? \_\_\_\_\_

How did you hear about the Citizens Police Academy? \_\_\_\_\_

Have you previously applied to the Citizens Police Academy? **Y/N** If yes, when? \_\_\_\_\_

**B.P.D., B.S.M.C.**  
**5868 Stage Road**  
**Bartlett, TN 38134**  
**901-385-5510**

**B.P.D., Headquarters**  
**3730 Appling Road**  
**Bartlett, TN 38133**  
**901-385-5500**

**EMPLOYMENT:**

Please list information for your current and previous places of employment (if not applicable, state if you are retired, unemployed, a student, a homemaker, etc.)

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**PERSONAL REFERENCES:**

Do not list immediate family or other relatives.  
Please provide three references:

1) Name: \_\_\_\_\_ Years known: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Years known: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Years known: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

**BACKGROUND:**

Please explain briefly why you wish to attend the Bartlett Citizens Police Academy:

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Please list any associations, clubs, or organizations that you belong to or with whom you have an affiliation:

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**Have you ever been arrested for any criminal offense?** Yes/No  
**If so, do you currently have any criminal charges pending for any offense other than minor traffic violations?** Yes/No

**If you answered “Yes” to either of the above questions please write on the back of this page of your application:** Where and when you were arrested and what you were charged with. Also, please provide a brief description of the incident and give the final disposition.

**NOTE:** Any felony conviction will disqualify an applicant from attending Citizens Police Academy.

**EDUCATION:**

Are you a college graduate or current student: Yes/No Degree or Major: \_\_\_\_\_

Name and address of college(s) attended:

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**Please review your answers carefully and read the statement below before signing this application:**

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I understand that any omissions or false statements on this application shall be sufficient cause for rejection for enrollment or dismissal from the City of Bartlett Citizens Police Academy. I further understand that the Bartlett Police Department will be conducting a thorough background investigation that may include, but is not limited to, a criminal history, employment history, and personal reference check.

I authorize any individual, company, organization, or institution to release to the Bartlett Police Department any and all information concerning this application. I hereby release all parties and individuals connected therewith from all liabilities and for any damages whatsoever incurred for furnishing that information.

I also understand that any student will be expelled from the Bartlett Citizens Police Academy if said student is disruptive or otherwise interferes with the presentation of this program. I further state that I have never been convicted of a felony offense in any Tennessee court or any other federal or state court. I understand that all applicants will be accepted or rejected upon the sole discretion of the Chief of Police or his designee.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

A one year eligibility roster for future Citizens Police Academy classes will be maintained if the number of applications received exceeds the current class limits.

Please return this completed application to: **Bartlett Police Department**  
**5868 Stage Road**  
**Bartlett, TN 38134**  
**901-385-5510**

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For Citizens Police Academy staff use only:  
Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Disposition: Accepted/Rejected Date: \_\_\_\_\_  
Applicant Notified By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Police Department*

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Photo Release Agreement

I, \_\_\_\_\_ consent and authorize the City of Bartlett to record my likeness and/or voice for the use by television, film, radio, printed or social media to further promote the programs of the City of Bartlett and the Bartlett Police Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

5868 Stage Rd., Bartlett, TN 38134

Phone: (901) 385-5510

Fax: (901) 380-5681

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Hold Harmless Agreement

I, \_\_\_\_\_ hereby release, discharge, and agree to hold harmless the City of Bartlett Police Department, its officers, agents and employees from any and all liability, claims, demands, rights or causes of action, present or future, whether known or unknown, anticipated, or not anticipated, which may occur as the result of my participation in the Citizens Police Academy program, even under circumstances in which that personal injury, illness, death, property damage or loss is caused in whole or in part by the action, inaction, or negligence of the released parties to the fullest extent of the law.

I have carefully read this agreement and fully understand its contents. I have had the opportunity to consult my own independent legal council, and do hereby voluntarily execute this agreement and release of liability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

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