





# PORT JERVIS CITY POLICE DEPARTMENT

Serving with Courage, Vision and Integrity Since 1853

20 Hammond Street  
Port Jervis, New York 12771

T: 845-856-5101

F: 845-858-4078

E: [pjpolice@citlink.net](mailto:pjpolice@citlink.net)

[www.portjervispolice.com](http://www.portjervispolice.com)

WILLIAM J. WORDEN  
*Chief of Police*

JOHN FITZPATRICK  
*Lieutenant*

WILLIAM VANINWEGEN  
*Lieutenant*

## JUNIOR POLICE ACADEMY City of Port Jervis Police Department Juvenile Aid Division (845) 858-4073

The undersigned parent/guardian, understanding all activities and requirements, requests the opportunity and privilege of having my child participate in the City of Port Jervis Police Department Junior Police Academy. The undersigned agrees to have their child obey any and all directives or orders of any member of the City of Port Jervis while he/she is engaged in any and all activities relating to the Junior Police Academy.

I further acknowledge that the privilege of participating in this program may be rescinded at any time during the course of the Junior Police Academy as a result of improper behavior or other factors that may be detrimental to the safety or well-being of any other participants or instructors, and the decision to rescind this privilege is in the sole and absolute discretion of the police officers involved.

Furthermore, I have received and reviewed the Code of Conduct page of this application with my child and agree to abide by those instructions and rules.

The undersigned understands that the Junior Police Academy generates interest from news media, both print, Internet and television, and authorizes the release of my child's image for use in any news or media story relating to the Junior Police Academy. I also authorize the release of my child's image and/or name for use in any and all presentations or other media to be used for or by the City of Port Jervis.

Parent/Guardian: \_\_\_\_\_

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



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*JUNIOR POLICE ACADEMY  
City of Port Jervis Police Department  
Juvenile Aid Division  
(845) 858-4073*

## CODE OF CONDUCT

1. Recruits will refrain from physical and verbal violence toward other recruits and academy staff.
2. Recruits will act in a professional manner at all times and follow directions from academy staff.
3. Recruits will wear the provided academy tee shirt and sneakers for class each day.
4. Recruits will follow all rules and regulations as directed by academy staff.
5. Recruits will refrain from bullying, teasing, or harassing other recruits.
6. Recruits will arrive promptly each morning of the academy.
7. Recruits will not be allowed to bring cell phones, iPods, MP3 players, video games, or other electronic gaming or music devices to the academy.
8. Recruits will not be allowed to take pictures of other recruits or academy staff during the academy.
9. Any illness or injury suffered by the recruit should immediately be brought to the attention of academy staff.
10. Any act or threat of physical violence towards another recruit or staff member will result in the recruit's immediate removal from the program.
11. *Recruits who violate any of the Academy Rules will be expelled from the program.*

### Parent/Guardian to Complete

I \_\_\_\_\_ have reviewed the Code of Conduct with my child and he/she understands and agrees to abide by the rules outlined above. It is understood that any violation of these rules will result in removal from the program. I understand that **NO refund will be provided after the equipment and supplies for the Academy have been ordered.** I also understand that **NO refund if applicable** will be provided if my child is expelled from the program for a violation of the academy Code of Conduct or if my child quits the program.

Parent/Guardian: \_\_\_\_\_

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



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## PORT JERVIS POLICE DEPARTMENT JUNIOR ACADEMY

Dear Junior Police Academy Participant,

Please return the “**Medical Information**” form at the bottom of this notice when you turn in your completed Junior Police Academy application. **REGISTRATION APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A COMPLETED MEDICAL FORM.** A new Medical Form must be filled out each year. The Junior Police Academy begins at **8:00 a.m.** and ends at **3:00 p.m.** Please make necessary arrangements to depart at **3:00 p.m.** Although we hope to have no use for it, secondary accident insurance is provided.

PLEASE RETURN with CAMP APPLICATION TO: Port Jervis City Police Department – Juvenile Aid Bureau 20 Hammond Street, Port Jervis, New York 12771.

### MEDICAL INFORMATION

NAME \_\_\_\_\_ AGE \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_ (CELL) \_\_\_\_\_

Current Confidential Medical History – Please write just the **MOST RECENT DATES** on the lines below.

**PLEASE** provide a valid copy of your child’s **Birth Certificate**.

IMMUNIZATION AGAINST	DATE IMMUNIZED	IMMUNIZATION AGAINST	DATE IMMUNIZED
Varicella ( <b>CHICKEN POX</b> )		Measles/Mumps/Rubella <b>MMR</b>	
Haemophilus Influenza Type B		Poliomyelitis ( <b>OPV</b> )	
Diphtheria/Tetanus ( <b>DTP</b> )		Hepatitis B	

OTHER MEDICAL INFORMATION, RESTRICTIONS, MEDICATIONS (ALLERGIES, BEE STINGS, ASTHMA, ETC.)

NAME, ADDRESS & PHONE NUMBER OF RESPONSIBLE PERSON TO CONTACT IN CASE OF EMERGENCY

1. \_\_\_\_\_

2. \_\_\_\_\_

**PARENT or GUARDIAN’S CERTIFICATION:** I certify that the applicant named above is in good health and has my permission to participate in the **2025 PORT JERVIS POLICE DEPARTMENT JUNIOR POLICE ACADEMY** & be transported by City of Port Jervis vehicle and buses, and Quality Bus Services to program locations as needed.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Parent/Guardian



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## JUNIOR POLICE ACADEMY City of Port Jervis Police Department Juvenile Aid Division (845)858-4073 **6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grades**

The City of Port Jervis Police Department will be hosting our 5th Junior Police Academy from August 11<sup>th</sup>, 2025, through August 22<sup>nd</sup>, 2025. The location of the academy will be located at the Port Jervis Elementary School Campus, located at 118 E. Main Street, Port Jervis, NY. Enrollment for the academy will be restricted to 25 recruits and will be selected by the Port Jervis Police Department Juvenile Aid Bureau. The graduation ceremony will be held at Port Jervis Elementary School auditorium at 3:30 PM on August 22<sup>nd</sup>.

Applications will be available beginning on May 23<sup>rd</sup>, 2025. The application may be picked up at the City of Port Jervis Police Department, the Port Jervis City Recreation office, Hamilton Bicentennial Elementary, Anna S. Kuhl School, Port Jervis Middle School, or you can download it from the City of Port Jervis Police Department's website. Applications will be turned into the City of Port Jervis Police Department no later than June 20<sup>th</sup>, 2025. All returned applications and attached waivers/releases must be filled out completely as instructed or may be subject to disqualification. ***No application will be accepted after June 20<sup>th</sup>, 2025.*** There will be a selection process based on information contained in the application. Applicants will be notified via phone by July 11<sup>th</sup>, 2025, for acceptance into the program.

Our objective is two weeks of education and fun through a Police Academy format. The week will include various presentations, hands-on practices and physical training to give each recruit an idea of what is involved in being a police officer and a leader in their community. Presentations will include crime scene procedures, K-9 capabilities, crime prevention, police officer responsibility at fire scenes, community policing and collaboration, narcotics safety, reporting, and much more!

All events are supervised with several community service projects planned outside of the academy. A park cleanup day and a river rafting trip with the National Park Service to promote teamwork and enjoyment of our beautiful natural surroundings and to teach water safety. The river rafting trip is scheduled for Monday, August 21<sup>st</sup> with no rain date.

The schedule is from 8:00 a.m. until 3:00 pm daily. The recruits are to be dropped off no later than 7:50 am each day. Transportation to and from the academy is the responsibility of the recruit's parent/guardian. Recruits are ***required*** to attend the entire session and to participate in the culmination ceremony to receive a certificate of completion at the conclusion of the academy. Please be prompt when dropping off and picking up your children and please ensure to label all items that they bring to the academy. Recruits are required to bring their own labeled water bottle and must wear sneakers to the academy. Lunch will be provided to all recruits.

We are hopeful the interaction that takes place between your child and the members of our department and community will have a positive effect on all involved. As police officers, we thoroughly enjoy participating in the program and look forward to working with your children.