

2025

Saddle Brook Junior Police Academy



Academy Dates: Thursday, August 7th – Friday, August 8th

Monday August 11th – Friday August 15th

Eligibility: Saddle Brook residents entering the 8th grade in September 2025

Location: Helen I. Smith Elementary School

30 Cambridge Avenue, Saddle Brook NJ 07663

Application deadline: June 13, 2024

Notification of Acceptance: Week of June 16th by email

Academy Fee: Free of Charge

Academy Orientation: 6:00pm on Monday, August 4th 2025

Saddle Brook Municipal Bldg. - 55 Mayhill Street

Any questions regarding the Academy should be directed to coordinator:

Captain Doug Habermann: supportservices@saddlebrookpd.com

*Please **DO NOT** call the police department inquiring about your child's application status.*

This year will be Saddle Brook's third annual Junior Police Academy. It will be held at the Helen I. Smith Elementary School located at 30 Cambridge Avenue.

Enrollment will be restricted to 40 recruits. All applicants must be Saddle Brook students entering the 8th grade in September 2025. A short essay must be submitted with the application, showing interest in the program.

There is no fee for student participation in the Saddle Brook Junior Police Academy. Applications must be fully complete and legible. All completed applications must be returned to the Saddle Brook Police Department: Records Bureau in person.

Due to an unknown number of applications, the children who will be accepted into the program will be chosen on a first come, first serve basis.

All children who are accepted into the program will be notified by email and provided further instructions regarding the academy. Please do not contact the Police Department inquiring about your child's application status.

Our objective is a week and half of education and fun through a Police Academy format. The curriculum will include various presentations from guest law enforcement agencies, hands-on practices, field trips, and physical training to give the recruits an idea of what is involved with becoming a Police Officer.

* *There will be a Parent/Guardian and Recruit **mandatory** academy orientation on Monday August 4th at 6:00pm, which will be held at the Saddle Brook Municipal Building located at 55 Mayhill Street.*

Academy Daily Schedule:

8/7/25 and 8/8/25 (Thursday and Friday): 8:30 am - 3:00 pm

8/11/25 to 8/14/25 (Monday-Thursday): 8:30 am – 3:00 pm

8/15/25 – 12:30 pm start and 5:00 pm graduation ceremony

We expect ALL recruits to be dropped off ON TIME. Transportation to and from the Academy is the responsibility of the recruit's parent or guardian.

***** Recruits are required to bring one healthy morning snack, as well as lunch each day. We will have a refrigerator/cooler to store all food items, however, we will not have the ability to heat up any lunches.**

The academy will provide water and Gatorade, but recruits will need to bring their academy provided water bottle each day, which will be given to the recruits at Orientation. ***

The Junior Police Academy will culminate in a graduation ceremony at the Saddle Brook Municipal Building, on Friday August 15th, which will begin promptly at 5:00pm. Family members and friends are invited and encouraged to attend the ceremony.

Pizza and ice cream will be provided after the graduation ceremony from an outside vendor. If there is a potential allergy concern, please let the academy coordinator know immediately.

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

It is highly recommended that all children undergo a physical by their pediatrician or family physician prior to the start of the academy. Due to the physical demands of the academy, any child who has a medical condition limiting their ability to participate in the academy may be required to obtain medical clearance prior to the start of the academy.

If your child is accompanied with an EPI PEN or INHALER KIT, **PLEASE** have it stored in a clear zip lock bag with your child's name on it written in black marker (clearly legible).

APPLICATION



Please fill out the following requested information completely and clearly. Any false, incomplete or illegible information will exclude the applicant from participating in this program.

STUDENT INFORMATION:

Recruit's Name: _____
(Last Name) (First Name)

Home Address: _____

Male or Female: _____ Age: _____ Date of Birth: _____

School Name: _____ Next Grade Attending: _____

***** (Please Circle your Child's appropriate size Shirt) *****

Adult Tee Shirt Size: S M L XL 2XL Youth Tee Shirt Size: M L XL

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name: _____

Home Address: _____

Phone Number: Home # - _____ Cell # - _____

Email Address: _____

EMERGENCY CONTACT INFORMATION: (other than parent/guardian listed above)

Name: _____ Relationship to student: _____

Home Address: _____

Phone Number: Home # - _____ Cell # - _____

Code of Conduct

Recruits will refrain from physical and verbal violence towards other recruits and academy staff.

Recruits will act in a professional manner and follow directions from the academy staff.

Recruits will wear the uniform shirt supplied, along with black shorts, and athletic sneakers each academy day. * No make-up, jewelry, or hats, and long hair may be worn up.

Recruits will wear their uniforms appropriately and in accordance with the academy rules.

Recruits will refrain from vulgar, offensive or threatening speech.

Recruits will follow all the rules and regulations as directed by the academy staff.

Recruits will refrain from bullying, teasing or harassing other recruits.

Recruits will arrive promptly on each morning of the academy, and be ready to participate.

Recruits will raise their hand when they want to speak.

When called on, recruits will stand and respond with, "yes sir, no sir" or "yes ma'am, no ma'am."

Recruits will not be allowed to bring electronic gaming or music devices to the Academy.

Cell phones are allowed but must remain off or silent, and will only be used for emergencies.

Recruits will stay with their group on field trips, and be respectful to other civilians and law enforcement officers.

Any injuries or illnesses suffered by a recruit should immediately be brought to the attention of an instructor.

Any act or threat of physical violence towards another recruit or staff member will result in the recruits' immediate removal from the program.

Recruits who violate any of the Academy rules will be subject to expulsion from the program.

Parent/Guardian to Complete

I, _____ have reviewed the above code of Conduct with my child, and my child and I understand the rules, and my child agrees to abide by the rules as outlined above. It is understood that any violation of these rules can result in my child's immediate removal from the program.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

Authorization and Release

The undersigned parent/guardian, understanding all activities and requirements, requests the opportunity and privilege to have his/her child participate in the Saddle Brook Police Department's Junior Police Academy. The undersigned agrees to have his/her child obey any and all directive or orders of any member of the Saddle Brook Police Department while his/her child is engaged in any and all activities relating to the Junior Police Academy, as well as strictly adhere to any departmental safety rules and/or regulations.

The undersigned further acknowledges that the privilege of participating in this program may be rescinded at any me 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 participant or instructor, and the decision to rescind this privilege is in the sole and absolute discretion of the police officers involved. The undersigned understands that no advance notice of recission of the privilege is required, and no hearing of any sort is necessary to rescind. Furthermore, the undersigned acknowledges receipt of the instructional and code of conduct pages of this application and certifies that he/she has reviewed these pages with his/her child and they agree the child will abide by those instructions and rules.

The undersigned certifies that their son/daughter is a Saddle Brook resident and will be entering the 8th grade in September 2025; that all of the information contained in this application is correct and truthful to the best of my knowledge; that I have read the above instructions and agree to abide by these regulations; and that I have signed this authorization and release of my own free will.

The undersigned also understands that the Junior Police Academy generates interest from the news media, both print, internet and televised, and authorizes the release of my child's image for use in any news media story relating to the Junior Police Academy. I also authorize the release of my child's image (not name) for use in any and all presentations or other media to be used for or by the Saddle Brook Township and the Saddle Brook Police Department in connection with this program, or in connection with the promotion of or reporting of town events and activities regarding this program.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

Medical Waiver/Release

Please fill out the following requested information completely. Please print all answers clearly:

Any False, incomplete or illegible information will exclude the applicant from participating in this program.

Does your child suffer from any medical conditions? _____ if yes, please explain.

Does your child require any medication on a daily or emergent basis? _____ if yes, please explain.

Are there any special needs that the staff of the Junior Police Academy should be aware of?

I, the undersigned parent/guardian of _____
state that the above health history information provided to the Saddle Brook Police Department is true, and that my child is physically able to participate in the Junior Police Academy. I, the undersigned parent/guardian, also hereby release and forever discharges the Township of Saddle Brook, the Saddle Brook Police Department and all of its officers, Saddle Brook Middle/High School, and any other agents or employees of Saddle Brook or its participating agencies, from all claims and causes of action as a result of personal injuries, damages or other losses of any nature whatsoever, which may result or occur at any time while the child of the undersigned is participating in any of the activities of the Junior Police Academy, regardless of cause. I further understand that any and all medical costs related to any injuries will be the sole responsibility of the undersigned parent/guardian. I hereby certify that _____ is of satisfactory health and has no underlying medical conditions that would prohibit him/her from participating in physical training exercises performed during the course of the Saddle Brook Junior Police Academy.

IN CASE OF A MEDICAL EMERGENCY, I AUTHORIZE THE SADDLE BROOK JUNIOR POLICE ACADEMY TO OBTAINING ANY AND ALL EMERGENCY CARE IN THE EVENT I CANNOT BE REACHED OR TIME IS OF THE ESSENCE IN OBTAINING MEDICAL CARE WITHOUT WAITING FOR PARENTAL CONTACT.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

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Saddle Brook Junior Police Academy



Parent/Guardian to complete

Please check off one box:

I grant ☐

I do not grant ☐

my permission for my child _____ to be dismissed each day from the Saddle Brook Junior Police Academy, held during the weeks of August 7, 2025 to August 15, 2025, on their own, without a parent/guardian being present at the time of dismissal.

Parent/Guardian Signature

Date