



February 25, 2019

To Whom It May Concern:

Thank you for your interest in the Citizen's Police Academy program. This is an eight (8) week program scheduled every Wednesday beginning April 3, 2019 through May 22, 2019.

Enclosed in this packet please find the following documents:

- The Application For Citizens Police Academy;
- Liability Waiver Form (to be signed in front of a witness);
- Authorization for Release of Information (to be signed in front of a witness);
- Pennsylvania State Police Request for Criminal Record Check;
- Schedule of Events; and
- Directions to the Monroeville Public Safety Training Center (PSTC).

Please complete the Application, Liability Waiver Form and Authorization for Release of Information and return them to Detective Leo Johe at the Penn Hills Police Department.

Complete and submit to the Pennsylvania State Police Request for Criminal Record Check as instructed on the form. (This request can also be submitted on-line on the State Police Website). Once you have received your background check back, please forward a copy to Detective Johe as well.

You will be notified by the department if you are accepted.

The first class will meet at the Penn Hills Police Department located at 102 Duff Road, Pittsburgh, PA 15235. All other classes will meet at the Monroeville Training Center on Johnston Road, in Monroeville.

The safety and security of our community is vital to us all. Police departments and citizens must work together to provide the highest level of service possible. Citizen academies are a tremendous opportunity to share information and foster better understanding between the police and the citizens we serve.

Sincerely,

Howard Burton
Chief of Police

HB/cmy