



MARK CHAMBERS  
CHIEF OF POLICE

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*Town of Westford*  
**POLICE DEPARTMENT**  
53 Main Street  
Westford, MA 01886



MEMBER  
INTERNATIONAL ASSOC.  
OF CHIEFS OF POLICE  
  
N.E. ASSOCIATION OF  
CHIEFS OF POLICE  
  
MASS. CHIEFS OF POLICE  
ASSOCIATION

## 2024 Westford Police Department Youth Academy

Academy Dates: Monday July 29<sup>th</sup> – Friday August 2<sup>nd</sup>  
Academy Location: Westford Academy – 30 Patten Road  
Application Acceptance Opens: Monday May 20<sup>th</sup>  
Application Acceptance Closes: Friday June 7<sup>th</sup>

All children of Westford residents and town employees who are incoming 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade students (for 2024-2025 school year) are welcome to apply. Academy hours are 8 am to 2 pm each day (with an anticipated 3 pm dismissal on Thurs August 1<sup>st</sup>). There is no cost to families for the program. Parents and guardians are responsible for transportation of their participants and any ride sharing or alternate dismissal plans should be communicated to Academy staff in advance. Preference will be given to applicants who have not yet attended a previous WPD Youth Academy. Academy class size will be limited to 40 participants. It is understood that many families take vacations during the summer months, however, applicants are expected to attend the entire week, including the graduation ceremony on Friday August 2<sup>nd</sup>. Attendees will be provided with an Academy t-shirt and will be expected to wear comfortable athletic attire and sneakers each day with the Academy t-shirt. Attendees will be responsible for bringing their own lunch and snacks, as well as a water bottle and sunscreen. Additional water will be available to attendees throughout the day.

### Application Packet

Those interested in attending the 2024 Westford Police Department Youth Academy should complete and return this Application Packet consisting of the following forms:

- Application Form
- Emergency Contact Information Form
- Recreational and Volunteer Activities Release Form
- Permission to Use Photographs and Video Form
- Academy Rules / Disclaimer Form

The application packet should be completed and returned in person to the attention of Lt. Brian Gendron or Sgt. Tim Hughes at Westford PD's Communications Center (located in the WPD Lobby) or by email to [WPDCommunityEvents@westfordma.gov](mailto:WPDCommunityEvents@westfordma.gov) **no later than Friday June 7, 2024.**

**\*\*\*\*\* Applicants will be notified by email or phone call of their acceptance into the Academy\*\*\*\*\***

# 2024 Westford Police Department Youth Academy

## Application Form

Student's Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_

Student's Home Phone: \_\_\_\_\_

Student's Cell Phone: \_\_\_\_\_

Student's Shirt Size (Adult Sizes) (please circle): **Small**    **Medium**    **Large**    **X-Large**

Student's Grade Level (2024-2025 school year): \_\_\_\_\_

School Attending (2024-2025 school year): \_\_\_\_\_

Allergies (if any, please advise if Epi-Pen will be on-hand): \_\_\_\_\_

Please list any physical or other disabilities that may limit the student's participation in the program:

\_\_\_\_\_

Please list any additional conditions or concerns that Academy staff should be aware of:

\_\_\_\_\_

In the space provided below, please provide a brief explanation as to why you would like to attend the 2024 Westford Police Department Youth Academy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the Student ever attended the Westford Police Department Youth Academy (or any other)?

\_\_\_\_\_

# 2024 Westford Police Department Youth Academy

## Emergency Contact Information Form

Student's Name: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Primary Emergency Contact Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Primary Emergency Contact Email: \_\_\_\_\_

Primary Emergency Contact Cell Phone: \_\_\_\_\_

Primary Emergency Contact Alternate Phone: \_\_\_\_\_

Primary Emergency Contact Home Address: \_\_\_\_\_

Primary Emergency Contact Work Address: \_\_\_\_\_

Secondary Emergency Contact Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Secondary Emergency Contact Email: \_\_\_\_\_

Secondary Emergency Contact Cell Phone: \_\_\_\_\_

Secondary Emergency Contact Alternate Phone: \_\_\_\_\_

Secondary Emergency Contact Home Address: \_\_\_\_\_

Secondary Emergency Contact Work Address: \_\_\_\_\_

Should there be a need for the Student to receive immediate medical attention, please provide health insurance information:

Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Primary Care Physician Name & Phone: \_\_\_\_\_



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## Recreational and Volunteer Activities Release Form

I, the undersigned (parent/guardian name), \_\_\_\_\_, do hereby consent to my child's voluntary participation in the Westford Police Department Youth Academy.

I also agree to forever release the Town of Westford and the Westford Police Department, and all their employees, agents, board members, volunteers, and any and all individuals and organizations assisting or participating in any voluntary or recreation programs of the Town or Westford ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or my child or property damage resulting from my child's participation in the Westford Police Department Youth Academy at Westford Academy as well as on the planned field trip in conjunction with Gillette Stadium and the Kraft Group.

I also promise to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or my child or property damage resulting from my child's participation in the Westford Police Department Youth Academy at Westford Academy as well as on the planned field trip in conjunction with Gillette Stadium and the Kraft Group.

Please notify Academy staff of any food/environmental allergies as there will be periods designated for eating. Also please notify staff of any pre-existing medical conditions or injuries. If feeling ill, please keep the participant at home.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my child's participation is voluntary and that I am free to choose for them not to participate in said Westford Police Department Youth Academy and planned field trip to Gillette Stadium. By signing this form, I affirm that I have decided to participate in the Westford Police Department Youth Academy at Westford Academy as a volunteer or as a student with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in voluntary activities at the Westford Police Department Youth Academy at Westford Academy.

Participant's (child) Name (print): \_\_\_\_\_ Participant's (child) Signature: \_\_\_\_\_

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

Parent/Guardian's Name (print): \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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



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## **Permission to Use Photographs and Video**

**Event:** Westford Police Department Youth Academy

**Location:** Westford Academy / Westford Police Department / Gillette Stadium

I grant to the Westford Police Department and its members, the right to take photographs of my child, \_\_\_\_\_ (child's name) in connection with the above-identified event. I authorize the Westford Police Department, its assigns and transferees to copyright, use, and publish the same in print and/or electronically.

I agree that the Westford Police Department may use such photographs of my child without their name/identity and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

No personal information about the student/child will be released or published without the express written permission from the parent or legal guardian.

I have read and understand the above:

Parent/Guardian Name (printed): \_\_\_\_\_

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

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

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

Child's Name (printed): \_\_\_\_\_



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## Disclaimer

The 2024 Westford Police Department Youth Academy will run over the course of one week from July 29<sup>th</sup> to August 2<sup>nd</sup> at 8:00 am to 2:00 pm (with an anticipated late dismissal of 3:00 pm on Thursday 8/1). The program is designed for students entering the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade in the fall. The Youth Academy features a variety of training situations in which all cadets will be asked to participate. The Youth Academy will include, but not be limited to, classroom instruction, physical training, off-site field trips, and much more in order to provide cadets an insight into what law enforcement officers do on a daily basis. Police Officers act as the only staff instructors and supervise the cadets throughout each day of the program. The Youth Academy begins promptly at 8:00 am and ends at 2:00 pm (aside from Thursday as mentioned above), and it is imperative that all cadets are picked up on time as many of the Academy staff still need to report for their regularly scheduled duty shifts at the conclusion of each Academy day.

A limited number of cadets will be accepted into the program. Therefore it is important that your child is able to attend each day. **If a cadet fails to comply with the rules of the Academy or fails to cooperate with fellow cadets and staff, he or she will be immediately removed from the Academy.**

## Westford Police Department Youth Academy Guidelines

1. Cadets are asked to address members of the Academy staff, academic instructors, and any persons associated with the Westford Police Department respectfully throughout the Academy.
2. Whenever a cadet is spoken to by a member of the Academy staff or an academic instructor, the cadet shall attempt to listen attentively.
3. Cadets shall remain within the designated areas of the buildings and grounds at all times, unless otherwise directed by Academy staff. All other areas are off limits to cadets.
4. While walking in the halls of Westford Academy, Westford Police Station, Gillette Stadium, all cadets shall walk in an organized line as directed by staff and respect the property and grounds where the events are taking place.

5. Cadets shall **never** leave the Academy building or grounds without first receiving prior permission from the Academy Director, an Academy staff member or their designee.
6. Cadets shall never chew gum, candy, or other items while in formation, while in the classroom, while attending a practical phase of training, or any other time during their Academy training. In addition, Cadets shall not possess such items during Academy hours.
7. Cadets shall not use any telephone located within any of the buildings or on the Academy grounds without first obtaining appropriate prior permission to do so.
8. No cell phones, recording devices, electronic games, etc. are allowed during Academy hours unless authorized by Academy staff or for use during an emergency. Cell phones may be kept in Cadets' personal lunch bags so that they are available in case of an emergency.
9. If a cadet will not be able to attend a day of the Academy or if an unforeseen circumstance arises, please make contact with Sgt. Tim Hughes as soon as possible by email ([thughes@westfordma.gov](mailto:thughes@westfordma.gov)) or by calling the Westford Police Department business line (978-399-2345).
10. Cadets shall wear the provided Academy t-shirt with appropriate athletic apparel for each day's activities.
11. Please bring any necessary medications or other items such as sunscreen, water bottles, lunch/snacks, etc. Extra water will be available at all times and Cadets will be reminded by staff to stay hydrated.
12. Cadets must arrive promptly and be prepared for formation at 8:00 am each day. Cadets shall remain quiet and respectful so as to not disturb school staff while awaiting further instruction for the day from Academy staff.
13. Most importantly, prepare for a week of fun with the Westford Police Department Community Event Team!

I have read and understand the above:

Parent/Guardian Name (printed): \_\_\_\_\_

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

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

Child's Name (printed): \_\_\_\_\_

Child's Signature: \_\_\_\_\_

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