

**MT. LEBANON  
POLICE DEPARTMENT**



**COURSE INFORMATION  
&  
ENROLLMENT APPLICATION**

**JASON HABERMAN, CHIEF of POLICE**

January 2, 2025

Dear Applicant,

Thank you for your interest in the Mt. Lebanon Police Department (MLPD) Citizens Police Academy. The Academy is sponsored and presented by the MLPD and Mt. Lebanon Police Association (MLPA) as part of its Community Outreach and Education Programs. You are to be commended for your willingness to sacrifice your valuable time to participate in the program. I sincerely hope the Academy will be a rewarding and informative educational experience for you.

The Academy began in 1998 as an effort to provide citizens with information about the police profession. Since its inception, many aspects of policing have changed, including new advances in information sharing, crime scene processing, forensics and the use of force, to cite a few examples. The most recent Academy reflected many of these changes, with more hands-on activities for the participants and streamlined presentations to allow completion within ten weeks. The 2025 Academy will follow a similar format as that of previous academies and we are confident you will gain a better understanding of the Mt. Lebanon Police Department and its operation through your participation.

Just as importantly, we hope you'll have some fun along the way while you learn. Thank you for helping us to meet our goals of community education, mutual understanding and support. Your participation in the Academy is evidence of your personal commitment to the community. Rest assured, your Police Department shares that commitment, and we are privileged to work with and serve citizens of your caliber to preserve the safety and welfare of the community of Mt. Lebanon.

Sincerely,



Jason Haberman  
Chief of Police  
Mt. Lebanon Police Department

# MT. LEBANON POLICE DEPARTMENT CITIZENS POLICE ACADEMY

## IMPORTANT INFORMATION

1. Class members must be at least 18 years of age. Preference will be given to residents, business owners or those employed within the Municipality of Mt. Lebanon. Acceptance of applicants not fitting in one of the above residency categories is at the discretion of the Mt. Lebanon Police Department.
2. All applicants will be subject to a criminal history check as a precondition to acceptance into the Academy. **Deadline for return of application is Friday, February 21<sup>st</sup>, 2025.** Return applications in person to the Police Department front desk, or mail to **Mt. Lebanon Police Department, Community Outreach Unit, 555 Washington Road, Pittsburgh, PA 15228.**
3. The Chief of Police has final approval of all applications and reserves the right to deny entry to any applicant. **Accepted applicants will be notified by phone or email.**
4. The Academy is **free of charge** to all members. Class size is limited.
5. Dress for class is casual. Long sleeve 1/4 zip shirts will be provided to attendees, to be worn to class.
6. Qualified applicants who are denied admission due to class size constraints will be given preference when the next Academy session is scheduled. Applicants are accepted on a first come, first serve basis.
7. The Release of Liability form (attached) must be signed and returned by the applicant with each completed application.
8. Classes will be held at the Mt. Lebanon Public Safety Building, 2<sup>nd</sup> Floor Learning Center, unless otherwise noted on the schedule. Classes will start on Wednesday, March 12<sup>th</sup> 2025 and conclude on Wednesday, May 14, 2025. Classes will be held from 6:30 P.M. to 9:30 P.M.
9. Please contact the Mt. Lebanon Police Department Community Outreach Unit at 412-343-4069 or 412-343-4068 with any questions. Corporal Ty Kegarise and Officer Ryan Miller are available to assist you.
10. Ride-a-longs with MLPD must be scheduled on student's own time and applied for separately. Students will receive more information during the Academy.
11. Full attendance is highly recommended as absences likely can not be made up. If multiple absences occur for legitimate reasons you can still complete the course with your Academy class.
12. Attendees who disrupt class will be asked to leave and will not be allowed to return.
13. Attendees agree to allow their photographic images to be used for promotional purposes.

# **MT. LEBANON POLICE DEPARTMENT CITIZENS POLICE ACADEMY**

## **TENTATIVE CLASS SCHEDULE**

**\*ALL CLASSES HELD WEDNESDAY NIGHTS FROM 6:30 P.M. TO 9:30 P.M.  
(weekly schedule subject to change)**

Week # 1 – 12 March 2025

**Orientation / Introduction to Police Administration / Recruitment & Retention / Department Tour**

Week # 2 – 19 March 2025

**Patrol Operations / Field Training Program / Community Outreach / Social Services Coordinator**

Week # 3 – 26 March 2025

**Defensive Tactics / Use of Force**

Week # 4 – 02 April 2025

**Critical Incident Response Team (CIRT) – Tactical & Negotiators**

Week # 5 – 09 April 2025

**Firearms & Less Lethal Weapons (MLPD RANGE)**

Week # 6 – 16 April 2025

**Professional Standards & Traffic Services Unit**

Week # 7 – 23 April 2025

**K9 (Instruction and Demonstration) / Drone (Instruction and Demonstration)**

Week # 8 – 30 April 2025

**Police Scenarios / Simulator (Site TBD)**

Week # 9 – 07 May 2025

**Investigative Services Unit**

Week #10 – 14 May 2025

**Crime Scene Scenario / Graduation**

# MT. LEBANON POLICE DEPARTMENT CITIZENS POLICE ACADEMY

## APPLICATION FOR ENROLLMENT

Class #25-1

March 12<sup>th</sup>, 2025 thru May 14<sup>th</sup>, 2025

6:30 P.M. to 9:30 P.M.

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

*Check all that apply:*

Resident \_\_\_\_\_ Business Owner \_\_\_\_\_ Employed in Mt. Lebanon \_\_\_\_\_ Other \_\_\_\_\_

Occupation (Optional) \_\_\_\_\_

Shirt Size (men's) circle one:    S    M    L    XL    XXL    XXXL

The Mt. Lebanon Police Department will make reasonable efforts to assure all persons' access to any programs and services. If disability requires accommodation, please call the Mt. Lebanon Police Department at 412-343-4069.

### For Official Use Only

Date/Time Received \_\_\_\_\_ / \_\_\_\_\_

Criminal History Check Date/Time \_\_\_\_\_ / \_\_\_\_\_

COP Approval \_\_\_\_\_

# MT. LEBANON POLICE DEPARTMENT CITIZENS POLICE ACADEMY

## RELEASE OF LIABILITY

Whereas, I,

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

have requested on my own initiative to participate in the Citizens Police Academy of the Mt. Lebanon Police Department, Allegheny County, Pennsylvania;

Now, therefore, in consideration of Mt. Lebanon, Pennsylvania allowing me to participate in the Citizens Police Academy and in consideration of Mt. Lebanon permitting me use of its facilities, the validity, sufficiency, and receipt of which consideration is acknowledged, I do hereby, for myself, my heirs, executors, and administrators, remise, release, and forever discharge Mt. Lebanon, its employees, officers, commission members, representatives, affiliates, and agents, acting officially or otherwise (hereinafter "Mt. Lebanon") from any and all claims, actions, demands, or causes of action, on account of my death or on account of any personal injury or damage to my personal property which may occur, regardless of whether or not said harm or injury occurs through the negligence, misfeasance, or malfeasance on the part of Mt. Lebanon, or whether said harm or damage occurs through acts of a person not employed by Mt. Lebanon.

I ACKNOWLEDGE that I am aware that participating in the Citizens Police Academy can be dangerous and may result in property damage or serious bodily injury. I ASSUME THE RISK of all injuries that may occur as a result of my being permitted to participate in the Citizens Police Academy.

I hereby ACKNOWLEDGE that my participation in the Citizens Police Academy is strictly voluntary on my part, is solely for my personal benefit, and is in no way related to any employment I may have/had with Mt. Lebanon.

I AGREE to abide by all instructions given to me while participating in the Citizens Police Academy and I ASSUME RESPONSIBILITY for my failure to abide by such instructions.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS Mt. Lebanon from and against any and all liability, loss, cost or expense (including attorneys' fees) arising from or in any manner connected with my being permitted to participate in the Citizens Police Academy.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND BY SIGNING IT I VOLUNTARILY INTEND TO RELEASE AND INDEMNIFY MT. LEBANON, PA. FROM ANY LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE THAT RESULT FROM MY PARTICIPATION IN THE CITIZENS POLICE ACADEMY.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

**\*THIS RELEASE MUST BE EXECUTED PRIOR TO PARTICIPATION**

**Mt. Lebanon, Pennsylvania**  
**Background Report Request**

*The following section must be entirely completed. Any information omitted will result in the return of the application to the requesting department.*

**APPLICANT: ASK FOR INSTRUCTIONS ON WHERE TO RETURN THIS FORM**

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

Last Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Will applicant submit to a background investigation? (\_\_\_\_) Yes (\_\_\_\_) No

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

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The following section is to be completed by Department Supervisor. Incomplete application/request will be returned to Department Supervisor.

Requested by:

_____ Communications 911	_____ DPW	_____ Finance
_____ Fire	_____ Library	_____ Magazine
_____ Rec Center	_____ Rec Department	_____ Tax
_____ Traffic	_____ Other	_____

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Level One\*      \_\_\_\_\_ Level Two\*      \_\_\_\_\_ Level Three

\* All Level One and Level Two backgrounds MUST include a copy of the original application. Please submit this form to the Investigative Services Unit, Mt. Lebanon Police Department.

**This section completed by MLPD ISU/COU:**

Checked by \_\_\_\_\_ Unit, Mt. Lebanon Police Department

ALERT/RMS: Results \_\_\_\_\_  
AC Crim: Results \_\_\_\_\_  
Megan's Law: Results \_\_\_\_\_  
DL: Results \_\_\_\_\_