

**JOHN D. LAKIN**  
SHERIFF



**OFFICE OF THE SHERIFF**  
**MADISON COUNTY, ILLINOIS**  
405 Randle Street  
Edwardsville, Illinois 62025

Administration: (618) 692-6087  
Investigation: (618) 692-0871  
County Jail: (618) 692-1064  
Emergency: (618) 692-4433  
Fax: (618) 656-1210

## **2018 YOUTH POLICE ACADEMY HANDBOOK**

**GENERAL PURPOSE:** As part of the Madison County Sheriff's Office's ongoing commitment to youth, this week long program has been developed consisting of indoor and outdoor activities. The goal of the 2018 Youth Police Academy is to promote law enforcement knowledge, team building, and good decision making.

**HOURS OF OPERATION:** Sessions begin at 8:00a.m. and end by 4:00p.m. The Madison County Sheriff's Office will have staff on hand from 7:30a.m. to 4:30p.m. Please make sure your child is dropped off no earlier than 7:30 and picked up no later than 4:30.

**ATTENDANCE:** Participants must be able to attend all five (5) days of the academy.

**COST:** The cost of the camp is \$40.00. No refunds will be given. There is a \$25.00 fee for all returned checks. Checks can be made payable to Youth Academy.

**STAFF:** Our staff consists of core certified law enforcement professionals specifically trained through the Illinois School Resource Officers Association and the National Association of School Resource Officers.

**LUNCH AND SNACKS:** Unless otherwise directed kids will be required to bring a sack lunch.

**SPECIAL REQUIREMENTS:** If there are any special requirements, they are to be identified in the academy registration packet.

**DRESS CODE:** Good personal appearance, appropriate dress, proper behavior and cleanliness are vital to each academy member.

1. Comfortable clothing is necessary for daily activities. Therefore, an official academy t-shirt will be provided.
2. Official academy t-shirts must be worn every day.
3. Tennis shoes.
4. Clothing shall be free from words, slogans or pictures that advertise drugs, sex or alcohol. Clothing will not contain vulgar or offensive writing, racial slurs, suggestive pictures or emblems that refer to membership in gangs.
5. Shorts must comply with school dress code.

**SUPPLIES:** Participants are required to bring a notebook and pen/pencil to the academy every day.

**TRANSPORTATION:** It is the responsibility of the parent/guardian to transport the participant to and from the academy. Should the academy require transportation to certain events during the academy, busses will be used.

**MEDICATION:** If a child is to receive medication while at the academy, this requirement **MUST** be noted in the registration packet.

**ACCIDENT AND ILLNESS:** If a child is injured during the academy, basic first aid will be provided. If a child requires basic first aid the parent/guardian will be notified upon pick up of the child. In the event of an emergency, actions will be taken as academy personnel see fit. Parents, or one off the Emergency Contacts listed, will be contacted. If an emergency occurs and an ambulance is called, it will be at the parent/guardian's expense.

If your child shows signs of illness, your child **SHOULD NOT** be sent to the academy. If a child becomes ill while attending the academy, a parent or emergency contact will be notified.

**SIGN IN/OUT:** A daily attendance log **MUST** be kept on all children that participate in the academy. Parents/guardians are to walk their child in and sign them in daily. Parents/Guardians are also required to walk in and sign their child out.

**DISCIPLINE:** Discipline is a joint effort between the staff and child, with the assistance of the parent. Specific rules of behavior are explained on Monday morning. For violations of rules, or for other sufficient reasons, the children will be removed from the program.

Madison County Sheriff's Office staff will have the final say.

**SITE EMERGENCY:** In the event of an emergency or natural disaster the following procedures will be in effect:

1. Children will remain at the sight until a parent or other authorized person can pick them up.
2. In the event of site evacuation. Children will be taken to a local emergency shelter. The location will be posted on the facility door. Efforts will be made to contact parents/guardians if an evacuation is necessary.
3. Youth academy staff will remain with the children until they are picked up.
4. Private vehicles will **NOT** transport the children for any reason.

**USE OF ELECTRONIC DEVICES PROHIBITED:** The children attending this academy are expected to actively participate and interact with their fellow classmates and the Sheriff's Office employees. Therefore, the possession of personal electronic devices is allowed, however, use, other than for an emergency, is prohibited.

**GRADUATION:** Graduation will take place June 8, 2018 from 6:00p.m. to 7:30p.m. and will be held at the Godfrey Village Hall. Dinner will be served. Participants are free, however, additional guests are \$10.00 each.

Graduation location address:  
6810 Godfrey Road  
Godfrey, Illinois 62035

**CONTACT INFORMATION FOR YOUTH POLICE ACADEMY STAFF WILL BE SUPPLIED ONCE THE PARTICIPATION LIST HAS BEEN FINALIZED.**