



# DESCHUTES COUNTY SHERIFF'S OFFICE

*L. Shane Nelson, Sheriff*

*Proudly Serving Our Community*

## DESCHUTES COUNTY SHERIFF'S OFFICE COMMUNITY ACADEMY APPLICATION INSTRUCTIONS

This is a volunteer application packet for participating in the Sheriff's Office Community Academy. The Community Academy will be presented May 2, 2023 through May 11, 2023 on the following days:

- Tuesday, May 2, 2023 from 6:00pm - 9:00pm
- Thursday, May 5, 2023 from 6:00pm - 9:00pm
- Saturday, May 6, 2023 from 8:00am - 5:00pm
- Tuesday, May 9, 2023 from 6:00pm - 9:00pm
- Thursday, May 11, 2023 from 6:00pm - 9:00pm

The Community Academy was created in order to develop partnerships within the community and to educate the public on services and programs provided by your Deschutes County Sheriff's Office.

We provide a comprehensive program that allows participants an opportunity to see and learn about the daily operations of the Sheriff's Office first hand. Due to the large number of people interested in the program, and the amount of time and effort it takes to put on this course, we ask that applicants be willing to commit to attending the program in its entirety.

As part of the application process, we are asking that applicants complete the following:

1. Complete the attached application.
2. Submit a written letter of interest with the following information:
  - a) Your interest in attending the academy.
  - b) How you plan to use the academy information.
  - c) Any previous experience or involvement with citizen academies or volunteer groups.
  - d) How you feel the Community Academy would benefit you.

Letters of interest can be one page and handwritten or typed. Please submit your letter of interest with your application. **The Deschutes County Sheriff's Office requires that all applicants submit to a criminal history check and background check, prior to acceptance in the Community Academy program.** The Sheriff's Office also requests that all applicants be at least 18 years of age at the time of acceptance into the academy.

Applicants will be reviewed and selection will be made based on class availability. Applicants who are accepted will be notified by Friday, April 21, 2023. If an applicant has not been selected for an upcoming academy, they may reapply for future academy dates, as availability allows.

**Application deadline – April 14, 2023.**

Please direct questions to – 541-388-6655.



DESCHUTES COUNTY SHERIFF'S OFFICE  
COMMUNITY ACADEMY APPLICATION

Personal Information

|                         |                                    |                |
|-------------------------|------------------------------------|----------------|
| _____                   | _____                              | _____          |
| Last Name               | First Name                         | Middle Initial |
| _____                   | _____                              | _____          |
| Home Address            | City                               | Zip Code       |
| _____                   | _____                              | _____          |
| Home Phone              | Cell Phone                         | Work Phone     |
| _____                   | _____                              |                |
| Employer                | Employer Address, City, State, Zip |                |
| _____                   | _____                              | _____          |
| Driver's License Number | State                              | Expiration     |
| _____                   | _____                              | E-Mail Address |

**EMERGENCY CONTACT:** In case of an emergency we may contact:

|       |              |              |
|-------|--------------|--------------|
| _____ | _____        | _____        |
| Name  | Relationship | Phone Number |

**REFERENCES:** Please list three references:

|       |              |              |
|-------|--------------|--------------|
| _____ | _____        | _____        |
| Name  | Relationship | Phone Number |
| _____ | _____        | _____        |
| Name  | Relationship | Phone Number |
| _____ | _____        | _____        |
| Name  | Relationship | Phone Number |

May we contact your references: (YES/NO) Please circle one.

Return this completed form along with the written letter of interest by Friday, April 14, 2023 to:

Deschutes County Sheriff's Office  
63333 W. Highway 20  
Bend, OR 97703