



## **2016 CITIZEN FIRE ACADEMY**

The Windsor Heights Fire Department (WHFD) Citizen Fire Academy will take place during October and November 2016. The goal of this program is to enhance relationships between Windsor Heights residents and the staff of the Windsor Fire Department. At this time, the Academy is open only to residents of Windsor Heights or immediate family of City employees.

This academy is designed to give a clearer understanding of the duties and responsibilities of the fire department within the community. Participants of the program will have the unique opportunity to learn how the Windsor Heights Fire Department provides quality services to its residents.

Applications to participate in the Citizen Fire Academy can be downloaded from the City of Windsor Heights website at [www.windsorheights.org](http://www.windsorheights.org)

**\*\*\*Applicants must be 18 years of age to attend\*\*\***

**\*Must be Windsor Heights resident or immediate family of City employee\***

**\*\*\*Registration starts June 1, 2016 with a deadline of June 24, 2016\*\*\***

Questions about the Citizen Fire Academy, application requests, and submissions can be directed to Firefighter/EMT Ryan Van Arkel at [rvanarkel@windsorheights.org](mailto:rvanarkel@windsorheights.org) or by calling 515-279-9450. If you are accepted into the program there will be a \$50 Academy participation fee. Fee includes Academy T-shirt.

The Citizen Fire Academy will meet once a week for seven (7) weeks. The program will be on Tuesday nights between 6:00 p.m. and 9:00 p.m. It will consist of classroom instruction and practical exercises. This academy will be physically demanding on most skills nights and a majority of the academy nights will last the full three hours. The following is the course schedule (subject to change):

### Fire Department

Week 1 (10/4/16) – Introductions, CPR, & Protective Equipment

Week 2 (10/11/16) – Residential Fire Safety

Week 3 (10/18/16) – Vehicle Extrication

Week 4 (10/25/16) – Fire Apparatus Operations

Week 5 (11/1/16) – Fire Ground Operation

Week 6 (11/8/16) – Polk County Dispatch

Week 7 (11/15/16) – Graduation





What do you hope to gain from this experience?

What roles/services do you feel the department should be involved with in the City of Windsor Heights?

T Shirt Size: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone Number

Emergency Contact: \_\_\_\_\_  
Name Phone Number

Signature: \_\_\_\_\_

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



# STATE OF IOWA Criminal History Record Check Request Form



DCI Account Number: \_\_\_\_\_  
(if applicable)

**To: Iowa Division of Criminal Investigation  
Support Operations Bureau, 1<sup>st</sup> Floor  
215 E. 7<sup>th</sup> Street  
Des Moines, Iowa 50319  
(515) 725-6066  
(515) 725-6080 Fax**

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

I am requesting an Iowa Criminal History Record Check on:

<b>Last Name</b> (mandatory)	<b>First Name</b> (mandatory)	<b>Middle Name</b> (recommended)
<b>Date of Birth</b> (mandatory)	<b>Gender</b> (mandatory)	<b>Social Security Number</b> (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

**Waiver Information:** Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

**Waiver Release:** I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

**Waiver Signature:** \_\_\_\_\_

<b><u>Iowa Criminal History Record Check Results</u></b>	(DCI use only)
As of _____, a search of the provided name and date of birth revealed:	
<input type="checkbox"/> No Iowa Criminal History Record found with DCI	
<input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____	
DCI initials _____	

**Waiver Information:**

Iowa law does not require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, without a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

**General Information:**

The information requested is based on name and exact date of birth only. Without fingerprints, a positive identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) only. The DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a deferred judgment is not considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A deferred sentence is a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:00 p.m., Monday - Friday.

**REMINDER**- (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed Billing Form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees’ record checks.



## **Citizen Fire Academy Guidelines**

1. All applicants are encouraged to attend and actively participate in all classes and activities
2. Appropriate attire must be worn during all class activities
  - Academy T-Shirt
  - Long Pants & Closed toed shoes
3. All class dates and times are subject to change
4. A medical physical is not required; however, any persons that may possess any physical ailments that may interfere with these activities should consult their physician before participating.