

To Whom It May Concern:

Thank you for your interest in the Putnam County Sheriff's Office Citizen's Law Enforcement Academy (C.L.E.A.). It is our goal to provide the Citizens of Putnam with information and insight into the operations of the Primary Law Enforcement Agency of their County. Applicants will have the opportunity to learn the diverse workings of a variety of departments to include; Communications, Corrections, Patrol, Detectives and our K-9 Team. Classes will be held every Tuesday evening from 6-9 p.m. for 6 weeks in the training room of the Sheriff's Office beginning September 29, 2009

Enclosed you will find an application for the C.L.E.A. Program. Please print and fill out this application and turn it in to the Putnam County Sheriff's Office before September 22, 2009. Also enclosed is a permission form that must be signed by each applicant prior to the start of class. This form will give the Sheriff's Office permission to run a background check and driver's license check on each applicant. No one will be allowed to attend C.L.E.A. without the completion of this form.

Again, thank you for your interest in attending the Citizen's Law Enforcement Academy. Should you have any questions, please do not hesitate to call our Human Resources Department at 329-0485 or email any questions to [HR@putnamsheriff.org](mailto:HR@putnamsheriff.org).

Respectfully,

Deputy Hancel Woods  
Training Officer  
Putnam County Sheriff's Office