

**LARAMIE/ALBANY COUNTY RECORDS AND COMMUNICATIONS
AND
LARAMIE POLICE DEPARTMENT
CONFIDENTIALITY RELEASE FORM**

I, _____, have requested that **Laramie/Albany County Records and Communications (LARC)** permit me to observe in Dispatch with a dispatcher who is on duty. My request is made for my benefit and is not for the benefit of the City of Laramie or LARC.

OR

I, _____, have requested that the **Laramie Police Department (LPD)** permit me to ride along with an officer who is on duty. My request is made for my benefit and is not for the benefit of the City of Laramie or the Laramie Police Department.

OR

I, _____, have requested admittance into any of the secured facilities or structures operated by the **Laramie Police Department** or **LARC** for reasons other than observation. The reason I am requesting access is _____
(ie. Equipment maintenance, visiting employee, custodial, etc.)

◆ **Indicate you agree to the following conditions by initialing after each section**

That during the course of the time I am in LARC or with the Laramie Police Department there will be private and confidential information that I may see or hear that cannot be disseminated outside the criminal justice system.

◆ _____

That during the course of the time I am in LARC or the Laramie Police Department there may be disclosed to me certain private and confidential information consisting of but not necessarily limited to:

- Criminal Justice Information System (CJIS) data
- National Crime Information Center (NCIC) data
- Computer Aided Dispatch (CAD) data and history
- Individual's names, dates of birth, social security number, address and phone number
- Information relating to in progress, on-going or "cold" crimes
- Medical information

That I shall not during, or at any time after my time in LARC or the Laramie Police Department, use for myself or others, or disclose or divulge to others, any such private or confidential information or any such information that I should reasonably consider to be private or confidential. ◆ _____

I certify that all statements made in this application are true and complete. I authorize the Laramie Police Department to investigate all statements made as a part of this application and to secure any necessary information from law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, institutions, agencies, and the Laramie Police Department from any and all liability arising from their giving or receiving information about my history, driving record, and criminal record. ◆ _____

Dated this _____ day of _____, 20____

Printed Name _____

Signature _____

Witness _____ Witness Printed Name _____

(5/3/2019)

**LARAMIE POLICE DEPARTMENT
RELEASE OF LIABILITY AND INDEMNIFICATION FORM**

I, _____, have requested that the Laramie Police Department permit me to ride in a patrol car with an officer who is on duty. My request is made for my benefit and is not for the benefit of the City of Laramie or the Laramie Police Department.

The Department has warned me that riding with on duty police officers is hazardous. I understand that in the course of duty the officer will be involved with persons who are violent, intoxicated, or are armed and dangerous, and that at times the officer will respond to emergencies at speeds in excess of the lawful limit, and that the officer will not be able to look out for my safety. I understand that these and other substantial risks are inherent in police work and cannot be reduced. The Department has answered all of my questions about the risks involved in riding in a patrol car.

In consideration of the City of Laramie granting my request, I hereby release, agree and defend, and indemnify the City of Laramie and its employees and agents from any and all claims arising from injury to me or my property or from my death occurring during or because of any incident which occurs while I am participating in the program.

Dated this _____ day of _____, 20____

Printed Name _____

Signature _____

Witness _____ Printed Name _____

PARENTAL PERMISSION AND AGREEMENT

I, _____, am the parent or legal guardian of

_____, who is the person under 18 years of age. I have read and understand this release and indemnification agreement.

_____ has my permission to ride as an observer in a Laramie Police Department vehicle as provided above. It is hereby agreed that I am a party to this Release and Indemnification Agreement and that said agreement is binding upon me, said child, and any and all legal heirs and successor of whatever kind. I further warrant that I am legally competent to execute this document.

Date this _____ day of _____, 20____

Signed in Presence of Notary

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public _____

LARAMIE POLICE DEPARTMENT OBSERVATION PROGRAM

As a courtesy to the citizens of the community, the Laramie Police Department has established a policy of allowing people to observe the operations of the Department. We are pleased to be able to extend this courtesy to you. Please keep in mind that as an observer you are under the direct control of your host officer at all times.

Due to our concerns for safety, the safety of our officers, and to ensure that we can continue to deliver effective service to the community, we must place certain restrictions on this privilege. These restrictions are as follows:

1. To participate in this program, you must complete an application process. This process includes a criminal history check. If you are a convicted felon or if you have been convicted of a misdemeanor (18 months) you may be denied.
2. Prior to your observation, you will be required to sign a waiver of liability form. This form is intended to release the City of Laramie, the Laramie Police Department, and any individual officer from civil liability for any and all injuries suffered by you as a result of your association with the Department. In the case of people under the age of 18, this waiver must be signed by a parent or legal guardian.
3. The Department requires that you be physically able to perform the observation without assistance from your host officer.
4. You will be required to maintain a neat, clean, businesslike appearance. Please keep in mind that your appearance will be a reflection upon the Department and the City of Laramie. If a question arises regarding the suitability of your appearance a decision will be made regarding your participation in the program. That decision will be considered final.
5. Under no circumstances may you be armed with a weapon, unless you are a certified police officer and then only at the discretion of the shift supervisor.
6. You may accompany the host officer during prisoner transport and booking procedures if, in the officers opinion, it would not constitute a hazard to any of the personnel involved or if it would not interfere with the investigation itself.
7. You shall not participate in any police activity or converse with any prisoner, suspect, witness or any other person contacted on police business without permission from your host officer.
8. You shall not inquire as to why an officer handled a complaint as he/she did until after the completion of the call.
9. You must have specific permission to enter some areas without expressed permission from your host officer.

Now that we have discussed the restrictions of the program, we would like to familiarize you with certain procedures which may help keep you safe and will assist your host officer.

1. Become familiar with the operation of the radio – IT IS YOUR LIFELINE. Know your host officers call sign (A12, Sam 1) and his or her name. In case the officer is incapacitated, you need to know how to use the radio to summon help.
2. Know where you are by street name and approximate hundred blocks. This could be crucial should you need to call for help. Be aware of the street signs as you travel and watch for landmarks, such as major businesses, which will help pinpoint your location.
3. Establish a rapport with your host officer. Make sure you both understand what is expected of you. Know ahead of time if you are expected to stay in the car on particular calls.
4. You are not to leave the patrol car unless specifically invited to do so.
5. There is a possibility that something you see during your ride may cause you to testify in court at a later date. This is not intentional but when you're on the scene of a crime and see something, you become a witness.
6. Enjoy yourself – we hope this will be a learning experience for you and give you an insight into the duties of a police officer.

would like to thank you for giving us the opportunity to provide insight into the services performed by our Department. We hope that you will have an appreciation for the services provided by the Laramie Police Department.

Purpose

It is beneficial for the citizenry that is served by the Laramie Police Department to have an opportunity to observe how Department personnel operate, primarily in the context of riding with Patrol Unit personnel. This service to the community must be balanced with the need to protect the integrity of the Department and the City of Laramie and to ensure that the sensitive nature of the Department's work is protected. By establishing a citizen observation program the Department can promote openness as well as balancing these needs for security.

Policy

The Laramie Police Department will consider all requests for citizen observations. The criteria for a citizen to ride with members of the Patrol Unit will include:

1. Citizens requesting to observe must not have been convicted or suspected of committing a felony or misdemeanor during the past 18 months.
2. The observation is intended as an education venture. In the event that the applicant is using the program for other purposes, the request shall be denied.
3. Observers must sign a Laramie Police Department/LARC Release of Liability Waiver (Appendix B) and a Confidentiality form (Appendix A). If the observer is under the age of 18, a parent must also sign the waiver. Observers who are relatives of officers must sign the waiver.
4. Observers may only ride two (2) times in any calendar year unless otherwise authorized by the Chief of Police.
5. The hours for observation will be between the hours of 0700 and 2300 and 1000-1730 for Animal Control, unless authorized by the Chief of Police or Operations Division Lieutenant.
6. All observations must be approved prior to the ride except for the Mayor, City Council members or City Manager, who are exempt from any time restraints. Approval for these rides still must be accomplished through the Operations Division Lieutenant.
7. The Chief of Police may authorize other exemptions.