



FREDERICKSBURG POLICE DEPARTMENT

ECC OBSERVATION PROGRAM



RULES

The City of Fredericksburg's Emergency Communications Center (ECC) Observation Program is intended to allow interested citizens, applicants, members of the Citizen's Police Academy, and other law enforcement professionals a first-hand look at the day-to-day duties and obligations of a Communications Officer. It is also intended to provide an insight into the type of work done and the men and women of the Police Department who provide this service to the community.

The individual(s) that you will be observing with are anxious to show you their day, their work, and the organization we are proud of. At the same time, the Communications Officer has certain obligations and duties that create a sensitive environment; therefore, there are three things that must be considered: (1) the confidentiality of the work and functions surrounding the ECC, (2) the safety of citizens and (3) the safety of the responders.

It is for these reasons that the following procedures are mandatory for an ECC observer participant. Failure to follow these procedures will result in immediate termination of the observation.

1. Participants will obey any direction given by the ECC Supervisor in respect to the participant's actions and his/her movements.
2. Participants are not permitted access to any confidential or sensitive information. This is a privacy issue and may not be overridden.
3. Participants are expected to observe for the fully scheduled time they have been approved for.
4. Participants are reminded that any information learned during this observation that pertains to the background of any individual, criminal investigations in progress, or operating procedures of the Police Department are confidential. In certain cases, release of this information to another party is prosecutable under Virginia Law.
5. Participants are expected to dress appropriately. Our dress code is defined as business conservative (i.e. khaki or dress slacks and a collared shirt). Individuals will not be allowed to observe if inappropriately attired.
6. Participants will not be permitted to bring phones or other electronic recordings devices into the ECC during the observation period.

THIS PAGE TO BE RETAINED BY PARTICIPANT



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Requests must be submitted 14 days before date of observation to be considered unless authorized by the Communications Manager or the Support Services Division Commander.

To: Communications Manager, Support Services Division

The following individual has requested to participate in the ECC Observation Program:

Name: _____ Date of Birth: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Last 4 digits of SSN: _____ E-Mail Address: _____

Primary Date Requested: _____ Secondary Date Requested: _____

Both Dates Requested: Yes No

Requested Observation Hours: 1ST Preference: _____ 2ND Preference: _____

Note: Observation times will be approved by the Communications Manager or designee.

Have you participated before? Yes No

Are you a:	Law Enforcement Officer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Law Enforcement Applicant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Citizen's Police Academy Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Interested Citizen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	College Student as part of curriculum	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Explain why you wish to participate in the City of Fredericksburg Police Department ECC Observation Program:

Candidate Signature: _____ Date: _____



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AUTHORITY FOR RELEASE OF INFORMATION

I, _____, in conjunction with my request to participate in City of Fredericksburg Police Department's ECC Observation Program, authorize the Support Services Division of the City of Fredericksburg Police Department to conduct a criminal history inquiry into my background prior to my participation in the ECC Observation Program.

I understand that any information learned through this criminal history inquiry will be used only to determine my fitness to participate in the ECC Observation Program and will not be used for any other purpose.

I further understand that in the event the criminal history inquiry reveals an active warrant for my arrest, the City of Fredericksburg Police Department will take the necessary law enforcement action.

Participant Signature: _____ Date: _____

Witness: _____ Date: _____

The participant must sign this form in the presence of an employee of the City of Fredericksburg Police Department. If the participant is under eighteen (18) years of age, a parent and/or legal guardian must sign.

Parent/Legal Guardian (Print): _____

Signature: _____ Date: _____



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Criminal History Check

For Internal Use Only

DATE OF CCH CHECK: _____ COMPLETED BY: _____ NO RECORD FOUND

RECORD FOUND

COMMENT: _____

DATE OF LINX CHECK: _____ COMPLETED BY: _____ NO RECORD FOUND

RECORD FOUND

COMMENT: _____

DATE OF RMS CHECK: _____ COMPLETED BY: _____ NO RECORD FOUND

RECORD FOUND

COMMENT: _____

NUMBER OF PRIOR OBSERVATIONS: _____

THE REQUEST FOR OBSERVATION IS: Approved Disapproved

Support Services Division Commander: _____ Date: _____

Shift Supervisor, please advise the observer candidate to report to the Police Department on: _____ at _____

DATE CANDIDATE CONTACTED: _____ SHIFT SUPERVISOR: _____

DATE OBSERVATION COMPLETED: _____

SIGNATURE OF CO ASSIGNED OBSERVER: _____