

NORTHPORT POLICE DEPARTMENT

CITIZEN OBSERVER PROGRAM APPLICATION



Chief of Police
Gerald Burton

In order to promote positive relations between the community and law enforcement, the Northport Police Department has established the Citizen Observer Program. This program allows citizens to ride with officers during a normal tour of duty, after approval of his or her application and background investigation. To be eligible for this program, the applicant must meet the criteria outlined below and pass a department background check. The Citizen Observer Program application/waiver form must be completed and submitted to the on-duty Patrol Shift Commander at the Police Department, who will verify that applicants meet the criteria for the program and forward the packet to the Patrol Operations Commander.

The Patrol Operations Commander will review and forward the application to Communications for an N.C.I.C. check. In addition to the N.C.I.C. check, Communications personnel will be responsible for checking the person through the in-house databases and checking “wants” with other local agencies. Communications personnel will attach the results of the inquiry, etc. to the application.

The Patrol Operations Commander shall then approve or deny the application and contact the individual. When making assignments, the Patrol Operations Commander will attempt to honor the date and/or shift requested. However, all riding assignments will be made subject to scheduling and/or manpower restrictions.

CRITERIA: *To be eligible for the ride-along program, the person must be at least 19 years of age and meet one of the following criteria:*

- Be a resident or business owner in the City of Northport;
- Be an applicant for a position with the Northport Police Department;
- Be a civilian employee of the police department; or
- Be a student, currently enrolled in a criminal justice or related program in an accredited college or university.
- Sworn Northport Police officers may ride off duty with permission of the Shift Commander (no application required).
- The observer should be appropriately dressed; if not, Ride-Along approval may be cancelled by the on-duty Supervisor.
- Others, under special circumstances, may ride subject to approval by the Patrol Operations Commander.
- In the event that the spouse of an Officer is eligible under the criteria in this section and is approved for ride along, he or she will be assigned to an Officer other than his or her spouse during the ride along period.

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The Citizen Observer Program is designed to allow citizens a “behind the scenes” look at the Northport Police Department in action. It is our hopes that the insight into the line of operations of the Department will be both informative and enjoyable. We want you to be fully aware of the conditions and circumstances under which the program operates:

- 1) **48 hour notice is required prior to any Citizen Observer ride-a-long.**
- 2) **You will be assigned to ride with a Police Officer of the Department**
- 3) **Police Officers can be, and are often, assigned duties which involve danger and serious risks. **Duties which involve emergencies or danger will NOT be avoided because you are present.***
- 4) **While every effort will be made to ensure your safety, the Police Officer’s first responsibility will be to carry out the assigned duties.**
- 5) **The Police Officer you will accompany will be happy to discuss duties and responsibilities as time permits. If an emergency should arise, you MUST immediately *and* without question comply with any orders or directions given to you by the officer, as it is for your own safety.**
- 6) **The duration of the ride-a-long is the discretion of the officer.**
- 7) **No cameras or recorders of any kind are permitted to be used by the citizen while riding due to possible conflicts with evidence collection. **If you are found to be taking photographs and/or video/audio your device maybe confiscated as evidence.***
- 8) **Citizens are required to present a neat and clean appearance. (**NO holed or ripped shirts or pants, NO foul/vulgar/racist/obscene shirts or shirts supporting alcohol, illegal drugs or illegal activity permitted.*)**
- 9) **Citizens are NOT to leave the patrol car at the scene of police activity without first obtaining permission of the officer.**
- 10) **Citizens shall NOT be armed, regardless of whether or not they possess a pistol permit.**
- 11) **Citizens are to IMMEDIATELY report any police contact, arrest(s), or law enforcement related concerns to the Patrol Commander. Failure to do so will be automatic dismissal from this program and could affect future Northport Police Department program attendance.**
- 12) **Citizens who complete this application fully understand and give permission to Northport Police Department to check their criminal history, prior involvements, backgrounds during the acceptance process, as well as, at any given time the citizen is enrolled in the Citizen Observer Program.**

APPLICANT KEEPS THIS PAGE

PLEASE COMPLETE THE FOLLOWING PORTION OF THE APPLICATION AND SUBMIT BOTH FORMS TO THE NORTHPORT POLICE DEPARTMENT FOR PROCESSING. PLEASE PRINT CLEARLY SO YOU'RE APPLICATION CAN BE PROCESSED IN A TIMELY MANNER. *APPLICATION IS ONLY GOOD FOR 3 MONTHS FOLLOWING DATE OF ACCEPTANCE.*

NAME: _____
FIRST MIDDLE LAST

DATE OF BIRTH: _____ DRIVERS LICENSE #: _____ STATE: _____

OCCUPATION: _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____ PHONE NUMBER: _____

EMERGENCY CONTACT: _____ RELATIONSHIP: _____

PHONE NUMBER: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ARE YOU CURRENTLY APPLYING FOR EMPLOYMENT WITH THE CITY OF NORTHPORT POLICE DEPARTMENT? YES NO

DATE CITIZEN DESIRES TO RIDE: _____ SHIFT/HOURS REQUESTED: _____

BY SIGNING BELOW, I AM ACKNOWLEDGING I HAVE READ THE CITIZEN OBSERVER PROGRAM APPLICATION THOROUGHLY, HAVE MET THE REQUIREMENTS, AND ALL INFORMATION I HAVE PROVIDED IS TRUE AND CORRECT TO MY KNOWLEDGE. I FURTHER UNDERSTAND AND GIVE PERMISSION TO NORTHPORT POLICE DEPARTMENT TO CONDUCT A CRIMINAL HISTORY CHECK, PRIOR INVOLVEMENTS, AND BACKGROUND.

I AGREE TO THE TERMS AND CONDITIONS OF THIS APPLICATION.

X: _____ (Signature)

PRINTED NAME: _____

DATE: _____

WITNESS:

X: _____ (Signature)

PRINTED NAME: _____

DATE: _____

Received by Northport Police Personnel: _____

NAME PRINTED

DATE

STATE OF ALABAMA)
COUNTY OF TUSCALOOSA)

(ADULT)

RELEASE AND HOLD HARMLESS AGREEMENT

KNOW ALL MEN BY THESE PRESENTS that the undersigned _____, being over nineteen (19) years of age, for and in consideration of the City of Northport, Alabama, a municipal corporation in the State of Alabama, permitting the undersigned to accompany **any Northport Police Department Officer** in a city-owned vehicle during the officers said assigned shift and/or assignment, does hereby and for _____ (his/hers) heirs, executors, administrators, and assigns, releases, remise and forever discharge and hold harmless the City of Northport, a municipal corporation, its officers, agents, employees, successors and assigns, of and from any and all claims, actions, and causes of actions. Demands, rights, damages, costs expenses and liability whatsoever, including, but not limited to, liability arising from any and all known and unknown, foreseen and unforeseen, bodily and personal injuries and property damage and the consequence thereof which the undersigned may hereafter accrue on account of or in any way growing out of accompanying **any Northport Police Department Officer** in a City vehicle during the officers said assigned shift and/or assignment.

The undersigned hereby declares and represents that the terms of this Release and Hold Harmless Agreement have been completely read and are fully understood and voluntarily accepted for the purpose of protecting the City of Northport, it's officers, agents, employees, successors and assigns, from any and all claims arising out of the undersigned accompanying any Northport Police Department Officer in a City vehicle during the officers said assigned shift and/or assignment. The undersigned further declares and represents that no promise agreement not heir in expressed has been made to them and that this Release and Hold Harmless Agreement contains the entire agreement between the parties hereto. It is understood and agreed that the terms hereof are contractual and not a mere recital.

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTANDS IT.

Signed, sealed and delivered this _____ day of _____ 20_____.

Signed
Printed

STATE OF ALABAMA)
COUNTY OF TUSCALOOSA)

I, _____, a Notary Public in and for said County and State, hereby certify that _____ (Applicant Name Printed), Whose name is signed to the forgoing Release and Hold Harmless Agreement, and who is known to me, acknowledged before me on this day, that, being fully informed of the contents of said conveyance, did execute the same voluntarily on the day the same bears date.

Given under my hand this _____ day of _____ 20_____.

Notary Public for Alabama
My Commission expires: _____

FOR DEPARTMENT USE ONLY

Records Check Status: Negative: _____ History on File: _____ Initials: _____ Date: _____
NCIC/LETS/Spillman Status: Negative: _____ History on File: _____ Initials: _____ Date: _____
Local Agency Status: Negative: _____ History on File: _____ Initials: _____ Date: _____

COMMENTS: _____

Turned in to Patrol Operations Commander by _____ on _____
APPROVED BY: _____ ON _____

*****Citizen Observers Application will no longer be valid on this date: *****

(A new application must be submitted following this date to continue.)

Additional checks performed: (*Notify Patrol Commander regarding any change in status immediately)

Records Check Status: Negative: _____ History on File: _____ Initials: _____ Date: _____
NCIC/LETS/Spillman Status: Negative: _____ History on File: _____ Initials: _____ Date: _____
Local Agency Status: Negative: _____ History on File: _____ Initials: _____ Date: _____

COMMENTS: _____

Records Check Status: Negative: _____ History on File: _____ Initials: _____ Date: _____
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COMMENTS: _____

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Local Agency Status: Negative: _____ History on File: _____ Initials: _____ Date: _____

COMMENTS: _____

**TO BE COMPLETED BY SHIFT SUPERVISOR AT TIME OF RIDE
and completed each time a Citizen rides.**

**PGO, 2.44.6 (H), REQUIRES THIS TO BE MAINTAINED FOR ONE (1) YEAR*

Citizen Assigned To: _____ (Officer's Name)

Date Citizen rode: _____ Shift/Time: _____

Shift Supervisor's Signature: _____

Comments:
