



## County of Alpena **DISPATCH SIT-ALONG PROGRAM**

Alpena County Central Dispatch offers a citizen sit-along program and welcomes the residents of our community, as well as non-residents to participate. All citizens living in the County of Alpena, working in the community or potential lateral applicants with our agency are encouraged to participate in this worthwhile program.

Alpena County Central Dispatch encourages citizen involvement in the community. We truly believe it is the enlightened citizen who makes our job more meaningful and successful. We want to build strong communication and cooperation with you. We are dedicated, as your public safety dispatchers, to providing the highest level of service possible by allowing you to see, firsthand, how we provide our services and the challenges we face. We believe in a relationship and partnership with our community.

### **Guidelines and Requirements:**

- 1) Individuals requesting to participate in a sit-along shall be directed to the Central Dispatch Director.
- 2) The Director or their designee will obtain the name, DOB and driver's license of the interested person.
- 3) The sit-along coordinator or designee will conduct a records check on the interested person to confirm there are no safety concerns, involvement in a current investigation, involvement in a current civil action against the County of Alpena, and ensure their background is suitable for a law enforcement environment.
- 4) The Director or their designee will inform the citizen that his/her request has either been confirmed or denied.
- 5) If approved, the Director will negotiate a date and time for the sit-along.
- 6) When the interested person arrives, a dispatch sit-along waiver will be completed.
- 7) The sit-along is restricted to (8) hour increments, unless previously approved by the Director.
- 8) Appropriate attire is required.
- 10) Produce photo identification on the day of the sit-along.

### **Acknowledgements:**

- 1) Information heard is confidential, and not for dissemination, or used for personal gain.
- 2) Information seen is confidential, and not for dissemination, or used for personal gain.
- 3) Information from LEIN (Law Enforcement Information Network) is confidential, and cannot be used for dissemination, or personal gain.
- 4) The sit-along can be terminated at any time without warning.
- 5) Photographs are not permitted and limited cell phone usage is required.



County of Alpena  
**DISPATCH SIT-ALONG PROGRAM**

**Waiver and Release of Claims and Indemnity Agreement:**

**\*This page must be submitted to the Director of Alpena County Central Dispatch\***

**WHEREAS I,** \_\_\_\_\_ have made the voluntary request to participate in the sit-along program, and be a guest of the dispatch center, and sit with a member of the communications center during the performance of their official duties. I am aware the dispatch center is the public safety answering point for all police and fire emergency and non-emergency calls within the County of Alpena. Therefore, I could be present during various types of critical incidents without warning.

I voluntarily accept all responsibility, and do not legally hold the Director of Alpena County Central Dispatch, their sureties, all members of the Alpena County Central Dispatch, its agents and representatives responsible in the event I sustain a physical injury, or suffer a medical condition while participating in the sit-along program. Therefore, I voluntarily and knowingly assume these risks, and by my consent agree that no legal action will be brought against said County, Departments, Director, Members, Sureties, agents or representatives.

**Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I hereby verify that I have carefully read and understand the contents of this document and sign the same of my own free will.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Signature of authorized parent or guardian, confirming and agreeing to the above, if applicant is a minor

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_





## County of Alpena

### Non-Disclosure and Confidentiality Agreement

During the course of the sit-along with Alpena County Central Dispatch you may be exposed to confidential criminal records and/or Michigan Secretary of State Records Information. The confidentiality of this information is controlled by statute. The misuse of such information may adversely affect an individual's civil rights and violates the law.

Misuse of the Michigan State Police Law Enforcement Information Network (LEIN) and its interfaced systems violates Michigan Compiled Law 28.214, Section 4 of the C.J.I.S. Policy Council Act. Misuse of the FBI National Crime Information Center (NCIC) is subject to additional federal criminal and/or civil penalties. Misuse of criminal history record information obtained through NCIC violates the Code of Federal Regulation, Title 28, Section 20.25. Misuse of Secretary of State (SOS) records violates State of Michigan driver and vehicle privacy protections laws [MCL 28.295a, 257.902, 257.903, 324.80130d, 324.80319a, 324.81120, 324.82160, and other provisions of law]. Misuse of motor vehicle records is subject to additional federal criminal and/or civil penalties.

Violation of this law, by you, as an observer of the procedures of Alpena County Central Dispatch, may result in your being prosecuted in a criminal and/or civil action

Participants may be exposed to privileged and confidential information and must agree not to discuss such information with anyone.

Participants shall respect and reserve the confidentiality of all names of person and information learned through the sit-along, unless otherwise authorized.

Participants shall not use department equipment, including computers, cameras, and recording equipment excepts when directly authorized by department staff or in extreme emergencies.

Under the requirements of the federal Health Insurance Portability and Accountability Act (HIPPA), sit-along participants who may come into contact with private health related information will agree in writing, to keep all confidential information learned during their sit-along participation confidential.

WHEREAS in connection with the undersigned's participation in Alpena County Central Dispatch's Sit-Along Program, the undersigned may become privy to certain information that should not be disclosed to other individuals and which may include data which is classified as private, confidential or non-public under State and Federal Law;

NOW, THEREFORE, in consideration of the promises and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the undersigned does hereby:

Agree to refrain for disclosing to a spouse, parent, child, friend or any other individual information of any nature that the undersigned may obtain through his/her participation in Alpena County Central Dispatch Sit-Along Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**\*Provide with copy of Notification of Criminal Penalties and Civil Action for the Misuse of LEIN\***



## **Notice of Criminal Penalties and Civil Action**

### **For the Misuse of LEIN**

### **Citizen/Student Sit-Along Program**

Misuse of the Michigan State Police Law Enforcement Information Network (LEIN) and its interfaced systems violates Michigan Compiled Law 28.214, Section 4 of the C.J.I.S. Policy Council Act:

- (3) A person shall not access, use, or disclose nonpublic information governed under this act for personal gain.
- (5) A person shall not disclose information governed under this act in a manner that is not authorized by law or rule.
- (6) A person who intentionally violates subsection (3) or (5) is guilty of a crime as follows:
  - (a) For a first offense, the person guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of \$500.00, or both
  - (b) For a second offense or subsequent offense, the person guilty of a felony punishable by imprisonment for not more than 4 years or a fine of not more than \$2000.00, or both.

Misuse of the FBI National Crime Information Center (NCIC) is subject to additional federal criminal and/or civil penalties. The Federal Privacy Act of 1974 states:

- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.00 [5 USC Sec.552.a(i)]

Misuse of criminal history record information obtained through NCIC violates the Code of Federal Regulation, Title 28, Section 20.25:

Any agency or individual violating subpart B [State and Local Criminal History Record Information] of these regulations shall be subject to a civil penalty not to exceed \$11, 000.00 for a violation occurring on or after September 29, 1999.

Misuse of Secretary of State (SOS) records violates State of Michigan driver and vehicle privacy protections laws. [MCL 28.295A, 257.902, 257.903, 324.80130D, 324.80319A, 324.81120, 324.82160, and other provision of law.]

Under Michigan law, a person who makes a false representation or a false certification to obtain personal information or who uses personal information for a purpose other than identified in the law is guilty of a felony, which may be punishable by imprisonment for up to 5 years and/or a fine up to \$5,000.00. Subsequent convictions may result in imprisonment for up to 15 years and/or a fine up to \$15,000.00.



**Notice of Criminal Penalties and Civil Action**  
**For the Misuse of LEIN**  
**Citizen/Student Sit-Along Program**

Misuse of motor vehicle records is subject to additional federal criminal and/or civil penalties. The Federal Driver's Privacy and Protection Act of 1994 states:

18 USC Sec. 2723:

- (a) Criminal Fine. – A person who knowingly violates this chapter shall be fined under this title.

18 USC Sec. 2724:

- (a) Cause of Action. – A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under this chapter shall be liable to the individual to whom the information pertains, who may bring civil action in the United States District Court.
- (b) Remedies – This court may award –
  - (1) Actual damages, but not less than liquidated damages in the amount of \$2,500;
  - (2) Punitive damages upon proof of willful or reckless disregard of the law.

I have read and understand the above Notice of Criminal Penalties and Civil Action and I agree to comply with its contents.

Further, I understand that any violation of its contents may result in disciplinary action and/or referral of prosecution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

The LEIN Terminal Agency Coordinator is responsible for reporting the LEIN Field Services all known or suspected wrongful or personal access, use, or disclosure of information obtained from LEIN/NCIC/SOS.

To report inappropriate access to the Michigan State Police Law Enforcement Information Network, or its interfaced systems, please visit: <http://www.michigan.gov/lein>

Or, send an e-mail to [MSP-LEINComplaints@michigan.gov](mailto:MSP-LEINComplaints@michigan.gov)

**Security Awareness Acknowledgement of Persons with Physical Access to Physically Secure Locations**

I, \_\_\_\_\_, have read the following, or have had it read and explained to me, and understand and agree with that:

My participation in the Sit-Along program may require me to be present in areas where Criminal Justice Information (CJI) may be seen. I realize that this information is sensitive in nature and will not discuss or reveal and CJI to anyone.

CJI refers to state and federal criminal justice data, which may include case/incident information, identity information (including fingerprints and other forms of biometric data), and property (such as vehicle or firearm) data.

Access to or use of CJI (such as viewing, reading, copying, sharing) is strictly limited to official purposes, specifically the ***administration of criminal justice***.

The term “administration of criminal justice” is defined in the CJIS Security Policy as:

“Administration of criminal justice” means the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment. In addition, administration of criminal justice includes “crime preventions programs” to the extent access to criminal history record information is limited to law enforcement agencies for law enforcement programs (e.g. record checks of individuals who participate in Neighborhood Watch or “safe house” programs) and results of such checks will not be disseminated outside the law enforcement agency.

My participation in the Sit-Along Program does not in any way involve the administration of criminal justice, as defined above.

In the course of the participation in the Sit-Along Program, I may see or learn of (as by hearing mention of) CJI.

Because I have no responsibility or authority for handling CJI, I will not access, use, view, copy, disseminate, or disclose (in writing or in conversation) CJI, nor will I take part in the physical destruction of CJI. I am aware that doing so would be considered misuse of CJI.

I further understand that misuse of CJI is not limited to situations in which the CJI is used by me or others for purposes or in a manner that could be punished under the criminal laws of the state or of the United States.

I acknowledge that misuse of CJI may subject me to civil penalties and/or criminal penalties.

I agree and commit that if I hear, see or otherwise become aware of actual or potential misuse of CJI, or of a situation that may cause or contribute to the misuse of CJI, I will promptly report the same to

\_\_\_\_\_ (insert agency designee.)

I agree and commit that I will not allow, by action or inaction, the unauthorized entry into any secure (protected) area by anyone who is not known to be to authorized to enter such area.

I have read and understand the information above regarding the importance of protecting CJI, and have asked and received a satisfactory answer to any questions I had concerning the duties and restrictions imposed on me with respect to CJI.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby confirm that the above signed individual has read the above document (or had it read him or her), and been given the opportunity to ask questions. I have answered any questions and/or clarified any issues he or she posed regarding information security requirements.

\_\_\_\_\_  
Signature of Criminal Justice Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Criminal Justice Agency

\_\_\_\_\_  
Date



## **Instructions for the Citizen/Student Sit-Along Program Participant**

FAILURE TO FOLLOW THE RULES OF THE CITIZEN/STUDENT SIT-ALONG PROGRAM OR THE INSTRUCTIONS OF A DISPATCHER CAN RESULT IN IMMEDIATE TERMINATION OF THE SIT-ALONG EXPERIENCE

### **Rules of Conduct for a Civilian/Student Sit-Along**

- A. Participants shall not take any action unless they are directed to do so by a Central Dispatch Employee.
- B. Participants shall respect and maintain the confidentiality of Central Dispatch's information and records.
- C. Participants shall not use Central Dispatch communication equipment except in extreme emergencies.
- D. Participants shall not use Central Dispatch computers except as authorized by an employee of Central Dispatch. At no time shall a Participant have any access to LEIN.
- E. Participants shall follow the rules of the Program and direction of the Central Dispatch employee to whom they are assigned or any supervisor.
- F. Participants shall wear Business Casual attire.
- G. Participants are prohibited from possessing or carrying a firearm or ANY other weapons during the Sit-Along.
- H. Participants shall not smell of, possess or consume alcoholic beverages during the Sit-Along.
- I. Participants shall not use any form of tobacco while in Central Dispatch buildings.