



# CITIZEN POLICE ACADEMY

## WAIVER AND RELEASE FOR BACKGROUND INFORMATION AND STATEMENT OF CONFIDENTIALITY

I, \_\_\_\_\_, am presently applying for the Citizen Police Academy with the Upper Allen Township Police Department, which I acknowledge and understand may thoroughly investigate my background including but not limited to my criminal history, personal background, education and references in order to evaluate my qualifications for being a participant with the Upper Allen Township Citizen Police Academy. I release and hold harmless Upper Allen Township, the Upper Allen Township Police Department, its elective officials, agents and employees from and against any and all liability which might result from conducting such investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation. I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by Upper Allen Township in conjunction with applicant eligibility to be enrolled in the Upper Allen Township Citizen's Police Academy.

I agree to indemnify and hold harmless the person (s) to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Due to the sensitive nature of police work and your access to confidential law enforcement records and information in the participation of the Citizen Police Academy it is imperative that any information you may have knowledge about regarding citizens, criminal/civil investigations, personnel issues and the activities of this Police Department be kept in confidence and not shared with non-police personnel. As a civilian you are required by Departmental policy and by law to safeguard the sensitive personal and law enforcement information housed within the Police Department. In addition, disclosure of this information may jeopardize on-going investigations, the safety of our officers and open the Department to civil liability.

Additionally, Upper Allen Township Police Department policy protects the information contained in the computerized police records management system. Accordingly, an employee or contracted employee shall not disseminate the information contained in it unless it is done in accordance with our dissemination of information procedure and state law.

Employees and contracted employees are not permitted to discuss details of on-going investigations, calls for service or personnel issues they may have knowledge of with any outside agency persons to include other employees of Upper Allen Township. Gossip concerning other employees and protected information is prohibited.

In the event you are found to be disclosing or discussing protected and confidential information the appropriate disciplinary action up to and including expulsion from the program may be initiated.

My signature below indicates that I have read and understand this waiver and directive and agree to comply with it.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS (signature and print name)

\_\_\_\_\_  
DATE