



# Observer Program Request - Release Form

Jacksonville Sheriff's Office

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

DL #/ ID #: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Place Of Employment/School: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_) \_\_\_\_\_ Home Phone #: (\_\_\_\_) \_\_\_\_\_

### EMERGENCY CONTACT

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Observer Signature: \_\_\_\_\_

### NOTARY PUBLIC (NOTARIZATION FOR OBSERVER UNDER 18 YEARS OF AGE)

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Commission Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness: \_\_\_\_\_ Witness: \_\_\_\_\_  
(Parent or Guardian, if under 18) (Employee's supervisor if JSO employee)

FOR DISTRICT OFFICE USE				
Approvals:		Observer Assigned to Ride With Officer:		
Sgt.	ID#	Ofc.		
Lt.	ID#	District:	Watch:	Date(S):
Local Criminal History/MNI Check				
Date: ____/____/____		By: _____		ID#: _____
Comments:				
National Criminal History Check				
Date: ____/____/____		By: _____		ID#: _____
Comments:				
CJISONLINE Security Awareness Training				
Date: ____/____/____		By: _____		ID#: _____

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**OBSERVERS SHALL ABIDE BY THE FOLLOWING RULES:**

- A. Observers shall report to the appropriate district substation 15 minutes prior to roll call.
- B. Observers shall wear business casual attire and be neat and clean in appearance. Observers not appropriately attired will not be allowed to ride. Decisions regarding questionable attire or appearance shall be made by the watch lieutenant.
- C. Observers have no police authority and are under direct authority of the police officer to whom they are assigned.
- D. Observers must be physically able to perform the observation function without assistance from the host officer. Observers shall not interfere with any police officer performing their duty.
- E. Observers shall not:
  - 1. Become involved in any investigation;
  - 2. Handle evidence;
  - 3. Discuss any case with victim(s), witness(es) or suspect(s); or
  - 4. Handle police equipment without authorization from the officer.
- F. Observers shall abide by their host officer's decision as to whether or not they will be allowed to exit the vehicle and observe particular calls for police service.
- G. Observers are allowed to take notes, but shall not bring nor use any form of audio or video recorder. Credentialed media representatives may be exempt from this rule and must contact the Public Information Office at (904) 630-2133 to request a ride-along as an observer.
- H. Observers are to understand that they may be called to court as a witness as a result of participating in the program. Observers may be privy to confidential information or information that relates to a juvenile and acknowledge that such information must remain strictly confidential as required by applicable laws.
- I. Observers, host officers, a supervisor, and/or the watch lieutenant may terminate the ride-along at any time it is deemed necessary to benefit the observer and/or the Jacksonville Sheriff's Office (JSO).
- J. Observers, once approved, are permitted to ride one time within any two week period unless otherwise approved by the Chief of Patrol or higher authority. This form is valid for a 14 day period.
- K. **All observers shall be unarmed, with no exceptions.**
- L. **Observers flying with the JSO Air Unit MUST be briefed and watch the Aviation Unit Helicopter Safety Orientation video regarding procedures and responsibilities prior to flying.**

I agree to abide by the above.

Observer Signature: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Observer Release and Indemnity Agreement**

Whereas, the undersigned has voluntarily elected to ride as a passenger in a vehicle of the Jacksonville Sheriff's Office (JSO) and to accompany officers of said JSO while engaged in the performance of their duties, to study and observe for his/her own benefit the functions and operations of the JSO and its personnel; and

Whereas, the undersigned desires to do so at his/her own risk and recognizing the possible and inherent danger to his/her person and property resulting therefrom; and

Whereas, the JSO and the City of Jacksonville (COJ) do not wish to be liable for any damages arising from personal injuries and/or property damage sustained.

Therefore, in consideration of the premises and other good and valuable considerations, the undersigned does hereby, for himself/herself, spouse, heirs, executor or administrator, and personal representatives:

1. **Assume full responsibility for any personal injury or damage to his/her person or property which may occur directly, or indirectly while in, on, or about any such JSO vehicle, the JSO headquarters, or any of the offices of the JSO , or while accompanying any officer of the JSO while in the performance of his/her duties.**
2. **Fully and forever release and discharge the JSO and COJ , its agents, and employees in both their official and individual capacities, from any and all claims, demands, damages, rights of actions, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the undersigned's being in, on or about any such JSO vehicle, or at any or all of the premises and places aforesaid, or while accompanying any officer of the JSO as aforesaid.**
3. **Indemnify and hold harmless the JSO and the COJ its agents and employees in both their official and individual capacities for acts or conduct of the undersigned of whatever kind or nature whatsoever, while in, on or about any such JSO vehicle, or at any or all of the premises and places aforesaid, or while accompanying any such officer as aforesaid.**
4. **Agree to defend and to pay any costs or attorney's fees as a result of any action brought by or against the JSO and/or COJ , its agents and employees, for any acts or conduct of the undersigned of whatever kind or nature whatsoever, while in, on or about any such JSO vehicles, or at any or all of the premises and places aforesaid, or while accompanying any such officer as aforesaid.**
5. **Agree not to post or blog(s) any commentary, information or photographs about the JSO or COJ , which were obtained during the aforesaid activities, on any social networking sites including, but not limited to, Facebook, Linked In,X , and Instagram. The Undersigned agrees that he/she has been made aware that any such post or blog(s) may violate Florida's public records laws, interfere or obstruct an ongoing criminal investigation and may subject the poster to criminal and/or civil sanctions.**
6. **Agree that it is the intent of the undersigned that this Release and Indemnity Agreement be in full force and effect at any time after the execution hereof.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Security Awareness Acknowledgement for Non-Criminal Justice Personnel**

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

I understand that by participating in the observer program I may be present in areas where Criminal Justice Information (CJI) may be seen or viewed. I realize that this information is sensitive in nature and will not discuss or reveal any 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 state law, at Section 943.045(2), Florida Statutes, as follows:

"Administration of criminal justice" means performing functions of detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders by governmental agencies. The administration of criminal justice includes criminal identification activities and the collection, processing, storage, and dissemination of criminal justice information by governmental agencies.

In the course of completing the observer 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 Florida or of the United States.

I acknowledge that misuse of CJI may subject me to civil 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 this to the officer I am accompanying, his supervisor, or the appropriate designee.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby confirm that the above signed individual has read the above document (or had it read to 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Jacksonville Sheriff's Office**  
**Criminal Justice Agency**

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