



# Santa Cruz Consolidated Emergency Communications Center



## CITIZEN'S ACADEMY FOR 9-1-1 OBSERVATION FORM

### Instructions:

- ⌵ Contact a Senior Dispatcher by calling 471-1190 anytime. Advise them you are participating in the Citizen's Academy and required to do four hours of observation. The Senior Dispatcher will schedule your time for observation. If you have already done a sit-along as part of our hiring process, you do not have to do another one if you do not wish to.
- ⌵ Bring this form with you to your sit along. Complete the section with your name, date, starting and ending times. Have **each** dispatcher you sit with write their name and ID and sign in the appropriate section.
- ⌵ When your sit along is completed, **sign and date the back of this form** and ask the Dispatcher you sit with to leave it for the Training Supervisor. Or, you may mail it to: Rosanna McKinney, Training Supervisor, SCCECC, 495 Upper Park Road, Santa Cruz, CA. 95065

<b>Name:</b>		
<b>Sit Along Date:</b>	<b>Start Time:</b>	<b>End Time:</b>

### FOR THE AGENCY DISPATCHER TO COMPLETE:

<b>Dispatcher's Name &amp; ID:</b>
<b>Dispatcher's Signature:</b>
<b>Agency Observed:</b>

## EMPLOYEE/VOLUNTEER/**VISITOR** CONFIDENTIALITY FORM

### USE OF CLETS CRIMINAL JUSTICE INFORMATION AND DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION

As an employee/volunteer/**visitor** of Santa Cruz Consolidated Emergency Communications Center, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the "need to know" and the "right to know". Misuse of such information may adversely affect an individual's civil rights, and violates the law and/or CLETS policy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Section 11105 and 13300 identifies who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe



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penalties for misuse of criminal history information. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicles record information. Penal Code Sections 11142 and 13303 state:

*“Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.”*

Any employee/volunteer/**visitor** who is responsible for CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

***I HAVE READ THE ABOVE AND UNDERSTAND STATUTES REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION.***

Print name: \_\_\_\_\_

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

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

Supervisor: \_\_\_\_\_