

**LAKESIDE PARK-CRESTVIEW HILLS POLICE AUTHORITY  
OBSERVATION PROGRAM APPLICATION**

To the Observation Program Applicant:

You are required to complete this application after reading the rules and regulations on page 3 of this application.

By signing this application you acknowledge that you have read, understand and are willing to comply with these rules and regulations. No application will be processed unless all the required information is provided and you have signed the bottom of this application. Once your application has been processed you will be contacted prior to your requested observation date by telephone and informed if your application has been approved. All telephone notifications will be made to the telephone number indicated by you on a weekday between the hours of 9:00 a.m. and 4:00 p.m.

This is a voluntary program conducted in the interest of public enlightenment. The Police Department reserves the right to limit or exclude any person from participation in this program when it is deemed by the Department that the person's participation would not be in the best interest of the police department, of any of its individual members, or the public, or when it might reasonably be construed that a conflict of interest may exist between the applicant and the police department or its mission.

Full Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License State and # \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Are you a member of a civil association or City business employee? If yes, give name and position in organization.

\_\_\_\_\_

Reason you request to observe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date you request to ride: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Hours of ride (five-hour time limit): From \_\_\_\_\_ to \_\_\_\_\_ .

Is there a specific police officer you would like to ride with?

\_\_\_\_\_

Have you previously ridden with this department? Yes: \_\_\_\_ No: \_\_\_\_

If Yes, Number of times: \_\_\_\_\_

Have you previously been refused participation in this program? Yes: \_\_\_\_ No: \_\_\_\_

Approximate date? \_\_\_\_\_

Reason for refusal: \_\_\_\_\_

Are you currently involved in any potential legal process arising from any traffic or criminal matter as a defendant, plaintiff, or witness? Yes: \_\_\_\_ No: \_\_\_\_

If Yes, explain: \_\_\_\_\_

Who may we contact in the event of an emergency during your Observation?

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

Relationship: \_\_\_\_\_

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

Telephone Numbers: \_\_\_\_\_

**I affirm that the information provided in this application is true and correct to the best of my knowledge and belief. I also give the Lakeside Park-Crestview Hills Police Authority permission to execute background and criminal history checks to assist them in processing my application.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

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

## **OBSERVER RULES AND REGULATIONS**

1. Observers must be at least eighteen (18) years of age.
2. Observers will wear professional casual clothing. Shorts, sleeveless shirts, and T-shirts will not be acceptable attire. If a question arises about the suitability of the observer's appearance, a supervisor or Officer in Charge will make a decision about the continuation of the observation period.
3. Observers will be under the direct control of their assigned officer.
4. Observers shall conduct themselves in a civil and courteous manner at all times.
5. Observers shall not interfere when police officers are in the performance of their duties.
6. Observers shall not perform police duties. In an emergency situation, they may take appropriate action to protect themselves and/or officers.
7. Observers shall not carry weapons while participating in the program.
8. Observers shall not converse with any prisoner, suspect, witness or any other person contacted on police business unless the host officer has granted permission.
9. Observers shall not inquire as to why an officer handled a complaint as he/she did until after the completion of the call.
10. The Police Department requires that the observer be physically able to perform the observation function without assistance from the host officer.
11. Observers shall not make any audio or visual recordings during their observation period without the prior knowledge and permission of the Chief of Police.

**I have read and understand the above listed Rules and Regulations.**

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SIGNATURE