

JACKSONVILLE BEACH POLICE DEPARTMENT

RIDE ALONG PROGRAM APPLICATION

FULL NAME: _____ DOB: _____ M: ☐ F: ☐

ADDRESS: _____

CITY/STATE: _____

HOME PHONE: _____

HAVE YOU PARTICIPATED IN THE RIDE ALONG
PROGRAM WITHIN THE LAST 90 DAYS?

YES _____ NO _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

ARE YOU A STUDENT? ☐ YES ☐ NO

NAME OF SCHOOL: _____

OCCUPATION: _____

NAME OF EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

EMPLOYER'S PHONE: _____

YOUR REASON(S) FOR REQUESTING TO PARTICIPATE IN THE RIDE ALONG PROGRAM (BE SPECIFIC)

SUPERVISOR

OFFICER REQUESTING APPLICANT

SHIFT TO RIDE (TIME & DATE)

APPROVED BY

TIME REPORTED

TIME DEPARTED

VOLUNTARY RELEASE OF LIABILITY AND WAIVER OF CLAIMS FOR THE CITY OF JACKSONVILLE
BEACH POLICE DEPARTMENT POLICE RIDE ALONG PROGRAM

I, _____, of _____, for and in consideration of the City of Jacksonville Beach, allowing me to participate in a Police Ride Along Program which entitles me to be present in patrol cars of the Jacksonville Beach Police Department during the actual working hours of police officers on patrol and to be present in the Jacksonville Beach Police Station and to be permitted to observe the activities of the Police Department, do hereby agree as follows:

- 1) I acknowledge and understand that in participating in this Police Ride Along Program, I consent to exposing myself to all risks and dangers associated with police activity and that I expressly and voluntarily assume all risks and dangers encountered by law enforcement officers operating their vehicle and performing any of their duties.
- 2) I further understand that while participating in this program I will be assigned to one or more police officers and I further agree that at all times I will obey commands of those officers or their superior officers, obeying all departmental rules and state laws.
- 3) I further do hereby for myself, my heirs, executors and administrators voluntarily waive, remise, release and forever discharge the City of Jacksonville Beach and its agents, officers and employees of and from all manner of action and actions, cause or causes of action, suits, debts, claims, costs, damages or injuries, whatsoever in law or equity which I might have against the City of Jacksonville Beach, its agents, employees and officers by reason of any cause or thing whatever so associated or caused by or related to my participation in this Police Ride Along Program.
- 4) I have read and understand the Security and Privacy Training - Basic User (see attached).

Signature of ride along applicant:

Date:

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (name of person acknowledging), who is personally known to me or has produced _____ (type of identification) as identification. Sworn to and subscribed in my presence this ____ day of _____, 20__.

Notary Public

My commission expires: _____

Criminal Justice Information Acknowledgment for Ride Along Applicants

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

Participating in this ride along will require me to be present in areas where Criminal Justice Information (CJI) may be seen and/or heard. 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***.

In the course of my ride along, 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 penalties and/or criminal penalties.

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 restrictions imposed on me with respect to CJI. I have read and understand the information regarding the security and privacy training for basic users of CJI.

Signature of ride along applicant

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

Security and Privacy Training – Basic User

Welcome to the CJIS Security and Privacy Training! This training is designed for all individuals with unescorted access to a physically secure location.

This training will cover the following topics:

- Introduction
- What is CJI?
- Proper Access, Use, & Dissemination of CJI
- Physical Security
- Incident Response
- Conclusion

Introduction

Security and Privacy Training

All personnel whose duties require them to have unescorted access to a physically secure location that processes or stores Criminal Justice Information (CJI) must complete Security and Privacy training.

The FBI CJIS Security Policy requires that all personnel fitting the above criteria must complete this training:

- **Before** authorizing access to the system, information, or performing assigned duties
- **Every year** after the initial training

What is CJI?

In the United States, the individual right to privacy is protected by the US Constitution. The Privacy Act of 1974 further protects personal privacy from misuse by regulating the **collection, maintenance, use, and dissemination** of information by criminal justice agencies.

Criminal Justice Information

Criminal Justice Information (CJI) is the term used to refer to all of the FBI Criminal Justice Information Services (CJIS) Division provided data necessary for law enforcement and civil agencies to perform their work.

CJI can include any of the following:

- **Fingerprints**
- **Personal data**
- **Property data**
- **Other information related to incidents and cases** (e.g., stolen cars, stolen guns, missing persons, etc.)

The National Crime Information Center (NCIC), located in West Virginia, is a computerized database of CJI available to law enforcement agencies nationwide. NCIC is supervised by the FBI CJIS Division, however the management of the information processed, stored, or transmitted to NCIC is a collaboration between the FBI and federal, state, local, and tribal criminal justice agencies.

Proper Access, Use, & Dissemination of CJI

System Use Notification

A system use notification is a message displayed on information systems prior to accessing CJI, informing potential users of various usages and monitoring rules. If your duties require you to use systems which are adjacent to Criminal Justice Information systems, you may encounter this message. If you see this message, do not continue past this point as your CJIS Security authorization does not include accessing or viewing CJI.

Access, Use, & Dissemination Penalties

Unauthorized **requests, receipt, release, interception, dissemination, or discussion** of CJI is serious and may result in the following:

- Criminal prosecution
- Termination of employment

Personnel Sanctions

Agencies must have a formal sanctions process for personnel failing to comply with established information security policies and procedures.

The agency will perform a formal disciplinary process for any personnel who fail to comply with the security policies and procedures. Continued misuse of CJI could result in an agency being denied access until the violations have been corrected.

Physical Security

The areas that process or store Criminal Justice Information (CJI) should be physically secure to prevent unauthorized access.

Physical Access Authorizations

To ensure physical security, agencies are responsible for:

- Developing and maintaining a current list and issuing credentials to personnel with authorized access to the physically secure location
- Prominently posting the perimeter of the area requiring physical security and separating it from nonsecure locations by physical controls

Physical Access Control

All access points to a physically secure location must be controlled, and individual access authorizations should be verified before granting access.

Physical Controls

The physical controls required in order to be considered a physically secure location are:

Monitoring Physical Access

Agencies should monitor physical access to the information system to detect and respond to physical security incidents.

Visitor Control

Agencies should control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible). The agency shall escort visitors at all times and monitor visitor activity within the physically secure location.

It is the responsibility of all personnel to help ensure that these areas stay secure. You are encouraged to be mindful of the physical security at all times.