

Roanoke County Emergency Communications Center Citizen Observer Application

The Emergency Communications Center allows citizens to gain a realistic view of our daily operations. It is our hope that the insight gained by participating in this program will be both informative and enjoyable.

Instructions to Applicant

1. If the citizen observer is under 18 years of age, permission is required from a legal guardian.
2. Observations are allowed once every twelve (12) months. Observation as an applicant does not count as a citizen observation.
3. Citizen observers are required to dress in business casual.
4. Citizen observers are expected to follow all instructions given by the Communications Officer during the observation. No interference with the performance of the Communications Officer will be permitted.
5. Observations will be conducted at times that are convenient to the operations of the Communications Center. The observation may be terminated at any time during participation by a supervisor.
6. Citizen observers are required to conduct themselves in a mature, professional manner at all times.
7. Citizen observers will not be allowed to possess weapons at any time in the center.
8. Observations will be limited to twelve (12) hours.
9. Prior to observation, a citizen observer's criminal history will be reviewed.
10. Applications for citizen observations should be submitted to the Chief of Emergency Communications three (3) business days prior to the requested observation date.

Applications may be submitted via email (ecc@roanokecountyva.gov), FAX (540) 777-9769, or in person (5925 Cove Road, Roanoke, VA 24019).

Roanoke County Emergency Communications Center

Citizen Observer Application

(Please Print Clearly)

Date Requested: _____ Hours Requested: _____

Communications Officer Requested (if applicable): _____

Name: _____
Last _____ First _____ Middle _____

Date of Birth: _____ Social Security #: _____

Address: _____

Contact Telephone #: _____ Occupation: _____

If student, Name of school attending: _____

Person to notify in case of an emergency:

Name: _____

Address: _____ Telephone #: _____

I certify that I understand the requirements and responsibilities required to be a citizen observer. I also agree that I will not release any confidential information concerning names or addresses of those persons involved in any incident received by the Emergency Communications Center.

Citizen Observer's Signature

Date

Citizen Observer's Legal Guardian

Date

Observation Request Approved By (CEC/Asst. Dir.)

Date

Criminal History Reviewed