Hamilton County Emergency Communications District

Sit-Along Request

1. All sit-alongs must be requested in advance. We require that all required forms/documents be submitted to the Training and Quality Assurance Supervisor a minimum of one week prior to scheduling visits. Once the intern/visitor has been notified that s/he is approved, any sit-alongs must be scheduled at least 48 hours in advance.

2. If the internship paperwork was submitted to another government agency within Hamilton County, it is the intern's responsibility to make sure that copies of the paperwork have been forwarded to us within the time frame outlined in #1 above. Interns for whom ***we*** do not have paperwork on file and a visit scheduled will not be admitted—no exceptions.

3. A photo ID must be presented and a photo copy of it submitted along with the application paperwork. Photo ID must also be presented on each visit, prior to admission within the secure perimeter of the 9-1-1 Communications Center. No one will be admitted without a valid photo ID, preferably government-issued such as a driver's license, passport, etc. Student or other work IDs will be considered on a case-by-case basis, and may delay the approval process.

4. A copy of District form 20.015, Confidentiality Agreement, must be signed on each visit and co-signed by the employee with whom the visitor sits.

5. Large purses, briefcases, etc., as well as electronic devices, are prohibited by non-employees within the secure perimeter of the 9-1-1 Communications Center.

6. Business casual attire is required. If you have questions about what is/is not acceptable attire, please ask when scheduling your visit. It is the decision of the on-duty supervisor, based on established District policy, what is/is not acceptable attire.

7. In the event of an emergency situation, we may have to postpone scheduled visits without prior notice. If you are here and a critical incident occurs, your visit may have to be cut short; if that is the case, the ranking on-duty supervisor or designee will ask you to leave and escort you out. In the event of a lockdown, it is possible that you will not be able to leave at will or as scheduled. It is also possible that you may be escorted to a waiting area elsewhere in the building until the lockdown is lifted. Regardless, ***it is critical that you follow and obey any and all directives quickly and quietly***.

8. The primary consideration in any decision made by any on-duty supervisor must be what is in the best interest of the District, District employees, and the agencies and first responders involved. As such, those decisions are final and not subject to discussion or appeal.

I have read and understand the above rules, and agree to abide by them.

Requestor's Printed Name	Requestor's Signature	Date

Approval: ☐ Yes ☐ No* Date: _____

*If no, provide a reason: _____

Approver (Print Name and Title): _____

Approver Signature: _____