



(781) 767-1212

Town of Holbrook
Police Department

Public Safety Building
300 South Franklin Street
Holbrook, Massachusetts 02343

William D. Marble
Chief of Police

FAX (781) 767-5320

In order to begin the processing of candidates, it is necessary that you sign the attached background investigation form in the presence of a Notary of the Public.

If you have any confusion regarding a question please contact Officer Gainey for an explanation and guidance.

**REMEMBER, IF YOU DO NOT WISH TO RELEASE THIS INFORMATION,
DO NOT FILL OUT THIS FORM. PARTICIPATION IS VOLUNTARY!!**

INSTRUCTIONS

A copy of your Massachusetts driver's license is required in addition to these forms.

The completed questionnaire and attachments must be returned to Officer Gainey at the Holbrook Police Department, 300 South Franklin Street Holbrook, Massachusetts. The deadline for applying is 45 days prior to the commencement of the class. No applications will be accepted after that time.

RELEASE OF INFORMATION FORM

The department needs to investigate your background and personal history to be reasonably sure that your participation in the Citizen's Academy will be beneficial to you, the other participants, and members of the Holbrook Police Department. It is in the public interest that all relevant information concerning your background and criminal history be disclosed to the Holbrook Police Department.

TO WHOM IT MAY CONCERN:

I do hereby authorize a review of, and full disclosure of all records, or any part of thereof, concerning myself by and to any authorized agent of the Holbrook Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent data for the Holbrook Police Department to consider in determining my suitability for participation in the Citizen's Academy. It is my specific intent to provide access to personnel information however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my background and reputation, my military service records, educational records, my financial records, my criminal history records, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other



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counsel, whether representing me or another person in cases either criminal civil in which I presently have, or have had an interest, polygraph examinations, and any internal affairs investigations and or disciplinary hearings, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including liability for damages of any kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Holbrook Police Department regardless of any agreement I may have made with you to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For, and in consideration of the Holbrook Police Department's acceptance and processing of my application for participation in the Citizen's Academy, I agree to hold the Holbrook Police Department, it's agents, and employees harmless from any and all claims of liability associated with my application for participation in the Citizen's Academy, or in any way connected with the decision whether or not to allow me participation in the Citizen's Academy. I understand that should information of serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5. United States Code Section 55a, the Privacy Act of 1974, with regard to access to and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Holbrook Police Department in conjunction with procedures regarding participation in the Citizen's Academy.

A photocopy or Fax copy of this release form will be valid as an original thereof, event though said photocopy of Fax copy does not contain an original writing of my signature. The waiver is valid for a period of one (1) year from the date of my signature. Should there be questions as to the validity of this release you may contact me at the address listed below.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.



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Sign only in the presence of a Notary Public after giving your oath or affirmation.

Date : _____ / _____ / _____

Signature _____

Name (Print) _____

Address _____

City/Town _____

Zip Code _____

Telephone (_____) _____