



POLICE DEPARTMENT

**CONFIDENTIALITY AGREEMENT  
WEATHERFORD POLICE DEPARTMENT CITIZEN VOLUNTEERS**

The undersigned has been accepted to serve as a citizen volunteer with the Weatherford Police Department (“the Department”). The Department has informed the undersigned and the undersigned acknowledges that, during the course of volunteer service, he or she may receive or be made aware of highly sensitive information and, on occasion, information deemed confidential by law. For purposes of this agreement, the term “confidential information” shall refer to both such types of information, whether written, verbal or transmitted by electronic or digital means. It is imperative that citizen volunteers with the Department meet the highest standards for maintaining such information in a secure and professional manner. Accordingly, as a condition of volunteer service, the undersigned agrees that he or she is fully responsible for maintaining confidentially all such information received. Further, the volunteer, by his or her signature below, acknowledges that he or she has been advised that certain information is protected by state and federal law and that unauthorized disclosure of same may result in civil and/or criminal penalties to the volunteer.

Citizen volunteers shall not disseminate, by any means, any confidential information acquired in the course of their volunteer service, nor shall volunteers permit any unauthorized person to see, hear, have access to, disseminate or, in any other way, utilize such confidential information. Specifically, citizen volunteers shall not disclose confidential information to unauthorized persons by any manner of communication including, but not limited to, written communication, oral communication, electronic or digital transmission or file transfer.

In the event a citizen volunteer is believed to have compromised confidential information which he or she obtained in the course of volunteer service with the Department, the Chief of Police will be notified immediately. If it is determined that a citizen volunteer has intentionally, knowingly or with gross negligence, caused or permitted the disclosure or dissemination of confidential information obtained in the course of volunteer service with the Department, such conduct will be grounds for immediate termination of the citizen volunteer’s service with the Department. Determination of violation of this agreement shall be in the sole discretion of the Department.

**By my signature below, I acknowledge that I have read and fully understand the above requirements of confidentiality of information in connection with my volunteer service with the Weatherford Police Department. I expressly agree to abide by the above terms and conditions as a citizen volunteer with the Weatherford Police Department.**

\_\_\_\_\_  
Citizen Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Weatherford Police Department Representative

\_\_\_\_\_  
Date

**Chief Lance Arnold**

**801 Santa Fe Drive • P.O. Box 255 • Weatherford, TX 76086 • Phone (817) 598-4310**