

Chief  
**Andrew J. Williamson**



**HILL  
POLICE**

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To All Residents,

The attached form is a part of an outreach program we have been developing as we have come across situations where we need Emergency Contact Information and do not have it. Nor are we able to obtain it due to the circumstances of the incident. I know there are several people, just like myself, that are apprehensive about giving their information out to anyone, below I will explain in detail who will have access to the information and where it will be stored.

The Original of this form will be maintained at the Police Department and will only be accessible by members of the Police Department. A copy of the form will be sent to our dispatch center, located in Franklin, where they will enter the information into a Secure Records Management System. The reasoning behind having the information located at dispatch is due to the fact that when we need the information we are usually not at the PD. However, we have had instances where we are able to go back to the PD to access critical information, thus the reasoning for having it stored at the PD as well. After the copy has been entered at our dispatch center, the paper copy will be destroyed. The only people that have access to the information in dispatch are dispatch personnel, who have undergone an extensive background, along with sworn law enforcement officers who access to the system when needed.

If at any time you move from the Town of Hill, or wish have your Original information purged/removed, you may do so at any time with a simple letter to the Police Department asking to be removed. It will need to be delivered by you and you will need to provide Photo ID. Once we have the documentation, the Original information submitted to the PD will be destroyed.

The information will NOT be sold or distributed for monetary gains. It will be used as Emergency Contact Information during critical incidents such as a car crash where the person driving may be unconscious or unable to communicate with first responders. It will also be used in case we need to get a hold of you for non-emergency incidents such as, your vehicle ran out of gas and while you were going to get gas we come across it.

The completed VOLUNTARY FORM can be mailed, faxed, emailed, dropped off to the PD, or we can even pick it up when an officer is available.

Thank you for taking the time to read this letter and review the attached Voluntary Form. We look forward to finding new and better ways to serve the residents of Hill every day, and we believe this is a step in the right direction.

If there are any additional questions that you may have in regards to the attached form, please feel free to reach out to me and I will call you back to discuss.

Chief Andrew J. Williamson