

# SHERIFF RENSSELAER COUNTY

"Serving the Citizens of Rensselaer County Since 1791"



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SHERIFF PATRICK A. RUSSO  
UNDERSHERIFF EDWARD R. BLY

## RENSSELAER COUNTY SHERIFF'S OFFICE BACKGROUND INVESTIGATION DIVISION RELEASE OF INFORMATION FORM

### AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, do hereby authorize a review and full disclosure of all records concerning myself to the Rensselaer County Sheriff's Office, whether said records are public, private or confidential in nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions, records of loans, records of commercial or retail statements, wherever filed; medical and psychiatric treatment and/or consultation records, including hospitals, clinics, private practitioners, and the United States Veteran Administration; employment and pre-employment records including background reports, efficiency reports, complaints or grievances filed by or against me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest; sealed records pursuant to Section 160.50(1)(d) of the NYS Criminal Procedure Law.

I understand that any information obtained by a personal history background investigation that is developed directly or indirectly, in whole or in part, through this release authorization will be considered in determining my suitability for employment by the Rensselaer County Sheriff's Office and also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing this information. I further release the Rensselaer County Sheriff's Office from any and all liability which may be incurred as a result of collecting such information.

### A COPY OF THIS RELEASE SHALL BE CONSIDERED AS VALID AS AN ORIGINAL THEREOF.

- A. This release is valid for a period of (2) two years from the date of my signature.
- B. Should there be any question as to the validity of this release, you may contact me at the address listed on this form.
- C. 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 out of or by reason of complying with this request.

I have read and fully understand the contents of "Authorization for Release of Personal Information".

D.O.B. \_\_\_\_\_

S.S.N. \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Signature/Date \_\_\_\_\_

Jurant: (NOTARY)

Signed and sworn before me this \_\_\_\_\_ day  
Of \_\_\_\_\_ 20 \_\_\_\_\_  
at \_\_\_\_\_ New York

Signature of officer administering \_\_\_\_\_

Title of Officer \_\_\_\_\_



Sheriff Jack Mahar  
Undersheriff Patrick A. Russo  
Rensselaer County Office of the Sheriff

RENSSELAER COUNTY SHERIFF'S OFFICE  
VOLUNTEER DATA SHEET

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email address: \_\_\_\_\_  
D.O.B. \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State \_\_\_\_\_  
Name of program \_\_\_\_\_

.....

EMERGENCY CONTACT PERSON

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_

Mail these forms and a COPY of your Photo ID (license, passport) to:

**Lt. Stacy Sauer**  
**Administrative Lieutenant**  
**Rensselaer County Correctional Facility**  
**4000 Main Street**  
**Troy, NY 12180**

\*This information will be kept on file at this facility and will be utilized to perform a background check prior to receiving security clearance.

**Prison Rape Elimination (PREA) Act of 2003  
Notice and Requirements**

**Part I. Notice to Applicants**

The Rensselaer County Sheriff's Office (RSCO) will not hire or promote anyone who may have contact with inmates and/or will enlist services of any contractor who may have engaged in prior sexual abuse or otherwise had contact with inmates prohibited by the Federal Prison Rape Elimination Act of 2003 or other applicable laws.

Any and all incidents of sexual abuse/harassment shall be considered by RSCO as to whether to hire, promote, enlist the service of or otherwise enter into a relationship with any individual or entity that may have contact with inmates. RSCO performs a criminal background records check and undertakes best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of allegation(s) of sexual abuse.

**Part II. Required Disclosures**

As an applicant with RSCO, you must provide the following information:

1. **CHECK ONE:** I have  have not  engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution (as defined in §42 U.S.C. 1997).
2. **CHECK ONE:** I have  have not  been criminally convicted or civilly/administratively adjudicated of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, coercion, or if the victim did not consent or was unable to consent or refuse.

**Note:** In the event you have answered in the affirmative to either of the foregoing questions, you are required to submit an additional written statement. You will be contacted by the RSCO investigative unit regarding the same.

**Part III. Background Investigation**

As an applicant with RSCO, you subject yourself to a criminal background records check and must authorize RSCO to obtain PREA-related information from prior institutional employers. As an applicant with RSCO, you must provide the following information:

1. **CHECK ONE:** I have  have not  been previously employed by an institutional employer (a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in §42 U.S.C. 1997).

If you have been so employed, list the following:

Name of employer/facility:

Dates of employment:

\_\_\_\_\_

**Prison Rape Elimination (PREA) Act of 2003  
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**Part IV. Continuing Obligation to Disclose**

All individuals maintain a continuing affirmative duty to disclose any sexual misconduct or arrests to RCSO's investigative unit. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for disciplinary action (including termination), revocation of security clearance and possible criminal prosecution.

I acknowledge receipt of the foregoing notice and my continuing duty to comply with the same.

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**

Reference: Prison Rape Elimination Act of 2003 (PREA), §42 U.S.C. 15601 et seq.

cc: Personnel file