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| Policy # Ride-Along Policy | Related Policies: | |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. A violation of this policy, if proven, can only form the basis for internal discipline and/or criminal charges.* | | |
| Applicable State Statutes: | | |
| KACP Accreditation Standard: | | |
| Date Implemented: | | Revision Date: May 1, 2025 |

1. **Purpose:** The purpose of this policy is to set forth the department’s mandates with respect to citizen ride-alongs.
2. **Policy:** In an effort to enhance the mutual respect of police officers and the community we serve; this department hereby establishes a ride-along program. This program will provide its participants with a greater understanding of law enforcement in our city. At the same time, through interaction between our officers and members of the community, lines of open communication will be established.
3. **Procedures:** 
   1. **Who can participate in the ride-along program:**
      1. All participants must be at least 18 years of age and must have signed the police department waiver form.
      2. Community members who are interested in broadening their knowledge of the police function within the city. This would include members of civic organizations, students who are interested in the law enforcement field, (citizens’ police academy participants, if implemented), and any other person authorized by the chief of police. (or other designated person)
      3. Media representatives who wish to conduct a ride along for purposes of developing a news story or other documentary. This category includes the print and electronic media. Media representatives must complete all documents required of any other participant. In addition, members of the media must have express written authorization from the office of the chief of police before recording, by any means (audio, video, film, photo), any portion of the ride-along.
4. **Application Process:**

A. Applications for ride-alongs will be available at police department headquarters. Personnel assigned to the headquarters should inform anyone who receives a ride-along application that they should return the application to the department once it is completed. Applicants must provide a photo identification for verification when they return their completed application.

* + 1. Completed applications will be forwarded to the office of the chief of police or the chief’s designee for review.
    2. Application Review will include a record check and NCIC inquiry. An applicant who has a felony record or a misdemeanor record that involves moral turpitude or dishonesty may be excluded from participation in this program.
    3. If approved, the applicant will be notified and assigned a date for the ride-along.
    4. Participants shall only be allowed to participate in this program once every 12 months unless given written authorization from the chief of police.
    5. Ride-along guests will not be allowed to ride during the scheduled tour of duty of an officer who is, in some way, related to the guest.
  1. **Reporting for Ride-along:** 
     1. Ride-along should be scheduled between the hours of 0800-2300 hours, unless otherwise approved by the chief of police or his/her designee.
     2. Participants should report to the police headquarters department 15 minutes prior to their scheduled participation.
     3. The participant will meet with a supervisor or their assigned officer. The ride along participant and the supervising officer/assigned officer shall review and sign the liability waiver form. The supervisor or the assigned officer must sign as a witness. Any participant who decides not to sign the liability waiver form shall not be allowed to participate in the program.
     4. A supervisor or other assigned officer should review the rules of the ride-along program with the participant. In this review, the participant should be reminded that they may be called as a witness in court, if they observe a police event which becomes subject to court action.
     5. The supervising officer/assigned officer will issue the participant a “ride-along” participant identification tag that the participant will be required to wear on his or her outermost clothing.
  2. **Duties of the Participant**:
     1. Participants shall play no active role in the police function. They must only act as observers unless otherwise directed by their host officer.
     2. Participants shall not be allowed to operate any police equipment unless directed to do so by a police officer in an extreme emergency
     3. Participants must remain in the police vehicle at all times until directed otherwise by the host officer.
     4. Participants must not speak to victims, witnesses, prisoners, or other persons associated with a police event. Should a witness, prisoner, victim or other person speak to the participant, the participant should politely direct the person to speak to one of the officers present.
     5. Participants shall not utilize any recording devices, including cellular phones, without the express written permission of the office of the chief of police.
     6. Participants shall not enter any person’s home while participating in the ride-along unless the host officer has asked and has been granted express permission from the homeowner/occupant to allow the ride-along participant entry.
     7. Participants shall follow the instructions of the host officer at all times during the ride-along.
     8. Participants shall not be allowed to carry any firearm or other weapon, even when otherwise authorized by law, while participating in the ride-along program.
     9. Participants should be dressed in comfortable, casual, but conservative clothing during the ride-along. (Pants and shirt/jacket for men, Pants and blouse/jacket for women) Participants who are inappropriately dressed, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date.
  3. **Duties of Host Officer**: Officers have a primary obligation to the welfare and safety of the ride along participant. Officers shall not respond to emergency calls until initial responding officers have determined the scene to be safe. In cases where a response is necessary, the officer should take steps to drop the rider off at a safe location (i.e. store, gas station etc.) which is open before proceeding to the call.
     1. Host officer is allowed to rove the (entire city/district) in order to enhance the experience of the participant.
     2. Host officers may allow the participant to leave the police vehicle in order to better observe the police activity; however, where a participant has been allowed to leave the police vehicle, host officers shall maintain close supervision of the participant and not allow the participant to involve him or herself in the police activity.
     3. Host officers must never allow a participant to enter the home of any person unless the officer has first obtained the consent of the homeowner/occupant. In obtaining consent the officer must specifically notify the homeowner/occupant that the participant is a “ride-along participant” and there is “no legal obligation” to allow the participant inside the dwelling.

**[city/town of]**

**Ride-Along Orientation Check-Off Sheet**

In order to protect the jurisdiction from potential litigation, the ride-along orientation check-off sheet must be completed, initialed and signed prior to the time of the ride:

Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed name) (Printed name)

\_\_\_\_\_ The rider has been instructed to obey all commands given by the officer.

\_\_\_\_\_ The rider has been instructed to stay in the patrol vehicle unless otherwise instructed by the officer.

\_\_\_\_\_ The rider has been instructed to wear the seat-shoulder restraint at all times.

\_\_\_\_\_ The rider has been informed that if the officer is requested to respond to any potentially dangerous situation, the rider may be let out prior to arrival at the situation, and possible locations have been discussed with the rider.

\_\_\_\_\_ The rider has been instructed not to engage in any conversation with violators or prisoners other than general courtesies.

\_\_\_\_\_ The rider has been informed that the officer may terminate the ride at the officer’s discretion, at any time.

\_\_\_\_\_ The ride-along agreement form is signed by the rider and or parent/guardian.

\_\_\_\_\_ The officer has advised the dispatch center that a rider is in the vehicle.

\_\_\_\_\_ The rider has been instructed that any information received or actions observed during a ride-along that pertains to specific individuals, and is confidential in nature, shall not be revealed to anyone outside the department without specific authorization from the Department (this would include, but not be limited to: criminal activity, records, medical history, or other sensitive information).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rider’s Signature:

Release and Indemnity Agreement

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have requested permission from the Police Department to participate in the Department’s “Ride-Along” program.

* I acknowledge that the ride-along program involves accompanying a police officer who is in the performance of his or her duty as a police officer.
* I have been advised of the various dangers which I may be exposed to during my participation with this program.
* I have been specifically informed of the fact that police vehicles are sometimes required to operate in an emergency fashion which may expose me to danger.
* I also acknowledge that I have been advised of the fact that while accompanying an officer I may be exposed to danger to life and/or limb due to the actions of criminal suspects, prisoners, and other persons that I may come into contact with during my ride-along.

NOW, THEREFORE, having been fully advised of the dangers inherent in the ride-along program inwhich I propose to participate, and in consideration of the privilege granted to me by the City/Town of \_\_\_\_\_\_\_ to be a gratuitous passenger in a police car, I do hereby, for myself, my spouse, heirs, executor or administrator, and personal representatives:

1. Assume full responsibility for any personal injury, death or any damage to my personal property which may occur directly or indirectly, while in, or about any such police department vehicle, the \_\_\_\_\_\_\_\_\_ Police Department facilities to include the Central Station, Sub-District Stations, Training Academy, Firing Range and any other Department or City/County Facility I may enter during the ride-along.
2. Assume full responsibility for any personal injury, death or any damage to my personal property while accompanying any police officer of the City**/**Town of \_\_\_\_\_\_\_ in the performance of their duties.\
3. Fully and forever release and discharge the City**/**Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, its police officers, employees, agents and servants, from any and all claims, demands, damages, rights of action, or causes of actions, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from or arising out of my being in, on or about any such Police Department vehicle, or at any or all police department premises or facilities, or while accompanying a police officer who is in the performance of his or her duty as a police officer for the City**/**Town of \_\_\_\_\_\_\_\_\_\_\_.
4. I agree to indemnify and hold harmless the City/Town of \_\_\_\_\_\_\_\_\_, its police officers, agents, employees and servants, for any acts or conduct on my part of whatever kind or nature whatsoever, while in, on or about any such Police Department vehicle, or at any or all Police Department premises of facilities, or while accompanying a police officer who is in the performance of his or her duty as a police officer for the City**/**Town of \_\_\_\_\_\_\_\_\_\_.
5. I agree to defend and to pay any attorney’s fees or associated costs as a result of any claim or action brought by or against the City**/**Town of \_\_\_\_\_\_\_\_\_\_\_\_\_, its police officers, agents, employees and servants, for any acts or conduct on my part of whatever kind or nature whatsoever, while in, on or about any such Police Department vehicle, or at any and all Police Department premises or facilities, or while accompanying a police officer who is in the performance of his or her duty as a police officer for the City of \_\_\_\_\_\_\_\_\_.
6. I agree that it is my intent, having read and having been fully informed of all of the above that this Release and Indemnity Agreement be in full force and effect at any time after the execution hereof.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number

Dated at the City of \_\_\_\_\_\_\_\_\_\_\_\_\_, State of:\_\_\_\_\_\_\_\_, this \_\_\_\_day\_\_\_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_\_o’clock

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RIDE-ALONG PARTICIPANT INFORMATION SHEET

1. All applicants for participation in this program must be at least 18 years of age.
2. Anyone wishing to participate in this program must complete an application and present valid photo identification upon turning the application in to the Police Department.
3. The review of all applications will include a record check with the State Department of Criminal Justice as well as anNCIC inquiry. An applicant who has a felony record or a misdemeanor record which involves moral turpitude or dishonesty may be excluded from participation in this program.
4. Once approved, participants shall be notified of their ride-along date and time. Note, if a participant is not available for the assigned ride-along **(date and time)**, he or she can schedule analternate date with the officer who scheduled the original ride
5. Participants should arrive at the station at least 15 minutes prior to their scheduled ride-along.If the participant is not present at this time, the department reserves the right to cancel the ride-along rather than delay the officer from going on duty while necessary forms are completed.
6. Participants will fully review the release and indemnification form with a superior officer.
7. Once this form is signed, the participant will be issued a ride-along participant identification card which will be worn on the outermost clothing during the entire ride-along. This identification card shall be turned in to a supervising officer at the Central Station at the end of the ride-along.
8. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.
9. Participants shall not be allowed to operate any police equipment unless directed to do so by a police officer in an extreme emergency.(OPTION this can be an absolute ban-or the discretionary ban-provided for here)
10. Participants must remain in the police vehicle at all times until directed otherwise by the host officer.
11. Participants must not speak to victims, witnesses, prisoners or other persons associated with a police event. Should a witness, prisoner, victim or other person speak to the participant, the participant should politely direct the person to speak to one of the officers present.
12. Participants are encouraged to ask questions of the host officer. However,such questions should be asked after the police event has been resolved so as not to interfere with the police operation.
13. Participants shall not bring cameras or any recording devices without the express written permission of the office of the Chief of Police.(Option-Some other Superior or designee)
14. Participants shall not enter any person’s home while participating in the ride-along unless the host officer has asked and has been granted express permission from the homeowner/occupant to allow the ride-along participant entry. (This can be an outright ban on entry-but this language is essential based on *Wilson v. Layne.*)
15. Participants shall follow the instructions of the host-officer at all times during the ride-along.
16. Participants shall not be allowed to carry any firearm or other weapon, even when otherwise authorized by law, while participating in the ride-along program.
17. Participants should be dressed in comfortable, casual but conservative clothing during the ride-along. (Pants and shirt/jacket for men, Pants and blouse/jacket for women) Participants who are inappropriately dressed, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date.
18. Participants shall only be allowed to participate in this program once every 12 months unless given written authorization from the Chief of Police. (OPTIONS)

**POLICE DEPARTMENT RIDE-ALONG APPLICATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print) (Date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

Address, include City/State

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Work Phone

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth Age Sex Social Security #

To your knowledge, do you have any physical impairments? *Circle:* Yes No

If yes please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of emergency, please notify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Relationship)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Work Phone

Night/Time Preference (not guaranteed) for ride-along \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT USE ONLY

Criminal Record Check conducted by:\_\_\_\_\_\_\_\_\_\_\_

*Circle one:* No Record Record Attached

Applicant Notified BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE AND TIME OF SCHEDULED RIDE \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved:

Disapproved:

Assigned to Ride With:\_\_\_\_\_\_\_\_\_\_\_\_\_ Post\_\_\_\_\_\_

District Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Officer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon completion of ride-along-application and release shall be returned to the office of the Chief of Police (Options)