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<b>Effective Date: October 2018</b>	<b>Revision Date:</b>
<b>Amends/Supercedes:</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	

## **Section 900.80 Civilian Rider Program**

### **POLICY**

It is the policy of the Shively Police Department (SPD) to establish guidelines for civilians to participate in the department's ride-along program. The ride-along program is designed to promote a mutual understanding and respect between the police and the community by providing civilians an opportunity to ride with, and observe, officers of the department performing their job. The ride-along program is a tool used to increase the community's understanding of police policies and procedures. The program helps to reveal the complexity of situations encountered, and the variety of services performed by officers.

### **REQUEST TO RIDE-ALONG**

Persons requesting to ride-along with an on-duty officer are required to complete the Civilian Rider Program Request form and the Covenant Not to Sue form.

A commanding officer with the rank of sergeant or above will approve or deny the request. Prior to facilitating the ride-along, the officer will verify that the forms have been signed by all parties involved and a warrant check of the applicant has been performed.

### **BASIC ROLE OF RIDERS**

Participants of the ride-along program must be 18 years of age, or older, and have a valid state-issued identification card. Juveniles are prohibited from participating in the ride-along program.

All riders are required to adhere to the following:

- Remain in, or return to, the police vehicle during dangerous and sensitive situations (e.g. homicides, sex crimes, deaths, etc.).
- Are not permitted to operate any police vehicle.
- Comply with all directions given by the officer with whom they are riding.
- Dress appropriately as to not reflect negatively on the department.
- Only one (1) ride-along participant is allowed per police vehicle. Exceptions must receive the approval of a commanding officer with the rank of sergeant or above.
- Are observers only and will not become involved verbally, or physically, with anyone unless an officer's safety is an issue or directed to do so by the officer. Riders are prohibited from taking police actions of any kind.
- Are prohibited from using the communications system, except in extreme emergency situations.
- Keep all information learned during their ride-along confidential.
- Riders are prohibited from entering a private residence;

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### **BASIC ROLE OF RIDERS (CONTINUED)**

- Riders are prohibited from the carrying of any weapon system unless they are a sworn certified officer from another agency and command approval has been given.
- Riders are prohibited from observing LINK/NCIC printouts or any view of LINK/NCIC on the computer screen.
- While the rider is alone in the vehicle, the Mobile Data Terminal (MDT) will be placed in the locked position so the observer will have no access to LINK/NCIC.
- Riders will not bring any electronic or other device on the ride unless specifically authorized by the Chief of Police or designee. Prohibited equipment includes audio or video recording devices. Personal cell phones are permitted. However, no audio, video or still recordings of any kind are to be taken or posted to any form of social or other media.

Civilian departmental members, wishing to participate in the Civilian Rider Program, must complete the Covenant Not to Sue form and obtain permission from their supervisor.

Civilians may ride-along a maximum of four (4) times during a calendar year, unless otherwise approved by the Chief or Assistant Chief of Police.

### **CIVILIAN RIDER PROGRAM REQUEST FORM AND COVENANT NOT TO SUE FORM**

The original Civilian Rider Program Request form and the Covenant Not to Sue form will be forwarded, by the platoon sergeant, through the appropriate chain of command, to the Assistant Chief's Office. The original forms are retained by the Assistant Chief's Office for a minimum of three (3) years. In addition, one (1) copy of the approved Covenant Not to Sue form will be provided to:

- The officer to whom the rider is assigned
- The rider

The officer will keep his/her approved copy of the Covenant Not to Sue form with him/her throughout the duration of the ride-along.

If a civilian wishes to participate in the ride-along program more than one (1) time in a calendar year, but not more than four (4) times in a calendar year, a copy of the Civilian Rider Program Request form and the Covenant Not to Sue Form will be completed each time there is a ride-along.

### **ASSIGNMENT OF RIDERS**

All requests made to the department will be approved, or denied, by a commanding officer with the rank of sergeant or above. The commanding officer will have dispatch staff to perform a warrant check and verify that it has been completed, prior to signing off on the Civilian Rider Program Request form. Riders will only be assigned to a uniformed patrol unit, unless otherwise approved by the Chief of Police, or his/her designee, in writing.

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## **RESPONSIBILITIES OF OFFICER**

When an officer is assigned a civilian rider, he/she will:

- Make certain that the rider wears his/her seatbelt throughout the duration of the ride-along.
- Be responsible for directing the actions of the rider.
- Remind the rider that he/she is there for observational purposes only.
- Not identify the rider as a police officer.
- Prohibit the rider from accompanying him/her during the execution of a search warrant.
- Notify dispatch at the beginning and end of the ride-along.

## **RESPONSIBILITIES OF OFFICER (CONTINUED)**

- Be prohibited from engaging in a pursuit while a civilian rider is in the vehicle. The personal safety of the officer and the civilian rider is the responsibility of the department. Therefore, officers may terminate a ride-along at any time.
- Advise the civilian rider to stay in the car during an emergency call for service.
- Take the civilian to a safe location (e.g. fire station, restaurant, etc.), if the ride-along has to be terminated for any reason, until the emergency assignment is completed. The officer will contact dispatch to let them know where the civilian rider is located.

## **RESPONSIBILITIES OF SUPERVISOR**

The supervisor will:

- Make certain that a warrant check has been completed.
- Forward all original completed forms to the Assistant Chief's Office.
- Cancel the ride-along, if necessary.

## **CANCELLATION OF RIDER**

Platoon sergeants have the authority to cancel a request of a rider on a designated date if, in their opinion:

- Police activity may be impeded.
- The rider is inappropriately dressed.
- Staffing levels are not adequate.
- Other reasons as deemed appropriate by the platoon supervisor (e.g. inappropriate behavior of rider, alcohol consumption, etc.).

If the platoon supervisor deems that it is appropriate for a ride-along to be canceled, the platoon sergeant will notify the Assistant Chief of the reason for the cancellation in writing.

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## **OTHER LAW ENFORCEMENT AGENCIES**

Peace officers from other jurisdictions or law enforcement agencies may accompany an on-duty officer after completing a Covenant Not to Sue form. A commanding officer with the rank of sergeant or above will approve or deny the request.