

<p><b>Landis Police Department</b> POLICIES AND PROCEDURES</p> <p>ZACHARY LECHETTE, PUBLIC SAFETY DIRECTOR</p>	<b>Ride-Along Program</b>	<p><b>Page 1 of 1</b></p>
	<b>Effective Date:</b> 03/01/2021	
	<b>Amended:</b> 9/21/2021	
	<b>POLICY # 200.10</b>	

**I. PURPOSE**

To establish written guidelines for processing requests and rules to participate in the Ride-Along Program.

**II. POLICY**

Civilians are permitted to ride in police vehicles only when specifically authorized as set forth in this policy.

**III. DEFINITIONS**

- A. Civilian Ride-Along: A participant who has been approved by the Chief of Police or his designee to accompany an officer in the Ride-Along Program.
- B. Host Officer: The officer designated to conduct the ride-along for the program participant.

**IV. PROCEDURE**

- A. Ride-Along Program
  - 1. The department reserves the right to deny participation to any applicant.
  - 2. The following participants are eligible to be considered for participation in a ride-along:
    - (a) Persons employed in a criminal justice capacity;
    - (b) Persons currently enrolled in a recognized criminal justice education program;
    - (c) Applicants for LPD employment;
    - (d) Town of Landis employees;
    - (e) Family members of LPD employees; or
    - (f) Individuals who in the discretion of the Chief of Police would benefit from participating in a ride-along.
  - 3. Participants shall not be allowed to participate in this program if any of the following apply to them.
    - (a) A criminal history that makes the individual unsuitable for participation in the program.

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- (b) Has been terminated from employment by the town.
  - (c) Has resigned from this agency to avoid disciplinary actions.
  - (d) Does not possess a valid operator's license or other valid government-issued identification containing a current photograph and current address information.
  - (e) Is less than 18 years of age, unless approved by the Chief of Police.
4. The length of the ride-along will be in the discretion of the Chief of Police or his designee.
- B. Requesting to Participate in a Ride-Along**
- 1. Prior to participating in a ride-along, interested persons must complete, sign and submit a Landis Police Department request for Ride-Along Application, Release and Indemnity Agreement Form, (See Addend “A” and “C”) and receive and sign a copy of the rules and regulations of the rider (See Addendum “B”).
  - 2. Prior to approving an application for a Ride-Along, a cursory background check and warrant check will be conducted by the Landis Police Department (i.e. NCAWARE, CJLEADS, NC DMV, etc.) This documentation must be included with the Ride-Along Application and Release and Indemnity Agreement prior to final approval (See Addenda “A” and “C”) .
  - 3. The Request for Ride-Along Release and Indemnity Agreement forms are maintained by the Assistant Chief of Police or his designee.
  - 4. Approved Ride-Along applications are good for only the current calendar year, January – December. Regardless of prior approvals, each Ride-Along participant must submit a new application each calendar year.
- C. General Guidelines for Authorized Civilian Riders**
- 1. Civilian riders participating in criminal justice programs (Basic Law Enforcement Training Students; Criminal Justice college students, LPD interns, etc.) shall be given preference over civilian riders who are not in an established program.
  - 2. Civilian riders shall follow all rules and regulations pertaining to the program (See Addendum “B”) Civilian riders, who are not employed in, enrolled in or participants in a criminal justice program are limited to no more than four Ride-Alongs per calendar year. The dates of approved Ride-Alongs will be notated on the submitted Ride-Along

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application. All Ride-Alongs must be approved by a supervisor, in addition to any other requirements of this policy, prior to someone participating in the program.

**D. Host Officer Responsibilities Regarding Civilian Riders**

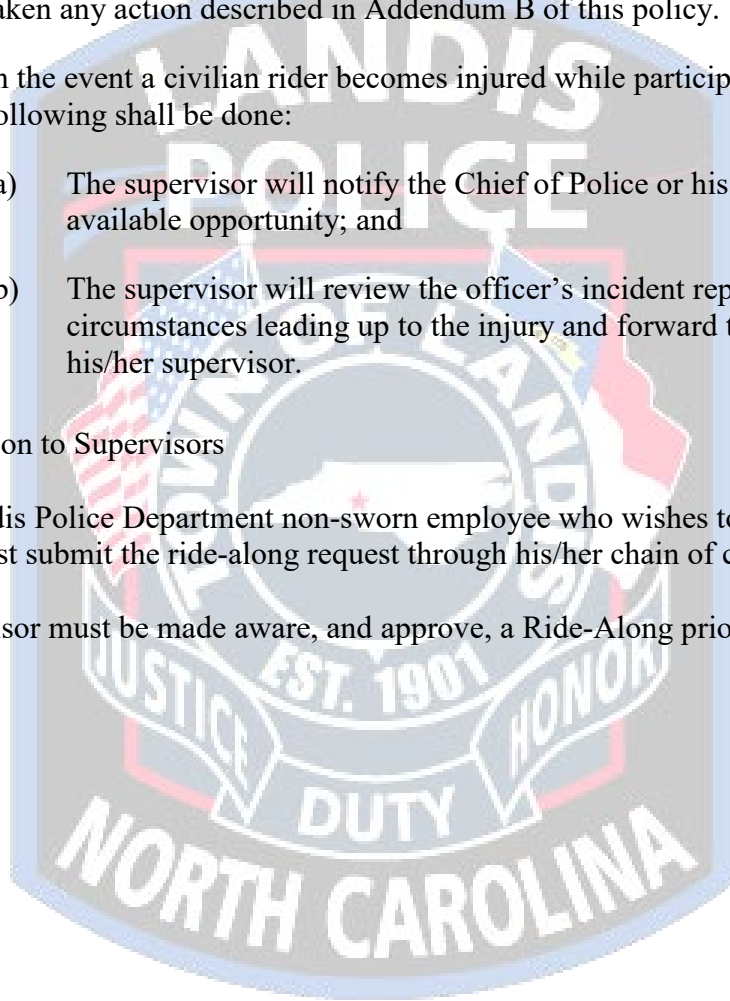
1. Host Officers accompanied by a civilian rider will notify dispatch when the ride-along begins and ends.
2. Host Officers accompanied by a civilian rider must take appropriate steps to safeguard sensitive information.
3. Officers shall not allow civilian riders to take any action that would place the civilian in jeopardy or danger. In the event a civilian rider becomes injured while participating in a ride-along, a supervisor will be notified immediately, and the officer will complete an incident report detailing the events leading up to the injury.
4. Officers accompanied by civilian riders have an obligation to immediately report to the supervisor any act or behavior on the part of the civilian rider which:
  - (a) Creates a risk of physical harm to the civilian rider, an officer or member of the general public;
  - (b) Poses a threat to the security of information;
  - (c) Poses a threat to property or equipment, whether or not the department owns such property or equipment;
  - (d) Creates liability for the department;
  - (e) Creates the likelihood of damage to the department's public image; or
  - (f) Violates any rule or guideline that has been established by the department for purposes of controlling the actions and behavior of civilian riders.
5. Host Officers will not initiate or engage in vehicle pursuits when accompanied by any civilian rider. Officers may engage in other lawful emergency vehicle operations.

**E. Supervisor's Responsibilities Regarding Civilian Riders**

1. A supervisor will ensure all required documentation has been completed.
2. Prior to the start of a ride-along, a supervisor will brief participants regarding what will be expected and permitted during their ride. This briefing can occur any time prior to the ride-along and will include:

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- (a) Potential dangers of participating in a ride-along;
  - (b) Warnings about disclosure of possible confidential information that may be overheard or seen during the ride-along. Civilian riders must accept responsibility regarding laws applicable to confidentiality and dissemination of information.
3. Supervisors have the authority and responsibility to terminate the privileges of a civilian rider when the supervisor has knowledge, which indicates the civilian, has taken any action described in Addendum B of this policy.
  4. In the event a civilian rider becomes injured while participating in a ride-along, the following shall be done:
    - (a) The supervisor will notify the Chief of Police or his designee at the first available opportunity; and
    - (b) The supervisor will review the officer's incident report regarding the circumstances leading up to the injury and forward the incident report to his/her supervisor.
- F. Notification to Supervisors
- Any Landis Police Department non-sworn employee who wishes to participate in a ride-along must submit the ride-along request through his/her chain of command.
- A supervisor must be made aware, and approve, a Ride-Along prior to it commencing.



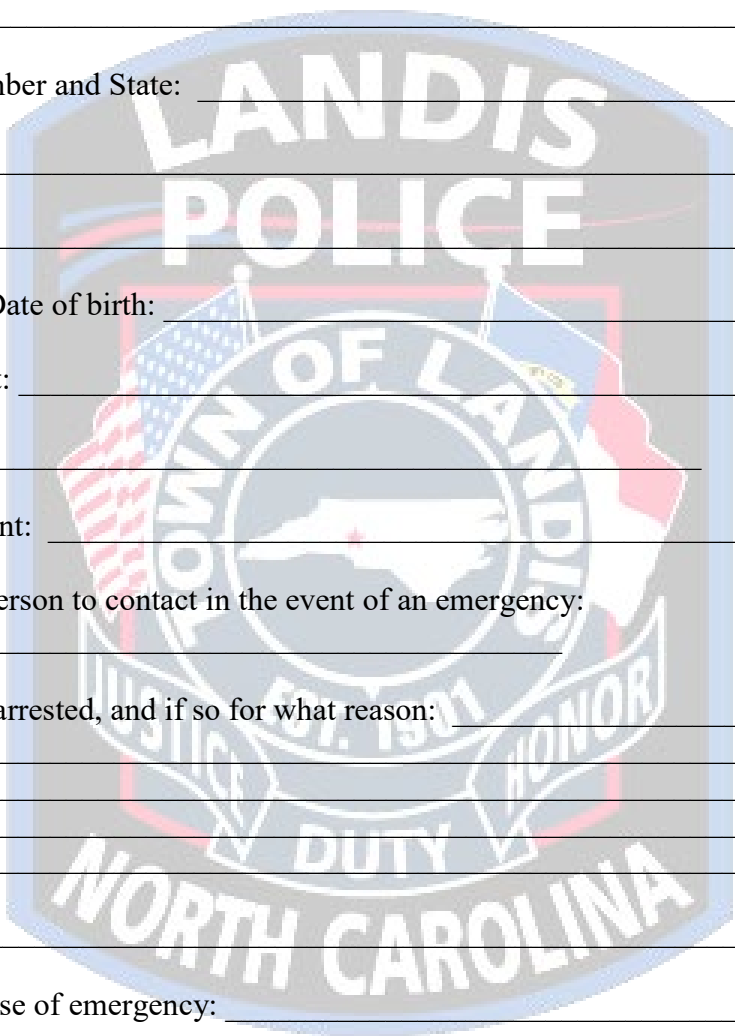
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**ADDENDUM "A"**

**RIDE-ALONG APPLICATION**

All qualified personnel are required to complete the following application in order to participate in a ride along program. The rider must present a valid operator's license or Photo ID with this application before any authorization is completed. A copy will be made and attached to the application.

1. Full Name: \_\_\_\_\_
2. Drivers License Number and State: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Previous address: \_\_\_\_\_
5. Age \_\_\_\_\_ Date of birth: \_\_\_\_\_
6. Place of employment: \_\_\_\_\_  
\_\_\_\_\_
7. Length of employment: \_\_\_\_\_
8. Name of spouse or person to contact in the event of an emergency:  
\_\_\_\_\_
9. Have you ever been arrested, and if so for what reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Nickname(s) used: \_\_\_\_\_
11. Number to call in case of emergency: \_\_\_\_\_



\_\_\_\_\_  
Applicant's Signature      Date

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**ADDENDUM “B”**  
**Rules and Regulations of Ride-Along Participants**

The following is a list of rules and regulations that apply to ride-along participants, but such list is not all-inclusive:

- (a). All participants in the Ride-Along Program are required to utilize a seat belt while in a police vehicle.
- (b). Participants shall wear appropriate clothing and maintain a professional attitude.
- (c). Participants must recognize that they have no arrest powers, and that their participation is strictly limited to that of an observer.
- (d). Participants will remain inside the police vehicle when calls for service, traffic stops, and other official duties are being performed unless specifically directed by the officer.
- (e). Participants may request to ride with specific officers, and officers may request permission for specific civilians to ride with them. However, assignment of civilian riders to specific officers will be at the discretion of the Shift Sergeants unless otherwise specified by the Chief of Police.
- (f). Participants are prohibited from carrying or possessing firearms while riding in departmental vehicles.
- (g). Participants are prohibited from consuming any alcoholic beverage for at least 8 hours prior to the scheduled ride-along.
- (h). Participants are prohibited from operating any Town of Landis or Landis Police vehicles or equipment while participating in a Ride-Along.
- (i). **Participants shall not record or photograph any police activity while engaging in a Ride-Along.**

***By signing below, I acknowledge the rules, requirements, and expectations of the Landis Police Department’s Ride-Along program.***

**Signature of Applicant:** \_\_\_\_\_

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

**Printed Name:** \_\_\_\_\_

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**ADDENDUM "C"**

**Landis Police Department and Town of Landis**  
**Ride- Along Program Release and Waiver Form**

The undersigned applicant has requested the Chief of Police to allow him/her to ride in a police vehicle at a specified time with a police officer for the purpose of observing the officer's activities.

The undersigned applicant understands that riding in a police vehicle is an inherently dangerous activity, which may suddenly place the rider in circumstances beyond the control of the police department or the officer. By signing this waiver, the applicant voluntarily acknowledges the inherent risk of physical injury or death that may result from his or her participation in a ride-along. The undersigned specifically assumes the risk of injury or death associated with his or her participation in the ride-along.

Accordingly, the applicant on behalf of himself/herself and his/her heirs, assigns or personal representatives, hereby agree to waive and release all claims he/she may have for any physical or psychological injuries, including death, sustained while participating as an observer riding along in a police vehicle. This waiver shall be for the benefit of the officer operating the vehicle, the Landis Police Department, the Town of Landis and any employees or agents of the Town of Landis.

In witness thereof, the undersigned hereunto sets his/her hand and seal.

\_\_\_\_\_  
 Applicant's Full Name (Printed)

\_\_\_\_\_  
 Applicant's Signature      Date

Date Requested: \_\_\_\_\_ Date Expired: \_\_\_\_\_ # of Rides: \_\_\_\_\_

**NORTH CAROLINA**  
 \_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and Notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, and 20 \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public      My Commission Expires: \_\_\_\_\_

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**ADDENDUM "D"**

**APPLICANT CRIMINAL HISTORY REPORT**

Arrest History?  Yes  No  
 If yes, please list charges and dates:

\_\_\_\_\_

Warrants?  Yes  No  
 If yes, please list:

\_\_\_\_\_

Date Application Received: \_\_\_\_\_

Background check completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Application:  Approved  Denied

Signature: \_\_\_\_\_

If denied, please explain:

\_\_\_\_\_

**ASSISTANT CHIEF OF POLICE REVIEW**

Date Application Received: \_\_\_\_\_  Approved  Denied

If denied, please explain:

\_\_\_\_\_

Assistant Chief of Police Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DENIED APPLICANT NOTIFICATION**

Applicant notified by: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Signature: \_\_\_\_\_

**POST RIDE-ALONG INFORMATION**

Date of Ride-Along: _____	Host Officer: _____	Vehicle # _____
Date of Ride-Along: _____	Host Officer: _____	Vehicle # _____
Date of Ride-Along: _____	Host Officer: _____	Vehicle # _____
Date of Ride-Along: _____	Host Officer: _____	Vehicle # _____