

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: Police Ride-Along Program		NUMBER:	6.1.5
		ISSUED:	5/5/09
SCOPE:	All Sworn Personnel	EFFECTIVE:	5/5/09
DISTRIBUTION:	General Orders Manual	<input checked="" type="checkbox"/> RESCINDS	18.4
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI State Statutes:	WILEAG 3 RD EDITION STANDARDS: N/A	

INDEX AS: Ride-Along Program
Intern Ride-Along Program

PURPOSE: The Ride-Along/Intern Program is a community relations and education strategy. It allows citizens to learn about and observe police field operations by riding with a uniformed patrol officer. The program may also include an opportunity to sit in and observe the Communications (Ozaukee County Dispatch) Center functions.

POLICY:

- I. ELIGIBILITY
- II. APPLICATION PROCEDURE
- III. LIMITATIONS
- IV. FREQUENCY
- V. ASSIGNMENTS
- VI. CRIMINAL HISTORY/CITIZEN CONDUCT
- VII. DENIAL/TERMINATION OF OBSERVATION
- VIII. RIDE-ALONG RULES
- IX. RELEASE AND WAIVER OF LIABILITY

I. RIDE-ALONG ELIGIBILITY

Any person wishing to ride along as an intern or citizen observer requires the prior written approval of the Chief of Police or his designee. While efforts should be made to accommodate those with legitimate purposes for riding along, the supervisor should evaluate the legitimacy of the request and the applicability of any limitations listed in the following sections.

II. APPLICATION PROCEDURE

- A. A person wishing to participate in a ride-along must complete the "Ride-along Request" form as well as the "Rules, Policies and Procedures" and "Release and Waiver of Liability" forms.
- B. Together these completed documents are to be submitted to the Chief of Police or his designee for review and consideration.
- C. The original, signed copies of the "Ride-Along Request" form, the "Ride-Along Rules, Policies and Procedures" form and the "Release and Waiver of Liability" form must be filed with the Administrative Secretary who will maintain a file of all ride-along records.

III. LIMITATIONS

- A. Liability Waiver. A signed "Waiver of Liability" form must be presented to the Shift Supervisor before the ride-along begins.
- B. Waivers for those 17 and younger must also be signed by the minor's parent or guardian.
- C. Officers of other police agencies are not exempt from the waiver form requirement.
- D. In the case of interns who will be riding for an extended, but defined period of time, one waiver form will cover the extent of their internship.
- E. A copy of the rules, policies, and procedures for the Port Washington Police Department ride-along program will be provided to and signed by the ride-along candidate/participant prior to the start of a ride-along.

IV. FREQUENCY

- A. Interns may ride as frequently as necessary for completion of the requirements of their internship.
- B. Police Citizen Academy students may ride one (1) 8-hour shift.
- C. Members of the Police Reserves are covered by their own rules and regulations with regard to ride-alongs.
- D. Those 17 and younger shall be restricted to a maximum of a 4-hour ride-along scheduled between 7:00 a.m. and 10:00 p.m.
- E. Unless excepted above, only one ride-along opportunity per participant is permitted in a 12-month period and shall not to exceed 8 hours in length.

V. ASSIGNMENTS

- A. Only one ride-along observer may ride in a vehicle at a time. Shift Supervisors will whenever possible assign ride-along observers only to those officers who have indicated a previous willingness to participate in the program, but when necessary, to accommodate scheduled observers, officers may be required to participate.

- B. Shift Supervisors shall have the final say as to the duration (not to exceed 8 hours) and scheduled time of the ride-along. The Shift Supervisor shall also have the option of canceling previously-scheduled ride-alongs should manpower or shift activities (i.e., special events, planned training, etc.) conflict with scheduled ride-alongs.

VI. CRIMINAL HISTORY/CITIZEN CONTACT

Persons whose criminal history or past contact history with law enforcement as determined by a background/records check by this Department, is of such nature that it may create or escalate tensions with the assigned officer or potentially inhibit the effectiveness of police operations shall be prohibited.

VII. DENIAL/TERMINATION OF OBSERVATION

A copy of the ride-along/observer rules will be given to each rider/intern before their ride-along. Officers shall immediately report to their supervisor any interference with their duties or willful non-compliance with the instructions, rules or regulations on the part of the observer. Supervisors may terminate any ride-along/observation that they feel inhibits the effectiveness of police operations. The directives will be kept with the waiver forms at the front desk.

VIII. RIDE-ALONG/OBSERVER RULES

A. Dress/Grooming Standards.

1. Observers in the ride-along program must dress and groom themselves in an appropriate and business-like manner. The Shift Supervisor is the final judge of the appropriateness of an observer's attire and/or grooming.
2. Suitable business attire must be worn. Blue jeans and/or t-shirts are not acceptable.
3. Clothing that advertises any product, business, or organization, or contains any sign or symbol that is inflammatory in nature is not permitted.
4. Males will either be clean-shaven or will have neatly-trimmed beards or mustaches and hair will be neatly groomed.
5. Certified officers from other agencies may not wear their agency uniform or firearm and must comply with the other standards of attire and grooming for observers.

B. Conduct Standards

1. Participants in the ride-along program are guests of the Police Department and must conduct themselves in an appropriately responsible manner.

2. Participants will:
 - a. Remain in the police vehicle and will not be allowed to become involved in the police officer's activities unless specifically directed to do so by the officer.
 - b. When the officer is required to enter any premise or part thereof that is not generally open to the public, the officer should, when practical and if accompanied by the ride-along observer, advise the person in control that an observer is accompanying the officer and obtain permission for the observer to enter the premise. If permission is expressly denied, the observer must remain in the police vehicle.
 - c. If the patrol officer or the participant decides that a dangerous situation exists which would compromise the participant's safety, the ride will terminate and the participant will be dropped off at a place of safety. Arrangements will be made for the participant's transportation back to the Police Department if the ride is terminated.
 - d. Obey, without question.

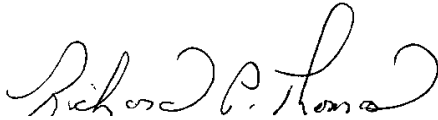
3. Observers will not:
 - a. Be under the influence of alcohol or have the odor of an alcoholic beverage on their breath.
 - b. Use profane or abusive language or behave in any manner that would provoke or escalate tensions.
 - c. Enter into any investigation or converse with any citizen, witness, or prisoner, concerning a police incident or investigation.
 - d. Make known to unauthorized persons the identity of persons arrested, detained, confined in jail, or suspected of any offense.
 - e. Operate or use any police equipment or vehicle or any police item, except in case of emergency or when requested to do so by a police officer.

IX. RELEASE AND WAIVER OF LIABILITY

- A. A ride-along candidate/applicant must complete and sign a "Release and Waiver of Liability" form provided by the Police Department. The "Release and Waiver of Liability" form must include the candidate's full name, address and date of birth. The candidate must sign the "Release and Waiver of Liability" form. Candidates under 18 years of age must have a parent or legal guardian sign the "Release and Waiver of Liability" form. Candidates under 14 years of age will not be allowed to participate in the Program unless approved by the Chief of Police.

APPROVED:

DATE:



5/5/09

Chief Richard P. Thomas

**RULES, POLICIES AND PROCEDURES OF
PORT WASHINGTON POLICE DEPARTMENT RIDE-ALONG PROGRAM**

OVERVIEW:

The Port Washington Police Department has a Ride-Along Program (hereinafter referred to as the "Program") that gives civilians the opportunity to observe law enforcement patrol activities. The goal is to help riders understand the problems and concerns of law enforcement, while establishing lines of communication between law enforcement officers and the community.

APPLICATION:

An interested candidate must apply to participate in the Program using the "Ride-Along Request" form. The Chief and/or his designee will consider the request for approval. Assignments are made on a first-come, first-served basis.

RELEASE AND WAIVER OF LIABILITY:

A candidate must complete and sign a Release and Waiver of Liability form provided by the Police Department. The Release and Waiver of Liability form must include the candidate's full name, address and date of birth. The candidate must sign the Release and Waiver of Liability form. Candidates under 18 years of age must have a parent or legal guardian sign the Release and Waiver of Liability form. Candidates under 14 years of age will not be allowed to participate in the Program unless approved by the Chief of Police.

APPROVAL:

Upon receipt of the "Ride-Along Request" form and the completed and signed Release and Waiver of Liability form, the request will be considered for approval. The Chief of Police, Captain or a Shift Commander will notify a candidate whether his/her request has been approved or disapproved. Early application is suggested since the Police Department prefers to schedule the ride-along at least one week in advance. Ride-along requests are considered on a case-by-case basis and are approved or disapproved in the sole discretion of the Police Department and the City of Port Washington. Submission of a ride-along request does not guarantee that it will be approved.

PARTICIPATION:

Participants will be under the direction of a police officer. Participants will not be allowed to become involved in the police officer's activities unless specifically directed to do so by the officer. If the police officer or the participant decides that a dangerous situation exists which would compromise the participant's safety, the ride-along will terminate and the participant will be dropped off at a place of safety. Arrangements will be made for the participant's transportation back to the Police Department if the ride-along is terminated.

I/we certify that I/we have read, understand and will comply with the foregoing Rules, Policies and Procedures of the Port Washington Police Department Ride-Along Program.

IN WITNESS WHEREOF, I/we have signed this document on _____, _____, _____.
Month Date Year

Signature of Port Washington Police Department
Ride-Along Program Participant

If under the age of 18, signature of Participant's
Parent or Legal Guardian

RELEASE AND WAIVER OF LIABILITY
FOR FUTURE ACCIDENTAL INJURY, DEATH OR PROPERTY DAMAGE

I **AGREE** that in consideration of being allowed to participate in the Port Washington Police Department Ride-Along Program (hereinafter referred to as the "Program") which is governed by the policies of the Port Washington Police Department, I hereby release the Police Department, the City of Port Washington, and their officers, employees and agents as follows:

1. I, _____, date of birth _____
First name M.I. Last name

of: _____
Address: Number Street/Road City State ZIP

wish to participate in the Port Washington Police Department Ride-Along Program. I understand that Program is offered by the Port Washington Police Department as a means of furthering the understanding and communication, as well as information, between the Port Washington Police Department and the citizens and organizations of the City of Port Washington. I acknowledge that participation in the Program carries some risk of harm to me.

2. I have read, understand and agree to comply with, the Program rules, policies and procedures prepared by the Port Washington Police Department and attached hereto. I understand that this Program has some potential danger to me and I agree that neither the Police Department, the City of Port Washington, nor their officers, employees or agents, shall be held liable in any way for any negligent acts or omissions occurring during my participation in the Program which may result in injury, death, property damage and/or other damage to me, such as, without limitation, automobile accident, gunshot, assault or battery.

3. In consideration of being allowed to participate in the Program, I do hereby personally assume all risks from any negligent acts or omissions occurring during, or arising out, my participation in the Program, and do hereby further release the Port Washington Police Department, the City of Port Washington, and their officers, employees and agents for any injuries or damages to me arising out of any negligent acts or omissions which may occur while I am participating in the Program, whether foreseen or unforeseen, such as, without limitation, automobile accident, gunshot, assault or battery. I do further agree to hold harmless the Police Department, the City of Port Washington, and their officers, employees and agents, from any claims asserted by me, my family, my estate, heirs and/or assigns alleging damages due to negligent acts or omissions of others occurring during my participation in the Program.

4. I further state that I am of lawful age to sign this Release, or, if I am under the age of eighteen (18), I have had this form signed by my parent or legal guardian.

5. I understand the contents of this Release and have read it before signing it. I have signed this Release freely, knowingly and voluntarily.

IN WITNESS WHEREOF, I have signed this document on _____, _____, _____.
Month Date Year

 Signature of Port Washington Police Department
 Ride-Along Program Participant

 If under the age of 18, signature of Participant's
 Parent or Legal Guardian

A Letter of Request, directed to the Port Washington Chief of Police, must accompany this completed form. Send them to: Port Washington Police Department, Attn: Ride-Along Program, 365 N. Wisconsin Street, Port Washington, WI 53074.

RIDE-ALONG REQUEST FORM

PORT WASHINGTON POLICE DEPARTMENT

Signature of Ride-Along

Date

Printed Name

Telephone Number

Street Address

Cell Phone/Alternate Phone #

City

State

Zip

Date of Birth

Driver's License

Other Photo ID

Signature of Witness

Ride-Along Officer Assigned (Print Name)

Date Requesting to Ride _____

Time _____

Signature of Chief or Designee

Date

***NOTE:** Ride-alongs are required to be appropriately dressed. Males should wear a collared shirt and slacks. Females should wear a blouse and slacks. **T-shirts, blue jeans, ripped clothing, and dirty clothing are not appropriate attire.**

Return Original to Administrative Secretary
Copy to Shift Supervisor