

	POLICY & PROCEDURE	SERIES # 608	PAGE 1 OF 5
	SUBJECT		EFFECTIVE DATE
	<p style="text-align: center;">RIDE-ALONG PROGRAM</p>		<p style="text-align: center;">03/01/16</p>
OVERSIGHT Operations			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P 608 dated 01/27/15.		

I. PURPOSE:

To establish the guidelines for allowing authorized person(s) to ride with on-duty sworn Hampton police officers or Animal Control Officer.

II. POLICY:

It shall be the policy of the Hampton Police Division to allow **only** those persons meeting the eligibility requirements of this policy to participate in the Police Ride-Along Program.

III. PROCEDURE:

A. Only full-time sworn officers, and Animal Control Officers, who have passed the probationary period are authorized to have a ride-along participant.

B. The following categories are those persons who may be authorized to participate in the Police Ride-Along Program:

1. Any full-time law enforcement officer (LEO), employed by a local, state or federal law enforcement agency may participate in the ride-along program provided the officer presents a valid, appropriate identification prior to requesting to ride with an officer (eliminates a records check).

a. The officer must complete the ride-along request form along with the "General Release" form.

b. Law Enforcement officers doing a ride-along shall **not** be armed unless they are currently a LEO certified by the Virginia DCJS.

2. Police Chaplains will be allowed to ride with on-duty officers in accordance with Policy and Procedure #1120, Police Chaplain Program.

APPROVED:
CHIEF OF POLICE



3. Forensic Specialist Trainees are permitted to ride with an officer as part of the Forensic Specialist's on the job training program. Forensic Specialist Trainees will accompany an officer during an 8-hour ride-along.
 - a. The Forensic Unit supervisor will coordinate the ride-along with the appropriate shift commander.
 - b. Forensic Specialists shall wear appropriate clothing as outlined in Policy and Procedure 1102 (Personal Appearance).
4. Public Safety Telecommunications Trainees will ride-along as part of the training program. Each Communications employee must complete an 8 hour ride-along as part of the Radio Dispatcher Training process.
 - a. The communications employee will wear work attire for this ride-along.
 - b. The Communications Commander will coordinate the ride-along in advance with the appropriate Deputy Commander of Operations. The Deputy Commander will coordinate with the Shift Commander and generate a memorandum to the Communications Commander listing the following information:
 - 1) The date and day of the ride-along;
 - 2) Where and who they will report to for the ride-along;
 - 3) What officer they will ride with; and
 - 4) The time they should arrive.

A copy of the memorandum will be sent to the Communications Training Coordinator and the Operations Branch Administrative Assistant.

Certified telecommunicators and supervisors are encouraged to continue to ride-along annually to gain a perspective for the law enforcement officer's role in public safety, instill camaraderie, and observe geographical orientation.

5. Civilians requesting a ride-along must meet the following requirements:
 - a. Contact the Operations Commander's Office to complete the proper paperwork.
 - b. Must be eighteen (18) years of age or older.

- c. Complete a “RIDE-ALONG REQUEST” two (2) weeks prior to the date of the ride-along. This will accommodate the required local records check.

This information will be forwarded to the Deputy Commander of Operations to recommend or not recommend the ride-along.

- d. The “GENERAL RELEASE” form will be completed at the time of application and forwarded to the Chief of Police (or designee) for approval.
- e. On the day of the ride-along, the participant will be required to sign the “GENERAL RELEASE” form in front of witnesses and it will be signed by the Shift Commander.
- f. Civilians are limited to one ride-along per calendar year unless otherwise approved by the Chief of Police.
- g. The taking of photographs and/or audio recording of officers and/or crime scenes is strictly prohibited and may result in the termination of the ride-along.

6. Participants must identify the officer they want to ride-along with (not guaranteed) at the time of application. If no particular officer is identified, it will be at the Shift Commanders discretion.

NOTE: Applicants will not be permitted to ride-along with family members or persons they are dating or with whom they have a close personal relationship unless a “special exception” has been approved in writing by the Chief of Police.

7. Ride-alongs with Animal Control Officers will be coordinated with the Commander of the Animal Control Unit or their designee.
8. Enrolled participants in the Hampton Police Division’s Internship Program will be required to participate in at least one ride-along with a patrol officer during the course of the officer’s normal duties. The schedule will be developed by the Internship Program Coordinator who will make the appropriate notification of the date and time for the ride-along to the shift commander.
 - a. The intern will report to the appropriate field office for line up.
 - b. Interns participating in the ride-along will dress appropriate, as briefed by the program coordinator.

- c. Unless otherwise approved by the program coordinator, the intern will be scheduled to work the entire shift.
 - d. Prior to the scheduled ride-along, the intern will have been briefed by the program coordinator and will have signed the Ride-Along Request form. A copy of this request will be provided to the intern to present to the shift commander or supervisor at the time of the ride-along. The original will be maintained with the intern's official record.
 - e. The intern must have with them their Division issued identification card which must be openly displayed at all times during the ride-along.
 - f. The intern must adhere to the requirements set forth in the Hampton Police Division's Non-Disclosure Agreement, the Internship Agreement, and Photo Release Form signed by the intern during the program orientation.
 - g. The intern must read and understand Hampton Police Policy and Procedure #608 "Ride-Along Program" prior to reporting for the ride-along.
 - h. Refusal to allow the intern to participate in the scheduled ride-along may be made by the shift supervision for any reason. If the intern is not allowed to participate as scheduled, shift supervision must notify the program coordinator as soon as practicable.
8. Civilians will not be armed with any type of weapon during the ride-along.
- C. Administration of this program will be performed by the Operations Commander's Office.
 - D. Appropriate attire will be required of the participant (no t-shirts, shorts, open toed shoes, or shirts with product advertising allowed).
 - E. The assigned officer will advise Communications of the ride-along.
 - F. Officers will not expose a participant to serious risk or danger and will make every effort to ensure the safety of the ride-along participant.

- G. Officers will not allow ride-alongs to enter high risk or serious crime scenes where evidence could possibly be disturbed. Entry into other crime scenes will be with the permission of the property owner/complainant, such as in residential burglaries, etc.
- H. Ride-alongs are not permitted to take any photographs or videos of any type during their ride along, or post details about their ride-along on any social media web site.
- I. Officers who operate Division vehicles are prohibited from making emergency runs while the vehicles are occupied by non-police passengers. In the event a ride-along passenger is in the vehicle, the officer shall deposit his passenger at a location where the individual will be safe. The subject will be picked up at the completion of the emergency. (Refer to P&P #1502).
- J. The Police Division and the Chief of Police will have final overall discretion for approval or disapproval of all ride-along requests. Ride-along requests will be granted depending on operational capacity, availability and all of the facts and circumstances known to the Division upon completion of the request.
- K. Exceptions to this policy can only be made by the Chief of Police.