





Spring Hill Police Department Policies and Procedures

Policy # 314	Related Policies:
Ride-Along Policy	
<i>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 of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Kansas Statutes:	
CALEA Standard:	
Chief of Police 	Operations Commander 

- I. **Purpose:** The purpose of this policy is to set forth the **Spring Hill Police Department's** mandates with respect to citizen ride-along.
- II. **Policy:** In an effort to enhance the mutual respect of officers and the community we serve; the **Spring Hill Police Department** 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.
- III. **Procedures:**
 - A. **Who can participate in the ride-along program:**
 - a. All participants must be at least 18 years of age and must have signed the department waiver form.
 - b. Community members who are interested in broadening their knowledge of the law enforcement function within the City. This would include members of civic organizations, college 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.
 - c. 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, and photo), any portion of the ride-along.

B. Application Process:

- a. Applications for ride-along shall be available at the department. Personnel should inform applicants the application is to be returned to the department once it is completed. Applicants must provide a photo-identification for verification when they return their completed application.
- b. Completed applications shall be forwarded to Office of the Chief of Police or designee for review.
- c. 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.
- d. The applicant shall be notified (phone or mail option) of approval status and if approved, assigned a date for the ride-along.
- e. Applications and waivers shall be maintained for a period of one year.

C. Ride-along guests who are related to an officer may be allowed to ride during the scheduled tour of duty with supervisory approval.

D. Reporting for Ride-along:

- a. The ride-along program shall be scheduled between the hours of 0800-2300 hours, unless otherwise approved by the Chief of Police or designee.
- b. Participants should report to the department 15 minutes prior to their scheduled participation.
- c. The sergeant or other supervising officer shall meet with the ride-along participant. The ride along participant and the supervising officer shall review and sign the liability waiver form. The sergeant or other supervising 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.
- d. The sergeant or other supervising officer shall review duties of the participant 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.
- e. The supervising officer shall issue the participant a "ride-along" participant identification tag that the participant shall be required to wear on his or her outermost clothing.

E. Duties of the Participant:

- a. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.
- b. Participants shall not be allowed to operate any department equipment unless directed to do so by the officer in an extreme emergency

- c. Participants must always remain in the vehicle until directed otherwise by the host officer.
- d. Participants must not speak to victims, witnesses, prisoners, or other persons associated with a law enforcement 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.
- e. Participants shall not bring cameras or any recording devices without the express written permission of the office of the Chief of Police.
- f. Participants shall not enter any person's home while participating in the ride-along unless the host officer has asked and been granted express permission from the homeowner/occupant to allow the ride-along participant entry.
- g. Participants shall follow the instructions of the host-officer at all times during the ride-along.
- h. 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. Currently certified and employed law enforcement officers can carry a firearm under the following conditions. The firearm must be concealed, and they must have police credentials with them.
- i. Participants should be dressed in comfortable, business casual clothing and suitable footwear, during the ride-along. Participants who are inappropriately dressed, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date. Participants shall not wear clothing identifying them as a law enforcement officer.

F. Duties of Host Officer:

Officers have a primary obligation to the welfare and safety of the ride along participant and must consider all safety factors to ensure the safety of the ride along participant.

In cases where the host officer is not the primary officer, and circumstances allow, officers should not respond 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. Furthermore,

- a. Host officer shall not engage in pursuits while the rider is present.
- b. If at any time the host officer deems the ride along is no longer beneficial the host ofc may end the ride along.
 - i. H.O will notify supervisor if a ride along is ended early.
- c. Host officer shall explain the confidential nature of criminal history information and activity that may be observed.
- d. Host officer shall be allowed to rove the city/district in order to enhance the experience of the participant.

- e. Host officers may allow the participant to leave the vehicle in order to better observe the activity; however, where a participant has been allowed to leave the vehicle, host officers shall maintain close supervision of the participant and not allow the participant to involve him or herself in the activity.

Origin: 7/26/2018

Revised: 12/14/2020

Attachments A & B

READ CAREFULLY – *By signing this, you are giving up legal rights to recover MONEY.*

I, _____, being of lawful age, for the sole considerations of participating in the Spring Hill Police Department “Ride – Along” program, do hereby release, and agree not to sue, the City of Spring Hill and any of its instrumentalities, agencies, officers, employees, servants, or agents, as well as their successors and assigns, heirs, executors, administrators, and personal representatives, from any and all claims, demands, rights, or causes of action based in whole or in part on any form of negligence, arising from, and by some reason of personal injuries, damage to property, and the consequences thereof, resulting from my participation in the Spring Hill Police Department “Ride – Along” Program.

In granting this release, I acknowledge that the dangers associated with law enforcement activities exceed those normally expected in non-law enforcement activities. I acknowledge the dangers associated with automobiles, airplanes, firearms, criminal investigations, and the apprehension of suspects. I explicitly acknowledge the possibility that I may be physically injured, or that my property may be damaged and/or that my death may result from participation in the Spring Hill Police Department “Ride – Along” Program.

Knowing all of the above mentioned dangers, I still wish to participate in the “Ride – Along” Program offered by the Spring Hill Police Department.

I further expressly understand and agree that I will: (1) Abide by the orders of the officer(s) whom I accompany; (2) Refrain from interfering with the officers while in pursuance of their official duties as law enforcement officers; (3) Refrain from participating with the officers while in the pursuance of their official duties as Law Enforcement Officers; (4) Refrain from placing myself in a position which might endanger my life, or the lives and safety of officers, or other persons.

I HAVE CAREFULLY READ THE ABOVE AGREEMENT AND FULLY UNDERSTAND ITS PROVISIONS.

TO BE COMPLETED BY PARTICIPANT		
Print Name	Signature	DOB/Gender/Race
Address	City, ST	Zip
Telephone	DL#	Date
Witness #1 Signature	Witness #2 Signature (If Available)	
TO BE COMPLETED BY POLICE DEPARTMENT STAFF		
Approved By: (Command Staff)	Date	
Requesting Officer	Date	
Date(s) Approved	Number of Ride-A-longs Authorized	
	One	Two

Spring Hill, KS Police Department
Acknowledgement Regarding Criminal History Record Information

I, _____, of
_____, _____, _____, _____
Address City State zip code

wish to participate in the Ride – Along program of the Spring Hill Police Department, a criminal justice agency, which allows me to observe the operations of the agency.

My preferred ride along date and times are: _____

I understand that many of the functions of the agency are, by nature, very confidential. I understand that for the security of the agency and the citizens of Spring Hill, the State of Kansas and the United States of America, I must treat the information I learn in the course of my observation as confidential and will not disclose details of any investigation except as specifically authorized.

Federal and State regulations also specify a number of requirements to ensure the confidentiality and security of criminal history record information. I understand and agree to the controls on criminal history information as has been explained to me by a representative of the Police Department.

I, hereby promise that I will not knowingly disseminate any criminal history information to any non law-enforcement agency or person in violation of Federal and State law. I understand that violation of these provisions may result in civil or criminal penalties and expulsion from the program.

IN WITNESS WHEREOF, the undersigned has hereunto set his/her hand to hereunto affixed:

This _____ day of _____, 20_____.

Signature of Participant

Witness

Spring Hill, KS Police Department

Duties of the Participant:

1. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.
2. Participants shall not be allowed to operate any department equipment unless directed to do so by the officer in an extreme emergency
3. Participants must always remain in the vehicle until directed otherwise by the host officer.
4. Participants must not speak to victims, witnesses, prisoners, or other persons associated with a law enforcement 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 bring cameras or any recording devices 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 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. Currently certified and employed law enforcement officers can carry a firearm under the following conditions. The firearm must be concealed, and they must have police credentials with them.
10. Participants should be dressed in comfortable, business casual clothing and suitable footwear, during the ride-along. Participants who are inappropriately dressed, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date. Participants shall not wear clothing identifying them as a law enforcement officer.

Signature: _____

Date: _____