

PORT ANGELES POLICE DEPARTMENT CITIZEN RIDE-ALONG PROCEDURE

The purpose of these procedures is to ensure that citizens who wish to ride with a Port Angeles police officer during a tour of duty are acceptable individuals of sound character, free from activities, either past or present, which would in any way discredit or compromise the integrity of the Port Angeles Police Department and to ensure that an acceptable rider is fully informed of the Police Department's expectations of the riders behavior and/or limitations placed thereon by any and all said agreements. This policy applies to all full-time commissioned police officers, reserve officers, and non-commissioned public safety employees of the Port Angeles Police Department. Included here are the policy guidelines governing the Police Department's citizen ride-along program.

1. All prospective riders shall be furnished with the Department's Citizen Ride-Along Policy, Application, and Liability Waiver. This policy contains the regulations for the ride-along program, a liability waiver, and application form, all of which must be read by the applicant and submitted back to the Department at least twenty-four (24) hours prior to the date on which the applicant wishes to ride.
 2. The police officer or employee receiving the completed application shall complete a full check of the applicant's name, including WACIC, NCIC, DOL, and DOC. The results of the check will be recorded on the application, and the application will then be forwarded to the shift supervisor for approval, and assignment of riding date and shift. The shift supervisor will notify the applicant of the date and time on which the applicant is to ride.
 3. The following negative information discovered via the applicant's name check shall be grounds to **DISQUALIFY** the applicant from riding:
 - warrants for arrest, either active or recently cleared.
 - active or inactive DOC status.
 - convicted sex offender status.
 - history as a suspect in a single felony, or two or more misdemeanors.
 - respondent in DVPA no-contact or protection orders.
 - suspended or revoked driver's license.
 - confirmed gang member or criminal associate.
 4. The following negative information discovered via the applicant's name check may also disqualify the applicant, but the decision to disqualify shall rest with the shift supervisor and will not be automatic:
 - history in local records as a suspect in a single misdemeanor.
 - history of two or more FI contacts.
 - two or more FTA's since prior five years on DOL record.
- It is expected that in these instances, the supervisor will consider in the decision such factors as the nature of the offenses in question, when they occurred, and other such relevant information. The list of disqualifying factors given here is not necessarily inclusive, and the shift supervisor may also disqualify an applicant if there are other articulable reasons on which to base the denial of an applicant's request to ride.
5. Participation in the Ride-Along Program will be limited in order to provide effective police operations and reduce potential liability exposure. The Chief of Police has the authority to overrule this provision where deemed appropriate for persons engaged in certain journalism or research projects. The limit on ride-alongs shall also not apply to civilian employees of the Port Angeles Police Department, employees of associated dispatch centers, and persons under active consideration for employment by the Police Department as either full-time or reserve police officers.
 6. Civilian riders shall be assigned to ride only with experienced full-time officers. There shall not be more than one civilian rider per shift, except when a civilian rider who is one of the above-mentioned categories

PORT ANGELES POLICE DEPARTMENT CITIZEN RIDE-ALONG PROCEDURE

exempt from the established ride limitation also wishes to ride, and if the shift supervisor deems that there is sufficient personnel to allow a second rider on the shift, an exception to this rule may be made.

7. The officer to whom a rider is assigned is responsible for the rider's safety and welfare. Remember, civilian riders are observers only, and are not under any circumstances to become involved either verbally or physically in the calls to which the host officer responds. Officers are further reminded that they are not to engage in vehicle pursuits, respond to domestic violence, or other potentially violent calls, when there is a civilian rider in the police vehicle.
8. The host officer may also terminate the ride-along at his/her own discretion if a situation develops which the officer thinks will place the civilian rider at unreasonable risk of harm. The host officer also has a duty and obligation to terminate the ride-along if the rider fails to abide by the ride-along policy, or if the riders presence in any way impedes the officer's proper performance of assigned duties.
9. Officers are encouraged to address the questions and concerns of their riders.
10. Refer to the Citizen Ride-Along Policy for further information.

PORT ANGELES POLICE DEPARTMENT - MANUAL OF STANDARDS

Effective January 18, 2001

PORT ANGELES POLICE DEPARTMENT CITIZEN RIDE-ALONG POLICY AND APPLICATION

In keeping with its commitment to community policing, the Port Angeles Police Department offers citizens the opportunity to observe Police Officers at work through the Ride-Along Program. The Ride-Along program is open to all persons eighteen years of age or older with certain limitations as noted in the following pages. Persons wishing to participate in the Ride-Along program must read, complete and sign the necessary forms in their entirety, including the liability waiver, prior to being considered for permission to ride.

RIDE-ALONG PROGRAM REGULATIONS:

- All applicants to the program shall read completely and sign the Ride-Along Policy and Application, to include the liability waiver.
- Civilian riders are observers only, and shall not under any circumstances become involved either verbally or physically in the calls to which the officer with whom they are riding responds. If you have any questions regarding a call at which you are present, ask the officer when the situation is concluded, and after you and the officer have left the scene of the event.
- As a civilian rider, you must follow all directions which your host officer gives you.
- Civilian riders shall not under any circumstances have weapons of any type in their possession while participating in the Ride-Along Program, including, but not limited to, firearms, knives, chemical agents, or batons (impact weapons). This provision regarding weapons shall not apply to riders who are full-time, commissioned law enforcement officers for another jurisdiction within the State of Washington, as statewide jurisdictional agreements are in place.
- Riders are expected to be properly attired; t-shirts, sweat-pants, shorts, etc., are not permitted.
- Civilian riders are responsible for their own meal expenses.
- If a situation develops in which the host officer believes that the rider will be placed at an unacceptable risk of harm, the officer may, at his/her own discretion, drop off the rider. Where practical, the rider will be dropped off near a pay phone, and may be picked up again by the host officer as soon as practical. The host officer will inform dispatch of the location of the rider. If a rider is dropped off, the rider shall call 911 for further instructions.

PORT ANGELES POLICE DEPARTMENT - MANUAL OF STANDARDS

Effective January 18, 2001

- If a rider fails to adhere to the conditions of the Ride-Along program, or if the host officer believes that the rider's presence or actions are impeding the performance of his/her assigned duties, the host officer has the duty and the authority to terminate the ride-along, and return the guest rider to the police department.
 - Civilian riders may only participate in the Ride-Along program one time, unless the Chief of Police or designee grant an exception. The Chief of Police or designee has the authority to overrule this provision where deemed appropriate for persons engaged in certain journalism or research projects. The limit on ride-alongs shall not apply to civilian employees of the Police Department and/or persons under active consideration for employment by the Police Department as either full-time or reserve police officers.
 - Civilian riders are not permitted to use or have in their possession during the course of the ride-along any photographic, video, or audio recording equipment, except where given specific written permission by the Chief of Police or designee to have and use such devices for bona fide research and/or journalism purposes.
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The undersigned attests that he/she has read completely and understands the Port Angeles Police Department Citizen Ride-Along Policy and Application, and agrees to fully abide by all the rules and regulations described therein. The undersigned also understands that pursuant to qualifying the applicant for the Ride-Along Program, a standard records check will be done, and that any negative information discovered thereby, including but not limited to arrest warrants and probationary supervision, shall be deemed grounds for disqualifying the applicant from riding.

Dated this _____ day of _____, 20____.

Signed: _____

Print Full Name: _____ DOB: _____

Address: _____

_____ Phone: (_____) _____

Emergency Contact: _____ Phone: (_____) _____

PORT ANGELES POLICE DEPARTMENT - MANUAL OF STANDARDS
Effective January 18, 2001

PORT ANGELES POLICE DEPARTMENT
CIVILIAN RIDE-ALONG PROGRAM APPLICANT BACKGROUND CHECK
(DEPARTMENT USE ONLY - MANDATORY FOR ALL APPLICANTS)

RECORDS - CRIMINAL HISTORY - WARRANT CHECK:

- WACIC: _____
- _____
- APPLICANT'S DOL #: _____
- _____
- DOL: _____ LICENSE STATUS: _____
- _____
- NCIC: _____
- _____
- DOC: (Active or Inactive) _____

Applicant Clear: (Y/N) _____

Comments: _____

Check performed by: _____

Approved By: (Shift Supervisor) _____

Date / Shift Assigned: _____

Host Officer Assigned: _____

CIVILIAN RIDE-ALONG ORIENTATION CHECKLIST

In order to more fully defend the City of Port Angeles in potential litigation the following is to be completed at the Police Department prior to the time of the ride-along.

Initials:

Officer _____ Rider _____ Date: _____:

- _____ 1) The rider has been instructed to obey all commands given by the officer.
- _____ 2) The rider has been instructed to remain within the patrol vehicle unless otherwise instructed by the officer.
- _____ 3) The rider has been instructed to wear the seat/shoulder restraint at all times.
- _____ 4) The rider has been informed that if the officer is requested to respond to any potentially dangerous event, the rider may be let out prior to arrival at the scene of the incident and possible drop-off locations have been discussed with the rider.
- _____ 5) The rider has been instructed not to engage in any conversation with violators or prisoners other than general courtesies.
- _____ 6) The rider has been informed that the officer may terminate the ride, at the officer's discretion, at any time.
- _____ 7) The Ride-Along Agreement Form has been signed by the rider.
- _____ 8) The officer has advised dispatch that a rider is in the vehicle and the expected length of the ride.

Officer's Signature: _____

Rider's Signature: _____

Ride Start Time: _____ Ride End Time: _____ (Cannot exceed 6-hours.)

PORT ANGELES POLICE DEPARTMENT - MANUAL OF STANDARDS
Effective January 18, 2001

PORT ANGELES POLICE DEPARTMENT
CITIZEN OBSERVER REQUEST FORM

YOU MUST BE EIGHTEEN (18) YEARS OF AGE OR OLDER

Name: _____ **DOB:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____ **Previous Observer: Yes** _____ **No** _____

Reason for Request: _____

- REQUEST FOR PERMISSION, ASSUMPTION OF RISKS AND WAIVER -

I, _____, hereby request permission to ride as a guest of the Port Angeles Police Department in a vehicle owned by the City of Port Angeles to permit my observation of police work. No payment has been requested, given, or will be given to the Port Angeles Police Department or its agents should permission be granted. I understand that should permission be granted, I will be observing police work totally at my own risk and I am willing to assume all risks involved including the risk of death or serious injury. I further understand that in the event the vehicle in which I am riding becomes involved in a pursuit of another vehicle I may be directed to exit the police vehicle - **regardless of time of day or location** - and I am willing to assume all responsibility for my transportation back to the Police Department or to my residence and for any and all harm that may befall me once I exit the Port Angeles Police Department/City of Port Angeles vehicle.

WAIVER OF LEGAL LIABILITY

In consideration for granting my request to ride and observe, and being fully aware of the risks involved, I hereby waive any and all legal rights I have or may have in the future to bring any claim or lawsuit against the City of Port Angeles and its Police Department, individual officers, or any other employees, officers, or agents of the City of Port Angeles and its Police Department arising out of or connected with observing the activities of the Port Angeles Police Department. No persons under eighteen (18) years of age are permitted to participate in the Citizen Ride-Along Program.

Signed: _____ **Date:** _____

Witnessed: _____ **Date:** _____

(Department Personnel Only)

ALL NON-COMMISSIONED EMPLOYEES AND CITIZENS MUST SIGN WAIVER PRIOR TO RIDING
