

TITLE: CITIZEN RIDE ALONG PROGRAM

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PURPOSE

The purpose of this directive is to establish guidelines for the transportation of civilians, other than prisoners, in on-duty vehicles.

DISCUSSION

The Department encourages community interest and involvement in the law enforcement process and allows reputable citizens and student interns to ride as passenger observers in Department vehicles for legitimate civic or educational purposes.

The ride along program is a public relations tool, which is designed and intended to promote a better understanding of an officer’s duties on patrol and to promote trust and transparency with the community. Participation in the program is considered a privilege extended by the Chief of Police and is subject to cancellation or adjustment at any time without prior notification.

POLICY

It is the policy of the Santa Fe Police Department to allow interested and reputable members of the community to view police operations by allowing them to accompany a police officer during his/her tour of duty.

PROCEDURES

92.1.01 Members of the community who meet the listed qualifications and who desire to participate in

the department’s ride along program may acquire approval from the Chief Office in the following manner:

- A. Submit a Santa Fe Police Department Ride Along Request Form and Hold Harmless Agreement to the Chief’s Office, which contains the person’s name, age, reason for wanting to be considered as a participant, ride along conduct restrictions and a date and time they wish to ride.
- B. The request will be routed to the Office Manager for entry into the log and to ensure that the individual has not participated in the program more than three times in the preceding six month period, potential participants who are in the active hiring process of the Santa Fe Police Department will not be allowed to participate in the ride along process, unless approved by the Chief or designee. *An exception to the six month rule may be made for an active student intern at the discretion of the Chief of Police or designee.
- D. Upon entry, the request will be routed to the Chief of Police or his/her designee for approval. (Information contained within the request is submitted for verification at this time). The Chief or his/her designee will assign the date; time and shift the individual may ride with an officer. Times and dates requested by individuals will be honored when and if possible. Ride alongs will not be permitted to ride with an officer on duty past 10:00 p.m. or before 6:00 a.m. and will be scheduled on a first come – first serve basis. The Officer Manager will then contact the person initiating the request; an appointment will be arranged for the completion of the waiver form(s) and verification of age.
- E. Notification of approval and conditions of approval will be routed to the Patrol Lieutenant who will be responsible for notifying the appropriate Patrol Sergeant. The Patrol Sergeant will then be responsible for making final arrangements for the ride along regarding placement with the Patrol Officer

ELIGIBILITY

92.1.02 All individuals eighteen or older, who have not been convicted of a felony, and have a valid reason for desiring to view police operations are eligible to participate in this program.

92.1.03 Juveniles between the ages of fifteen and eighteen who have their parent's written consent, are enrolled in, and sponsored by a school or community program which promotes understanding the criminal justice system and/or the social sciences, are eligible to participate in this program.

92.1.04 All participants must abide by the rules, restrictions, regulations, and requirements outlined herein.

RESTRICTIONS

92.1.05 The following restrictions shall apply to all individuals participating in the department's ride-along program:

- A. Persons requesting permission to participate in the program must provide a picture identification card or driver's license for the purpose of verifying age.
- B. Participation in the program is limited to three times in the preceding six months, per person, unless waived by the Chief of Police.
- C. All participants will be required to submit a written request outlining the reason(s) they are asking for authorization to participate in the program.
 1. All information submitted is subject to verification.
- D. Juvenile participants will be required to be enrolled in a school or community service program, and have both parental and school consent.
- E. Juvenile participants are restricted to ride-along during daylight hours only. Upon completion of the ride-along the juvenile must be de-briefed by the shift commander who will note the ride-along officer's name on the waiver form and whether the ride-along proceeded without incident.
- F. All individuals who participate in the program must complete and submit a waiver of liability

form prior to being allowed to ride. Original waiver forms shall be filed in the Chief's Office. Copies will be maintained by the shift lieutenant.

1. For juveniles the parent or guardian must complete and sign the waiver of liability.
- G. Juveniles participating in the Police Explorer Program should refer to Directive 78.1.58, for additional guidance.
 - H. Under no circumstances will a participant in the ride along program be allowed to ride with a spouse, partner or significant other.
 - I. Only one ride along will be allowed to be active during any one shift. For example, only one active ride along during a day shift and only one active ride along during a swing shift.
 - J. **Ride along participants will adhere to the following restrictions while with a Patrol Officer:**
 1. Participants must wear appropriate "business casual" attire and shall not wear clothing similar to uniforms worn by department members. Participants will not wear any insignia that reads, "police", "law enforcement" or otherwise.
 2. Participants cannot enter any private premise without officer approval and consent from the owner/occupant.
 3. Participants will not at any time carry a weapon of any type while on a ride along; this includes but is not limited to, knives, firearms, batons or pepper sprays.
 4. Participants may take notes during the ride along, however no names or addresses may be disclosed that the participant comes into contact with unless the participant is a member of the media. In which case, the participant must obtain consent from any person they wish to disclose.
 5. Participants may not carry an audio or video recording device unless they have prior authorization from the Chief of Police or designee.

- a. If the participant records audio or video during any law enforcement action the audio or video may be considered evidence.
- 6. Participants are allowed to carry a cellular phone, but may not use the phone without an officer's permission.
- 7. Participants will be allowed to ride along with an officer during the hours of 6:00 a.m. to 10:00 p.m.
- 8. Participants at no time will take part in the actual enforcement of law; only observation is allowed.
- 9. Participants will follow all direction given to them by the Patrol Officer and shall properly wear their seatbelts at all times while the vehicle is in motion.
- 10. The police department may impose additional conditions or restrictions not listed above or on the SFPD Ride Along Request Form.

K. Officers will adhere to the following restrictions when having a ride along participant:

- 1. Officers will maintain the upmost professionalism and not engage in any conduct that would be considered unbecoming conduct described in SFPD Directive 23.1.03.
- 2. Officers should consider, in violent dangerous calls for service such as gun violence, dropping off the participant with another officer or at a safe location to be picked up by another officer before responding to the call for service.
- 3. Officers must weigh the privacy expectations of a victim, suspect or witness before allowing the participant to observe and determine if it is appropriate.
- 4. Officers are strictly prohibited from allowing participants to observe a victim, suspect or witness while inside a hospital or medical facility without direct consent from

said person. It is recommended to have the participant wait inside the police vehicle during these times.

- 5. Officers may transport prisoners during a ride along unless the prisoner is combative or otherwise deemed unruly.
- 6. Officers shall not engage in pursuits while participants are passengers in their vehicles.
- 7. Any injury to a participant, no matter how slight, shall be documented and the patrol sergeant shall be immediately notified. The patrol sergeant shall insure that the injury is examined by an emergency medical care provider, if needed, and is completely documented, including photographs when applicable.

GLOSSARY

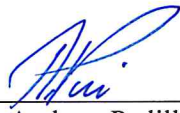
ELIGIBILITY - Meets the criteria for participation.

SANTA FE POLICE DEPARTMENT HOLD HARMLESS AGREEMENT: A prepared document for which persons wishing to participate in the department ride along program must sign to acknowledge assignment of liability in the event of an incident or accident.

SANTA FE POLICE DEPARTMENT RIDE ALONG REQUEST FORM: A prepared document detailing the participant's personal information, reason for requesting the ride along, ride along restrictions and requested day/time of ride along.

OPEN CASE RIDE ALONG CONDITIONS: A prepared document for which media members wishing to participate in the department ride along program must sign regarding footage and recordings.

-Revised 09/2018 (mrc)

APPROVED: 
Andrew Padilla
Chief of Police

DATE: 11/1/18