

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 10.15
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Ride-Along Program		



I. Introduction

The purpose of the Ride-Along Program is to provide interested adult civilians and members of the Columbus Division of Police Explorers or **another** Division-approved youth program an opportunity to observe the daily operations of the Division.

II. Policy Statements

- A. Individuals participating in the Ride-Along Program shall fill out the Ride-Along Request/Release, form U-10.119, except **for** City of Columbus officials/employees riding in an official status.
 1. Police Explorers shall annually fill out one Ride-Along Request/Release form to have on file in the Patrol "S:\Admin_Patrol\Ride-Along Logs" folder.
 2. Police Explorers shall also complete the Explorer Program Weekly Ride-Along Approval and Tracking Form, U-10.119A, and have it approved by a Post Advisor prior to each ride-along with an officer.
- B. Participation in the Ride-Along Program shall generally be limited to two times per year, per participant unless approved by a **lieutenant** or higher.
- C. An individual's request to ride-along may be disapproved for:
 1. Excessive participation in the program,
 2. The individual's criminal record,
 3. Prior problems with the individual,
 4. Inappropriate dress, or
 5. Any other just cause.
- D. Sworn personnel shall prohibit any ride-along participant from viewing or running LEADS information during the ride-along.
- E. Individuals participating in the Ride-Along Program shall be prohibited from using cameras or audio recording devices. Individuals shall be prohibited from taking any photographic or video images during the Ride-Along Program without the express written permission of a deputy chief or the Chief of Police.
- F. Sworn personnel shall advise citizens encountered during the tour of duty of the presence of any Ride-Along Program participant and disclose when they are employed by a media outlet.
- G. Sworn personnel shall not allow the Ride-Along Program participant to enter a private residence or business without the owner's permission.

- H. Police Explorer and other Division-approved youth program members under the age of 18 must have a parent or guardian sign the “Release From Liability” section of the Ride-Along Request/Release form before participating.
- I. Division personnel shall document an individual’s participation in the Ride-Along Program when logging into the CAD system.
- J. Sworn personnel shall not permit a participant to carry a firearm or other weapon during the ride-along, except for sworn law enforcement personnel from another agency.

III. Procedures

A. Employee Receiving Request

- 1. Provide the individual with the Ride-Along Request/Release form, or advise him or her to download the form from the Division’s website and complete the Request to Participate section.
- 2. Confirm the identity of the individual.
- 3. Advise the individual that a sergeant will contact him or her regarding the approval or disapproval of the request and/or the date and time of the ride-along.
- 4. Complete the checks listed on the front of the Ride-Along Request/Release form and enter your name and badge/IBM number in the space provided.

Note: Include the name and/or Tech# of the Police Records Technician who conducts the BCI-CCH check and verifies the results.

- 5. Forward the Ride-Along Request/Release form to either the **Headquarters Operations** Unit Sergeant or the appropriate precinct/unit supervisor.

B. **Headquarters Operations** Unit or Precinct/Unit Sergeant

- 1. Complete the “Administrative Supervisor Checks” section and approve or disapprove the request based on the applicant’s eligibility and the available resources. Contact the **Headquarters Operations** Unit Sergeant for the information (including a person’s eligibility status) as necessary.
- 2. Notify the individual of the approval or disapproval. Assign a date, time, and employee for approved ride-alongs and fill in the appropriate section of the form.
- 3. Forward the approved form to the appropriate precinct/unit sergeant or assigned officer.
- 4. Scan and save disapproved Ride-Along Request/Release forms in the Patrol “S:\Admin_Patrol\Ride-Along Logs” folder.
 - a. Include the disapproved applicant’s information on the “Denials” tab of the Ride-Along Spreadsheet.
 - b. Shred the original document(s).

5. Immediately before the ride-along begins, ensure the individual completes the “Release from Liability” portion on the back of the Ride-Along Request/Release form and signs it in the presence of two witnesses.
 6. Note any unusual occurrences that happen during the ride-along on the back of the Ride-Along Request/Release form.
 7. The “Ineligible” box should be checked when:
 - a. Information obtained during the required background checks or after checking the Ride-Along Spreadsheet indicates that the individual cannot participate.
 - b. An incident occurs during the ride-along **that** raises concern and renders the individual ineligible to participate in future ride-alongs.
- Note: If an individual is deemed ineligible as a result of an incident during the ride-along, update the Ride-Along Spreadsheet as necessary.
8. Scan and save the Ride-Along Request/Release form at the conclusion of the ride-along in the Patrol “S:\Admin_Patrol\Ride-Along Logs” folder.
 - a. Include the participant’s information on the appropriate tab of the Ride-Along Spreadsheet.
 - b. Shred the original document(s).

C. Assigned Personnel

1. Ensure the “Release From Liability” section is signed by the individual or parent/guardian and witnessed by Division personnel, and then return the form to the sergeant for the duration of the ride-along.

Note: For Police Explorers, ensure that a signed copy of the Ride-Along Request/Release form is in the Patrol “S:\Admin_Patrol\Ride-Along Logs” folder for the current year.

2. Advise Communications Bureau personnel of the presence of the ride-along participant and record the individual’s full name when logging into the CAD system.
3. Include the participant’s name and information as a witness on any applicable forms or reports as necessary.
4. Report unusual occurrences or concerns during the ride-along to the supervisor for documentation on the Ride-Along Request/Release form.
5. When conducting a ride-along with a Police Explorer:
 - a. Ensure the Police Explorer has his or her appropriate paperwork.
 - b. Add information regarding any unusual occurrences or comments in the “Activity” Section of the Weekly Ride-Along Approval and Tracking Form.
 - c. Sign the Weekly Ride-Along Approval and Tracking Form and forward it to the Recruiting Unit for filing.