

West Lafayette Police Department



Citizen Ride-Along

CITIZENS RIDE-ALONG POLICY

- I. Background: The West Lafayette Police Department will permit officers to have riders within certain departmental guidelines. Officers are reminded that this program is intended to offer citizens an opportunity to better understand what we as officers face on a daily basis. A person will be limited as to the number of times they are permitted to ride. Officers are also reminded that having a rider is a privilege, not a right, and as such certain minimum standards must be adhered to. Officers are cautioned to use good judgment with the ride-along program.
- II. Policy:
 1. Requesting citizens must complete and submit a Participation, Waiver, and Indemnity Agreement, together with any other forms required by the department, with all the information blocks completed. This form must be filled out for each request. These forms will be available from a shift commander.
 2. Completed requests must be turned in to the Chief's Office Monday – Friday, at least 24 hours prior to the date requested to have a rider. Incomplete forms cannot be processed. The same person is limited to riding once in every two-month period. All requests must be approved by the Chief or designee; however the shift commander will have "ultimate veto power" of any rider before or during a ride-along. It shall be the responsibility of the shift commander to return all completed agreements to the Chief's office at the end of the tour of duty in which the rider participated.
 3. Officers shall instruct all riders that they are not to become involved in the calls officers respond to in any manner. The rider is present only to observe the officer. Officers may instruct the citizen in the use of the police radio; however, this usage must be restricted to emergencies that would prohibit the officer from using the radio.

4. No rider will be permitted to carry a firearm. The only exception to this rule would be if the person requesting the ride-along is a full time certified law enforcement officer. The certified law enforcement officer must have arrest powers granted in accordance with state law or federal regulations.
5. All riders are expected to be clean in appearance and dress appropriately while riding. No jeans or cutoffs will be permitted. Shirts will be free of any print that would be demeaning or offensive to the public or members of the West Lafayette Police Department. Persons appearing in dress not appropriate will immediately be terminated from the Ride-Along Program.
6. Subjects requesting to participate in the Ride-Along Program must submit information for a criminal record check. The criminal records check must be completed/passed before being allowed to ride in the program. Information submitted must include: full name, current address, date of birth, and social security number.
7. The Ride-Along Program will be presented to all riders by a shift commander or O.I.C. using a lesson plan format.
8. All riders participating in the Ride-Along Program must remember that all information observed or heard during the program is considered confidential and this information is not to be taken outside of the West Lafayette Police Department.
9. Subjects participating in the Ride-Along Program are not granted access to the following:
 - A. Confidential Information
 - B. Police Records
 - C. Police Computer System
10. Officers are to advise participants that during serious calls the Ride-Along participant is to stay inside the patrol car. Ride-Along participants also need to be advised that in the event of a pursuit the officer may stop the patrol car and request that the Ride-Along participant exit the patrol car. Another officer will be advised to pick the Ride-Along participant up as soon as possible. Officers shall make sure that if a Ride-Along participant is requested to exit the vehicle, access to a well-lighted area and phone be made available if at all possible.

CITIZEN RIDE-ALONG PROGRAM PARTICIPATION AGREEMENT, LIABILITY WAIVER, AND INDEMNITY AGREEMENT

In consideration of being allowed by the West Lafayette Police Department to participate in its citizen ride along program, I agree to the following:

1. My participation in the citizen ride-along program shall be subject to and in accordance with all terms and conditions that are contained in the West Lafayette Police Department's current citizen ride-along policy. By my initials below, I hereby acknowledge that I have read and understand this policy and agree to abide by all of its terms.

Initials _____

2. I understand that any information that I obtain as a result of this ride-along program may be subject to confidentiality. I agree not to discuss this information with anyone other than members of the West Lafayette Police Department. Information gathered through this ride-along program may not be distributed without permission from the Chief of Police.

Initials _____

3. I hereby waive and forever release any and all claims for personal injury, property damages, and/or loss of services which I may now have or have in the future against the City of West Lafayette, the West Lafayette Police Department, individuals and/or entities, agents, servants, employees, successors, and assigns arising from any damages or losses which I may suffer or incur while participating in the West Lafayette Police Department's citizen ride-along program, including but not limited to riding in or being transported in a West Lafayette Police Department vehicle. This waiver and release shall be binding upon my heirs, executors, administrators, and assigns. I also waive any legal duty of the City of West Lafayette, the West Lafayette Police Department, and their employees and agents to protect me that may arise as a result of my participation in the citizen ride-along program and my following of the rules and terms of the citizen ride-along program.

Initials _____

4. I agree to indemnify the City of West Lafayette, West Lafayette Police Department, and their employees and agents (collectively "Indemnity") from any and all liability, loss, or damage indemnity may suffer, including legal and attorney's fees, as a result of claims, demands, costs, or judgment against indemnity arising from my participation in the citizen ride-along program.

Initials _____

Name: _____

Signature: _____

Date: _____

CITIZEN RIDE-ALONG REQUEST

SUBJECT REQUESTING RIDE-ALONG

Full Name: _____

Date of Birth: _____ Social Security Number: _____

Home Address: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Provide several dates and times available to ride: _____

Brief reason for ride-along request:

Emergency contact person(s) name and phone number: _____

****POLICE USE ONLY****

Recommending Officer: _____

Reason for recommendation: _____

Record check by: _____ (Attach Record Check)

Approved by Chief or Designee: APPROVED NOT APPROVED (Circle One)

Name and Rank: _____ Signature: _____

Shift Commander: APPROVED NOT APPROVED (Circle One)

Name and Rank: _____ Signature: _____

Reason: _____

CITIZEN RIDE-ALONG CHECK OFF SHEET

1. Citizen has completed the request form. _____
2. Records check has been completed. _____
3. Completed request form turned in at least 24 hours prior to ride-along Request. _____
4. Liability waiver completed/signed by ride-along participant. _____
5. Officer is to go over the instructions and rules portion of the ride-along program with the participant. Officer is to make sure the ride-along participant understands each instruction and rule portion of the program. _____

Officers Name: _____ Signature: _____

Citizen Name: _____ Signature: _____

Date: _____

****Once completed, Officers will return this packet to the Captain of Patrol for retention purposes.**