

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> November 11, 2015		<i>Amended Date</i> December 13, 2017		<i>Directive</i> 7.20.1	
<i>Subject</i> Ride-Along Program					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition</i> Program Reference No Reference		<i>Review Date</i> December 13, 2017	
				<i>Pages</i> 4	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The Ride-Along Program is a community relations and education strategy. It allows persons to learn about and observe police field operations by riding with uniformed patrol. The purpose of this policy is to establish the minimum guidelines and protocol for the Ride-Along Program.

SECTION 2 POLICY

It is the policy of the department to allow the general public to ride with police officers so long as the individual(s) meet the criteria detailed in this order.

SECTION 3 PROCEDURES

A. ELIGIBLE PARTICIPANTS

1. The following individuals are eligible to request permission to participate:
 - a. citizens of good character and reputation;
 - b. students;
 - c. students/graduates of the Citizen Public Safety Academy;
 - d. commissioned officers of other agencies; or
 - e. other persons deemed eligible by Administration
2. Family members or persons dating Lancaster Police Officers may not participate in the program.

B. MANAGEMENT OF THE RIDE-ALONG PROGRAM

1. The Operations Division Assistant Chief of Police shall designate a supervisor who is assigned to the Operations Division as the Ride-Along Program Manager. The Program Manager shall ensure the expectations of the program established by this order are adhered to by all participating

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parties. The Program Manager shall maintain a copy of all Ride-Along Requests for the duration of twenty-four (24) months from the date submitted. After the twenty-four (24) month time frame, the documentation will be destroyed in accordance with the City's records retention destruction procedures.

C. PARTICIPATION LIMITS

1. Participation will be limited to one time within a six (6) month period except for the following:
 - a. current students of the Citizen's Public Safety Academy can participate once during the academy; graduates may participate once a quarter;
 - b. individuals may be granted permission to ride more frequently by administration

D. REQUEST PROCEDURES

1. Anyone requesting to participate in the program must provide a signed and notarized release form.
2. A release form for a minor (under 18 years of age) must be signed by the minor and parent or legal guardian.
3. The Request and Release Form will be completed in its entirety by the person requesting to ride and be turned in to the Program Manager at least three (3) days prior to the requested ride date. This will give the Program Manager time to verify the person's eligibility and approve or decline it.
4. The Program Manager will make contact with the applicant by telephone and advise them if their request to participate in the program was approved or denied. If approved, the Program Manager will also send the applicant an email stating their application was approved. The email will contain the approved ride along date and time as well as the on-duty supervisor's name. It will also include a copy of the Dress Code and Rules of Conduct. The on-duty supervisor and the Communication Manager will receive a copy of the email sent to the applicant. (12-13-17)
5. The Program Manager will provide the on-duty supervisor the Request and Release Form, which will be completed by the officer who was assigned a participant and returned back to the Program Manager once completed. (12-13-17)
6. The Program Manager will keep a log of all requests to participate in the program, whether or not the applicants were approved or denied. The log will also contain any statistical information the Program Manager believes would be helpful in tracking the progress of the program. (12-13-17)
7. Department civilian employees are exempt from the release and request forms and number of times they ride with officers; however the patrol supervisor must give his or her approval.
8. Individuals requesting to participate in the Ride-Along Program shall be given a copy of the Rules of Conduct and Dress Code when they receive the release and request forms.

E. OFFICERS RESPONSIBILITIES

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1. Officers who were assigned a participant shall fill out the portion at the bottom of the Request and Release Form at the conclusion of the observation and then return the form back to the Program Manager.
2. Officers will immediately report to their supervisor any interference with their duties or non-compliance with instructions or regulations on the part of the participant.
3. Officers found to be abusing the Ride-Along Program or engaging in prohibited conduct can have their rider privileges terminated as well as face other departmental discipline.

F. SUPERVISORS RESPONSIBILITIES

1. Supervisors will assign which officer on their shift the participant rides with.
2. Supervisors may terminate, temporarily or permanently, any participant's privilege to ride with officers on their shift, regardless of the original assignment authority, whenever the effectiveness of police operations is deterred. The termination of a participant's or officer's rider privileges will be documented in writing and forwarded to the Operations Division Assistant Chief of Police. The Program Manager will also receive the written documentation to be kept on file for future reference.

G. RULES OF CONDUCT

1. Participants of the Ride-Along Program are guests of the department and should conduct themselves in an appropriate and responsible manner.
2. Applicants will receive the Rules of Conduct and Dress Code along with the release/request forms in order to provide them with notice of the rules. Failure to abide by the Rules of Conduct or Dress Code may result in temporary or permanent termination of the participant's rider privileges.
3. Participants will:
 - a. obey without question any lawful instructions given by an officer;
 - b. remain in the police vehicle during disturbance calls, traffic stops, calls where the suspect is at the location, or any call which has the potential to become dangerous; commissioned officers are allowed to accompany officers on all calls;
 - c. not use any form of intoxicants prior to or during the tour of duty they are assigned;
 - d. not use profane/abusive language nor behave in any manner which would tend to promote or escalate tension;
 - e. not enter into any investigation or converse with any witness, citizen, complainant, suspect, or prisoner concerning a police incident or investigation;

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- f. not make known to unauthorized persons the identity of persons arrested, detained, confined to jail, or suspect in any offense;
- g. not operate or use any police equipment, vehicle, or any item in police custody or control except in the case of an emergency when requested to do so by an officer;
- h. not enter a house, building, or other property, whether public or private if the public would be excluded because of a police incident or by the owner of a property; and
- i. if not a commissioned peace officer, not carry a firearm or convey the impression or state to anyone that they are a police officer. Commissioned police officers from other agencies are permitted to carry their firearm. Citizens who hold a Concealed Handgun License are not permitted to carry their firearm

H. DRESS CODE

- 1. Participants in the Ride-Along Program must dress themselves in an appropriate manner. The on-duty supervisor will make the final determination of whether or not a participant's attire and/or grooming are appropriate for the tour of duty.
- 2. Participants are not allowed to wear shorts of any style or t-shirts. Participants are allowed to wear blue jean clothing, if such clothing is neat and clean.
- 3. Males are urged to wear a tie and jacket; dress pants and shirt are recommended.
- 4. Males will be clean-shaven or have neatly trimmed beards and/or mustaches and hair will be neatly groomed.
- 5. Slacks and blouse are recommended attire for female participants.
- 6. Female's hair will be neatly groomed.
- 7. Commissioned officers from other agencies can wear their uniforms if they choose or comply with the Dress Code. If not in uniform, they are permitted to bring with them an article of clothing; preferably a police raid jacket which identifies them as a police officer and a bullet-proof vest in case of an emergency and their assistance is required.
- 8. Participants will not wear on their clothing anything that advertises any product, business, organization, or any writing, sign, or symbol which is inflammatory by its nature. Approval for clothing with writing on it will be given by the on-duty supervisor.

I. SCOPE OF RESPONSIBILITY

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.