

 NORFOLK <i>Department of Police</i>	Administrative General Order - 465: Ride-Along Program		
	Office of Preparation: Office of Support Services (mar)		
	CALEA:	None	
	VLEPSC:	None	
LEGAL REVIEW DATE:	6/29/2016	PRESCRIBED DATE:	7/12/16
City Attorney:	<i>Matthew Mosker</i>	City Manager/Director of Public Safety:	<i>Wanda</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose:

The purpose of this order is to establish procedures for the Ride-Along Program.

Policy:

The Ride-Along Program has been established to develop a sense of mutual respect and understanding between the police and citizens of the community, while supporting the Department's community policing philosophy.

Supersedes:

1. G.O. ADM-465, dated May 1, 2012
2. Any previously issued-directive conflicting with this order

Order Contents:

- I. Limited Participation
- II. Eligibility
- III. Administrative Procedures
- IV. Operational Procedures

I. Limited Participation

- A. Participation in the Ride-Along Program is restricted to once every six months, unless: a ride-along session previously started could not be completed; additional hours are needed for a college course or internship; or unless otherwise approved by the Chief/Deputy Chief of Police.
- B. The First, Second, and Third Patrol Divisions conduct regular ride-along sessions. Applicants may request a ride-along session with another command (i.e., the Detective Division or Vice and Narcotics Division), subject to receiving authorization from the commanding officer of the requested command.
- C. Ride-along sessions may take place on any day or time of the week. The standard duration for a ride-along session is four hours. If approved, the applicant's requested day and time will be honored, if possible. Command staff have the authority to adjust ride-along days and times due to periods of increased workloads, manpower, and operational needs.
- D. Commanding officers are encouraged to maintain a list of predetermined officers and vehicles that they wish to use for ride-along sessions. This command listing should be updated as needed, depending on manpower and vehicle availability.
- E. Only law enforcement officers may serve as ride-along officers. Eligibility criteria to serve as a ride-along officer may include years of service, annual review rating, and Master Patrol Officer status. A police officer who is on probation is not eligible to serve as a ride-along officer.

II. Eligibility

- A. The following individuals are eligible to participate in the Police Ride-Along Program:
 - 1. Citizens 18 years of age and older.
 - 2. Citizens 17 years of age or younger providing their parent or legal guardian signs the Ride-Along Application and the Chief/Deputy Chief of Police approves.
- B. Automatic Disqualifiers
By signing a PD 926A, Ride-Along Application, the applicant grants permission for the Norfolk Police Department to perform a wanted and criminal record check. Any of the following automatic disqualifiers, if discovered, will prohibit the applicant from participating in a ride-along session:
 - 1. Validated "hit" from a wanted check or pending court case, until final case disposition has been determined by the court.
 - 2. Felony conviction.
 - 3. Misdemeanor conviction involving moral turpitude, such as larceny, concealment, or dishonesty.

4. Illegal act arising from the manufacture and/or distribution of any illegal drug.
5. Discrepancies found on the Ride-Along Application.

III. Administrative Procedures

- A. Applicants can obtain a copy of PD 926A: Ride-Along Program Information Sheet, Application, and Release and Indemnity Agreement, from any command.
 1. The Informational Sheet instructs applicants what steps need to be taken in order to be considered for a ride-along session.
 2. Applicants are required to complete and sign a Ride-Along Application.
 - a. The applicant must present a picture identification (ID) to the Central Records Division when submitting the Ride-Along Application in person. Central Records staff will make a copy of the ID and attach it to the application.
 - b. Ride-Along Applications mailed to the Central Records Division must include a copy of the applicant's picture identification (ID); applicant's signature must be notarized.
 - c. Applications are processed on a first come/first served basis. Central Records Division members will date/time stamp applications.
- B. Applications will be distributed by the age of the applicant:
 1. Applications for those 18 years of age and older will be forwarded to the Central Records Division for processing.
 2. Applications for those 17 years of age and younger will be forwarded to the Chief's Office for approval. Reviewed applications will be returned to the Central Records Division for processing.
- C. The Central Records Division will:
 1. Conduct a wanted check of all applicants. If a wanted "hit" is verified, the appropriate police action will be taken.
 2. Perform a criminal history background check of all applicants.
 - a. If any automatic disqualifier is received during the wanted/criminal history background check, the applicant will be informed that his/her application has not been approved.
 - b. PD 151B will be used to record the criminal history findings; attach to the Ride-Along Application for approval.
 3. File all PD 926 A (Application and the Release and Indemnity Agreement) and PD 926 B (Administrative Process and the Rules and Regulations) forms.

IV. Operational Procedures

- A. Commanding officers receiving Ride-Along Applications and Release and Indemnity Agreements are responsible for the review, approval, and scheduling of ride-along sessions within their command. Session hours may be altered or periods temporarily suspended due to operational or manpower needs.
- B. The officer conducting the ride-along, referred to as the ride-along officer, will be notified prior to the ride-along session in order to prepare for the assignment. The ride-along officer will receive, via the chain of command, an approved copy of the participant's Ride-Along Application.
- C. Prior to the ride-along session commencing, the ride-along officer will conduct a brief orientation with the ride-along participant. The ride-along officer will:
 - 1. Check the participant's picture identification with the approved Ride-Along Application, to ensure the named individual is the person participating in the ride-along.
 - 2. Review the Ride-Along Rules and Regulations with the participant to ensure understanding and answer any questions.
 - 3. Provide the participant with a Ride-Along ID Badge/Vest which must be worn in plain view by the applicant at all times during the ride-along.
 - 4. Take the participant on a tour of the police facility, if desired.
 - 5. Conduct safety check of vehicle equipment in front of the participant.
 - 6. Instruct participant on the proper use of the radio, in the event he/she must use it.
 - 7. Advise the participant to hold all questions and comments until completion of the immediate assignment so as not to compromise the officer.
 - 8. Advise the participant of the possibility of being dropped off due to the nature of the call for service, e.g., a possible danger, violent activity in progress, and/or weapons messages, etc.
 - a. In the event the participant must be dropped off at a location other than the police facility where the ride-along began, the ride-along officer will:
 - (1) Select a location for a drop off; preferably another police or city building, school, hospital, or government facility.
 - (2) Inform the telecommunicator the location of the ride-along participant and request transportation at the time of the drop off.
 - b. If the ride-along officer is unable to pick up the participant within a reasonable amount of time, the telecommunicator will request another police officer, operations officer, or supervisor to transport the participant. If no one is available, the telecommunicator will contact the Police Operations Center (POC) Central Desk.

D. At the conclusion of the ride-along:

1. A de-briefing session will be held by the ride-along officer; the participant will have ample time to ask any additional questions regarding police procedures.
2. The ride-along officer will complete the Ride-Along Officer section of the Ride-Along Application, if the ride-along session was completed. The completed Ride-Along Application will be returned to the Central Records Division at the conclusion of the session. The Ride-Along Application will be retained according to the Library of Virginia Records Retention and Disposition Schedules.
3. The assigned command will need to reschedule another ride-along session if the ride-along was prematurely ended.

Attachments:

- A. PD 926A Ride-Along Program Information Sheet Application, Release & Indemnity Agreement
- B. PD 926B Ride-Along Program Administrative Process

NORFOLK DEPARTMENT OF POLICE
RIDE-ALONG PROGRAM
APPLICANT INFORMATION SHEET



Instructions: Ride-Along applicant should keep this Information Sheet for reference.

Ride-Along participants must be at least 18 years of age unless specific approval is granted by the Chief/Deputy Chief of Police. Participation is restricted to once every six months, unless a ride-along session previously started could not be completed; additional hours are needed for a college course or internship; or unless otherwise approved by the Chief/Deputy Chief of Police.

Applicants must provide a current driver's license, permit, or picture identification card when submitting a PD 926A, Ride-Along Application and Release and Indemnity Agreement. A parent or legal guardian must accompany the applicant if 17 years old or younger. Applicants are required to appear in person with a picture ID, or mail notarized forms with a copy of their ID, to:

Norfolk Police Department
Central Records Division, Public Service Counter
3661 E. Virginia Beach Boulevard, Norfolk, VA 23502

Hours of Operation: 9 a.m. - 3 p.m., Monday thru Friday, excluding holidays

Ride-along sessions may take place on any day or time of the week. The normal duration of a ride-along session is four hours. The Department reserves the right to restrict, terminate, or extend any ride-along session. Upon approval, a command representative will notify you of the date, time, and departure location.

Participants are required to report 15 minutes before the beginning of their ride-along session with their current driver's license, permit, or picture identification card. Participants agree to comply with the following Dress Code:

- Male Participants: Dress shirt, slacks and flat, closed shoes; tennis shoes may be worn.
- Female Participants: Blouse or sweater, slacks and flat, closed shoes; tennis shoes may be worn.
- T-shirts, jeans or shorts, and open toe shoes of any kind are not permitted.

Ride-along sessions will be spent responding to various calls for service with a law enforcement officer. As a police observer, the participant may be exposed to various dangers involved in police work, including, but not limited to, the operation of police vehicles under emergency conditions and being exposed to suspects, prisoners, or anyone with whom the officer may come into contact. Participants are required to adhere to the rules and regulations governing ride-alongs and follow the officer's instructions, or the officer will end the ride-along session.

Specific observations and conversations detrimental to the prosecution of any case arising from the officer's performance of his/her duties, are considered confidential and shall not be disclosed. Participants may be called upon for assistance or to be a witness in a court or administrative hearing.

NORFOLK POLICE DEPARTMENT
RIDE-ALONG PROGRAM
APPLICATION



Individuals interested in participating in a ride-along session must complete this Ride-Along Application, giving the Norfolk Police Department permission to conduct the following computer checks:

- Police Wanted Check (Individual must not have any outstanding legal documents.)
- Criminal History Check (Automatic Disqualifiers: Any felony or misdemeanor convictions involving moral turpitude or dishonesty, or discrepancies on the application will disqualify the applicant from participating in the Ride-Along Program.)

MUST PRINT LEGIBLY

Applicant's Full Legal Name: _____
First Middle Last

Maiden/Alias Names: _____ Social Security Number: _____

Date of Birth: _____ Sex: Male Female Race: _____

Address: _____ City/State/Zip: _____

Telephone Numbers Home: _____ Work: _____ Cell: _____

Email Address: _____

Shift Request: Days Evenings Nights

Ride-Along Location Special Request: _____

Previous Norfolk Police Ride-Along? Yes No If yes, Date _____
Command _____

Ride-Along Interest:

Law Enforcement Applicant Name of City/Agency: _____

Law Enforcement Officer Name of City/Agency: _____

High School/College Student School: _____ Major: _____

Civic League Member Civic League: _____ Title: _____

Clergy

Other: (reason for request) _____

Emergency Notification:

Name: _____ Home Phone: _____ Work Phone: _____ Cell Phone: _____

Address: _____ Relationship: _____

Information is current and accurate; permission is granted to query wanted check and criminal history.

Applicant's Name (print) Signature Date

Parent/Legal Guardian, if 17 yrs. old or younger (print) Signature Date

Dated in Norfolk, Virginia, this _____ day of _____, 20____ at _____ a.m./p.m.
WITNESS: _____
Name, Title Date

NORFOLK DEPARTMENT OF POLICE
RIDE-ALONG PROGRAM
RELEASE AND INDEMNITY AGREEMENT



I, _____, acknowledge that I have requested permission from the Norfolk Police Department to accompany a Norfolk law enforcement officer in the performance of his/her duties, both in police vehicles and outside of such vehicle. I am fully aware of the various dangers involved in police work and have been specifically advised that police vehicles are frequently operated under emergency conditions. I have also been advised that accompanying law enforcement officers in the performance of their duties may frequently expose me to various and sundry perils of life and limb due to the action of criminal suspects, prisoners, and others.

NOW, THEREFORE, having been fully advised of the dangers inherent in police activities in which I propose to voluntarily engage, and in consideration of the privilege being granted to me by the City of Norfolk to be a gratuitous passenger in a police vehicle and for other good and valuable consideration, I do hereby, for myself, my spouse, heirs, executor, or administrator, and personal representatives:

- a. Assume full responsibility for any personal injury or any damage to my personal property which may occur directly or indirectly, while in, on, or about any such police vehicles, the Police Department premises or any part thereof of city facilities, or while accompanying any police officers of the City of Norfolk while in the performance of their duties;
- b. Fully and forever release and discharge the City of Norfolk, its law enforcement officers, agents, and employees, from any and all claims, demands, damages, rights of actions, or causes of actions, present or future, whether the same be known, anticipated, or unanticipated, resulting from or arising out of the aforesaid, or while accompanying any law enforcement officers of the City of Norfolk as aforesaid;
- c. Indemnify and hold harmless the City of Norfolk, its law enforcement officers, employees, and agents, for any acts or conduct on my part of whatever kind or nature whatsoever, while in, on, or about any such police vehicles, or at any or all the premises and places aforesaid, or while accompanying any such law enforcement officer as aforesaid;
- d. Agree to defend and to pay any attorney's fees as a result of any action brought by or against the City of Norfolk, its law enforcement officers, employees or agents, for any acts or conduct on my part of whatever kind or nature whatsoever, while in, on, or about any such police vehicles, or at any or all of the premises or places aforesaid, or while accompanying any such law enforcement officer as aforesaid, and,
- e. Agree that it is my intention that this Release and Indemnity Agreement be in full force and effect any time after the execution hereof.

Participant's Name (print legibly) _____

Signature _____

Parent/Legal Guardian if 17 yrs. old or younger (print legibly) _____

Signature _____

Dated in Norfolk, Virginia, this _____ day of _____, 20____ at _____ a.m./p.m.

WITNESS: _____
Name, Title Date

NORFOLK POLICE DEPARTMENT
RIDE-ALONG PROGRAM
ADMINISTRATIVE PROCESS



For Department Use Only

To be completed by the Central Records Division		<input type="checkbox"/> Attach PD 151
Wanted check completed <input type="checkbox"/>	By: _____	On (Date): _____
Record check completed <input type="checkbox"/>	By: _____	On (Date): _____
<input type="checkbox"/> Applicant has an automatic disqualifier Notified by Supervisor: _____		
Assigned to: <input type="checkbox"/> First Patrol <input type="checkbox"/> Second Patrol <input type="checkbox"/> Third Patrol <input type="checkbox"/> Other _____		
To be completed by Chief/Deputy Chief of Police, if applicant is 17 years of age or younger		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____		Date _____
To be completed by assigned Command		
Ride-Along: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>		
Reason for Disapproval: _____		
Commanding Officer _____		Date _____
Assigned to: _____		
Date and Time: _____		
Officer: _____		
Attempts to contact participant:		
Date: _____	Time: _____	By: _____ Misc Info: _____
Date: _____	Time: _____	By: _____ Misc Info: _____
Date: _____	Time: _____	By: _____ Misc Info: _____
To be completed by the Ride-Along Officer		
Officer: _____	Employee #: _____	Command: _____
Date: _____	Hours of Ride-Along Session From: _____	To: _____
Remarks: <input type="checkbox"/> Check ID <input type="checkbox"/> Complies with Dress Code <input type="checkbox"/> Rules and Regulations (R&R)		
<input type="checkbox"/> Session Completed <input type="checkbox"/> Session Suspended <input type="checkbox"/> Session Terminated (Disregard for R&R)		
Notes: _____		

Return completed form to the Central Records Division for filing.
Rev. 01/16 CRD

Used By All Commands

NORFOLK DEPARTMENT OF POLICE
RIDE-ALONG PROGRAM
RULES AND REGULATIONS



Instructions: Ride-Along Officer is to read these rules and regulation with the Ride-Along Participant on the day of the Ride-Along. Forward signed form to Central Records Division.

As a ride-along participant I am required to follow the instructions listed below in order to safeguard law enforcement officers, members of the public, and myself; thereby minimizing the possibility of interfering with normal police activities.

- I shall not carry any weapon while participating in the ride-along session.
- I shall not record or photograph any individual or situation, unless I have received prior written approval from the Chief/Deputy Chief of Police.
- I understand that observations and conversations are confidential and shall not be disclosed. However, I may have to appear in court or administrative hearings and give testimony.
- I understand that I am a silent observer and under the complete control of the ride-along officer at all times. Failure to follow these rules and regulations and/or the instructions of the officer will result in the termination of the ride-along session and I will be returned promptly to the originating facility and may possibly lose future ride-along privileges.
- I shall not leave the patrol car at any time without first obtaining permission from the officer.
- I shall not participate in any police activity, unless specifically directed by the officer.
- I shall not ask questions regarding procedures and activities while on a message; nor shall I interfere with officers' activities. I will hold all questions until an appropriate time, as indicated by the ride-along officer.
- I shall not talk with prisoners, suspects, witnesses, or other parties contacted while on the ride-along session.
- I may be dropped off at a location, if the ride-along officer deems the call for service involves a violent situation and/or a weapon.
- I will be returned to the originating location at the completion of the ride-along session.

I acknowledge that I have read and understand the Rules and Regulations of the Ride-Along Program.

Participant's Name (Print)

Ride-Along Officer's Name (Print)

Signature

Signature

Date

Date