Barre City Police Department
Barre, Vermont

Braedon S. Vail
Chief

OPERATIONAL PROCEDURES

Subject:	Number:	Effective Date:
Ride-Along Program	**427**	**9/15/22**

Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member'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 the respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: To enhance public understanding of the public safety mission, the Barre City Police Department encourages participation in the Ride-Along Program to observe the actions of members in the performance of assigned duties.

Purpose: To establish procedures for the administration and operation of a Ride-Along Program.

Contents:

I. Eligibility and Guidelines for Participants
II. Administrative Procedures
III. Review of the Ride-Along Guidelines
IV. Operational Procedures
V. Cancellation

I. Eligibility and Guidelines for Participation

A. Any person eighteen (18) years or older meeting the criteria listed below is eligible to participate in the Police Department's Ride-Along Program.

- A resident of, or business owner in the City of Barre; or a:
  - Visiting law enforcement officer, applicant for employment with, or an employee of the Barre City Police Department.
  - Relative of an active or retired Barre City Police Department employee.
  - Professional or college student in the field of Criminal Justice, Law, or the Social Sciences
  - Governmental Official or an employee of the City of Barre.

B. Participation in this program is limited to once every six (6) months unless otherwise approved by the Chief of Police.

C. All persons requesting to participate in this program must complete and submit a Ride-Along Application, which includes a waiver of liability.

D. Students who are at least sixteen (16) years old are eligible to participate in conjunction with a work-study program sponsored by the Barre Unified Union School District or other school district. The student must also have written permission from his/her parent or legal guardian to participate in the Barre City Police Department Ride-Along Program.

- Student participants that have not reached their 18th birthday must be approved by the Chief, or Deputy Chief of Police.

- Unless otherwise approved by the Chief of Police or their designee, the term of the vocational ride-along shall not be more than four (4) occurrences over the specified range of the vocational program.

E. Only one (1) ride-along participant may accompany an officer at any given time.

F. The dress code for ride-along participants is casual clothing. However, the clothing must be appropriate (i.e., no shorts, tank tops, spandex, yoga pants, etc.).

G. Ride-along participants are prohibited from carrying or possessing weapons of any kind.

H. Tape recorders, cameras and video equipment by ride-along participants cannot be used without permission.

I. If the host officer's assignment requires entering a private residence or private property not open to the public, under no circumstances is a ride-along participant permitted to accompany the officer. This includes accompanying the officer to the door of the residence. The ride-along participant must either remain in the cruiser or on public property. For the purpose of this directive private property includes:

- **Private Residence:** All buildings and land of the residence.

- **Apartments:** The hallway area of any apartment building.

- **Business Establishment:** Those areas of the establishment that the public is not usually permitted in.

J. If the host officer is required to respond to a serious incident which may present a danger to a ride-along participant, the host officer must leave the participant at a safe location prior to responding to the incident.

K. The transportation of arrestees in the same vehicle as ride-along participants is prohibited.

II. Administrative Procedures

Persons interested in this program must complete and **personally** submit a Ride-Along Application to the Chief/Deputy Chief of Police.

A. All ride-along applicants must provide, prior to approval and at the commencement of the ride-along, a valid form of photo identification i.e., driver's license, DMV ID card, student ID, etc.

B. The Deputy Chief will cause a brief background check to be initiated of the applicant for which a Valcour incident will be generated. The background check shall include department records as well as a criminal record check.

- If the background check reveals concerns or other disqualifying information that causes the Deputy Chief to deny the application, they will document the reasons for denial, and will notify the applicant of their denial.

- Under no circumstances will an applicant with a felony conviction be permitted to participate as a ride-along.

C. The Deputy Chief will forward the application to the supervisor of the squad that has been selected to host the ride-along.

D. The supervisor will select a host officer, who will conduct the ride-along. The participant may request a specific officer during application. In this instance it must be approved by the supervisor.

E. The host officer should be notified prior to the ride-along in order to afford the opportunity to prepare for the assignment. The supervisor will provide the host officer with the following:

- A Police Department Ride-Along Participant Card.

- This card must be worn on the participant's outermost garment in the same relative position as the badge. This card must be worn throughout the ride-along to facilitate identification of the participant to other officers.

III. Review of the Ride-Along Guidelines

A. The host officer must conduct a review of the ride-along guidelines with the participant. Special emphasis must be placed on the following:

- Ride-along participants are prohibited from carrying or possessing weapons of any kind.

- Ride-along participants are prohibited from being allowed to roam freely and unaccompanied within the public safety building and shall remain with the host officer at all times unless otherwise directed.

- The transportation of arrestees in the same vehicle as ride-along participants is prohibited.

- If the host officer's assignment requires entering a private residence or private property not open to the public; under no circumstances is a ride-along participant permitted to

accompany the officer. This includes accompanying the officer to the door of a residence. The ride-along participant must either remain in the police cruiser or on public property.

- The ride-along participant must be instructed to hold all questions and comments concerning the manner in which an incident is handled until they depart from the incident scene.

- The ride-along participant must be instructed in the necessity and procedure relative to leaving the participant at a **safe location** if the host officer is required to respond to a serious incident which may present a danger to the participant. The decision to leave the ride-along participant must be based on the need of an immediate response by the host officer to prevent loss of life or serious injury **without** jeopardizing the safety of the ride-along participant by leaving him/her at an unsafe location. The host officer must consider the age, condition and other characteristics of the ride-along participant prior to leaving him/her at any location.

    - The host officer must instruct the ride-along participant to remain at the safe location until the host officer, or another police officer responds to their location. The host officer must advise Communications they are responding to the incident and of the location of the ride-along participant.

    - Officers are encouraged to use tact and common sense in explaining this aspect of the safety policy of the Police Department.

C. If applicable, the host officer must give the ride-along participant a tour of the Police Department and provide a brief description of the duties and responsibilities of each section.

D. Prior to the operation of a police cruiser, the host officer must instruct the ride-along participant on the safety equipment of the vehicle to include the proper use of the radio in the event the participant must use it during an emergency situation.

E. It is the host officer's responsibility to be cognizant of sensitive information that the ride-along participant should not be exposed to such as names of individuals involved in open criminal investigations, or other such information that the general public would not normally be privy to.

F. Unless otherwise approved by the supervisor, a ride-along shall be limited to a four (4) hour block of time.

IV. Operational Procedures

A. The ride-along may be terminated, and the participant returned to the Police Department under the following situations:

- The failure of the ride-along to act in an appropriate and professional manner.

- The failure of the ride-along to comply with the lawful instructions of the host officer.

- If a determination is made by a supervisor, that the host officer is needed for another assignment.

- If a supervisor, determines that it is in the best interest of the Police Department to discontinue the ride-along.

B. At the conclusion of the ride-along, a debriefing session is encouraged by the host officer with the participant to ensure any questions regarding Police Department duties and responsibilities raised during the ride-along have been answered.

C. The host officer must complete the required section of the Ride-Along Application and return it, via the chain of command, to the Deputy Chief.

D. Ride-Along applications on file for a period of one (1) year after the ride-along.

V. Cancellation

This written directive cancels and replaces **Barre City Police Department Operational Policy titled "Ride-A-Longs" dated July 13, 2013**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:



Braedon S. Vail, Chief of Police

9/15/22

September 15, 2022

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Ride-Along Program

Barre City Police Department
Barre, Vermont

BARRE CITY POLICE DEPARTMENT RIDE-ALONG
CITIZEN REQUEST FORM

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

I hereby request permission to accompany a Barre City Police Officer on a regular patrol shift. I understand and have read the ELIGIBILITY AND GUIDELINES FOR RIDE-ALONG PARTICIPANTS and have read and signed the release form.

Officer's name you are requesting to accompany (if known): _____

SIGNATURE: _____ DATE: _____

Parent/Guardian (if necessary): _____

FROM: Office of the Chief

TO: Shift Supervisor ☐ Record check completed: 2__BA_____

SUBJECT: Authorization to Ride

Request is:

_____ Approved

_____ Denied

Citizen is authorized to ride on _____, during the _____ Shift.
Date Shift

ELIGIBILITY AND GUIDELINES

Any person eighteen (18) years or older meeting the criteria listed below is eligible to participate in the Police Department's Ride-Along Program.

- A resident of the City of Barre, Vermont; or a:
    - Visiting law enforcement officer, individual with an interest in law enforcement, applicant for employment with, or an employee of the Barre City Police Department.
    - Relative of an active or retired Barre City Police Department employee.
    - Professional or college student in the field of Criminal Justice, Law, or the Social Sciences.
    - Member of an accredited news agency.
    - Governmental Official or an employee of the City of Barre.

Participation in this program is limited to once every six (6) months unless otherwise approved by the Commander, Patrol Division.

Students who are at least sixteen (16) years old are eligible to participate in conjunction with a work-study program sponsored by the Barre Unified Union School District or other school district. The student must also have written permission from his/her parent or legal guardian to participate in the Barre City Police Department Ride-Along Program.

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- Unless otherwise approved by the Chief of Police or his/her designee, the term of the vocational ride-along shall not be more than four (4) occurrences over the specified range of the vocational program.

Only one (1) ride-along participant may accompany an officer at any given time.

The dress code for ride-along participants is casual clothing. However, the clothing must be appropriate (i.e., no shorts, tank tops, spandex, yoga pants, etc.).

Ride-along participants are prohibited from carrying or possessing weapons of any kind.

Tape recorders, cameras and video equipment by ride-along participants cannot be used without permission.

If the host officer's assignment requires entering a private residence or private property not open to the public, under no circumstances is a ride-along participant permitted to accompany the officer. This includes accompanying the officer to the door of the residence. The ride-along participant must either remain in the cruiser or on public property.

If the host officer is required to respond to a serious incident which may present a danger to a ride-along participant, the host officer must leave the participant at a safe location prior to responding to the incident.

RIDE-ALONG PARTICIPANT RELEASE AND WAIVER

KNOW ALL BY THESE PRESENT, that I, _____ on my own behalf of my heirs, next of kin, administrators, estate agents and assigns, and representative of any nature whatsoever, for and in consideration of the authorization and permission to accompany officers or any officer of the department during the course of their or his/her duties, which has been granted to me at my voluntary requests, after having been fully advised of the potential hazards of such activity or activities, do hereby WAIVE AND RELEASE all demands, damages, actions, causes of action, suits and claims of any nature whatsoever, whether in law or in equity, that I or my heirs, next of kin, executors, administrators, estate, agents and assigns, and representatives of any nature whatsoever might otherwise have against the city, police department, and each and every officer, official member, employee, agent and attorney thereof and therefore, and his or her heirs, next of kin, executors, administrators, and estate, on account of my death or injuries, both to person and to property, whether foreseeable or not, which may occur, directly or indirectly, or develop at any time in the future as a result of my activities or association with the police department, whether in a police vehicle, in the police station, or otherwise associated with the police department and officers and officials thereof in any manner whatsoever.

It is expressly agreed and understood that this WAIVER AND RELEASE shall apply for the express purpose of precluding forever all claims, suits, demands, damages, and causes of action that I or my heirs, next of kin, executors, administrators, estate, agents and assigns and representatives of any nature whatsoever might otherwise assert against any of the aforesaid parties as a result of my association and activities with the police department during the shift _____.

I hereby declare that the terms of this WAIVER AND RELEASE have been fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge receipt of a copy of this agreement.

In further consideration of the aforesaid authorization and permission granted to me to accompany an officer or officers of the police department at my own request, I hereby promise and agree to fully comply with all instructions given to me for the purpose of protecting my personal safety and that of my property.

_____	_____	_____
Signature of Participant	Printed name of Participant	Date
_____	_____	_____
Signature of Parent/Guardian	Printed name of Parent/Guardian	Date
_____	_____	_____
Signature of Witness	Printed name of Witness	Date

BARRE CITY POLICE DEPARTMENT

RIDE-ALONG PARTICIPANT INSTRUCTIONS

In order to participate in the Barre City Police Department Ride-Along Program, participants must abide by the following rules:

Reporting for Ride-along:

1. The ride-along program should be scheduled during the day hours or evening tours of duty. All other times may be granted with written authorization from the Deputy Chief.

2. Participants should report to the police department no later than 15 minutes prior to their scheduled participation time.

3. If available, a supervising officer will meet with the ride-along participant. The ride along participant and the supervising officer will review the rules of the ride- along program with the participant. In this review, the participant should be reminded that they may be called as a witness in court, if they observe a police event which becomes subject to court action.

4. The supervising officer shall issue the participant a "ride-along" participant identification tag that the participant shall be required to wear on his/her outermost clothing.

Duties of the Ride-along Participant:

1. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.

2. Participants shall not be allowed to operate any police equipment unless directed to do so by a police officer in an extreme emergency.

3. Participants must remain in the police vehicle at all times until directed otherwise by the host officer.

4. Participants must not speak to victims, witnesses, prisoners or other persons associated with a police event. Should a witness, prisoner, victim or other person speak to the participant, the participant should politely direct the person to speak to one of the officers present.

5. Tape recorders, cameras and video equipment by ride-along participants cannot be used without permission.

6. Ride-along participants are prohibited from carrying or possessing weapons of any kind.

7. If the host officer's assignment requires entering a private residence or private property not open to the public, under no circumstances is a ride-along participant permitted to accompany the officer. This includes accompanying the officer to the door of the residence. The ride-along participant must either remain in the cruiser or on public property.

8. If the host officer is required to respond to a serious incident which may present a danger to a ride-along participant, the host officer must leave the participant at a safe location prior to responding to the incident.

9. Participants shall follow the instructions of the host officer at all times during the ride-along.

10. The transportation of arrestees in the same vehicle as ride-along participants is prohibited.

11. Participants should be dressed in comfortable, casual but conservative clothing (pants and shirt/jacket for men, pants and blouse/jacket for women) during the ride-along. Participants who are inappropriately dressed, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date.