



Colorado Springs Police Department

Standard Operating Procedure

DL-220-01 Ride Along Program – Civilian Employees

Section 200 – Community Collaboration

Effective Date: 1/10/2022

Supersedes Date: N/A

.01 Purpose

The purpose of this directive is to describe the department's ride along program as it pertains to civilian employees.

.02 Cross-Reference

[GO 200 Citizen Observer Ride Along Program](#)

[GO 600 Complaints and Internal Investigations](#)

.03 Definitions

Civilian Employee: Any non-sworn member of the department who does not provide field services to the community (e.g., communications center employees, administrative assistants, records personnel, etc.). For the purpose of this policy, the term civilian employee does not apply to those non-sworn personnel who are responsible for providing services in the field (e.g., community service officers, civilian criminal investigator, etc.).

.04 Procedure

The department is committed to creating a learning environment in which its employees have an understanding of the services the department provides. To accomplish this, civilian employees may be afforded the opportunity to observe sworn or some non-sworn employees (e.g., community service officers) in the performance of their duties in the field.

Ride Along Training

Civilian employees may be allowed to participate in the ride along program as part of their training program/new employee integration. All requests for participation in the ride along program will be made through the civilian's direct supervisor at least 72-hours prior to the requested date. If

approved, the civilian employee/supervisor will coordinate the civilian employee's participation through a patrol supervisor.

Program Participation

To be eligible to participate in the ride-along program, civilian employees must be at least 18 years of age and be physically able to perform the observation function without assistance from the assigned officer.

Civilian employees are not required to complete a *Ride-Along Application* or a *Release of Indemnification Agreement*.

Appropriate Attire

Civilian employees who participate in the ride along program are encouraged to wear business casual clothing (e.g., slacks, collared shirts, etc.) but at a minimum, will wear clothing that is clean/neat/appropriate and will not discredit the image of the department (e.g., torn/revealing clothing, clothing containing inappropriate insignia/language, etc.).

Weapons Prohibited

Under no circumstances will a citizen observer be armed with any weapon/firearm while participating in the ride along program, even if they possess a concealed weapons permit.

Communications

Officers assigned a civilian employee ride along will notify the communication center of their presence, to include providing the communications center with the civilian employee's department IBM.

Ride Along Rules

Civilian employees will serve as a positive representative of the department and will adhere to the department's policies and procedures. In addition, civilian employees will adhere to the following rules:

- Civilian employees are prohibited from participating in any police activity, to include but not limited to conversing with any person contacted as part of official police business (e.g., prisoners, suspects, witnesses, victims, etc.), unless directed or give permission to do so by the officer.

- Civilian employees will not critique or ask questions about the way an officer handled a call for service during the call. The civilian employees may ask clarifying questions only at the conclusion of the call and only while outside the presence of the community members who were involved in the call.
- Civilian employees will not make any audio or video recordings of activities experienced as part of the ride-along program.

Safety Considerations

The safety of the civilian employee is of the utmost importance and as such, officers will:

- Briefly explain the operation of the police radio to the civilian employee, should an emergency arise.
- Not engage in a vehicular pursuit with a civilian employee in the vehicle.
- Not allow the civilian employee to leave the patrol car when there is any apparent danger.
 - If a hazardous circumstance arises (e.g., a mass casualty event, civil disturbance/protest, etc.), officers may choose to leave the civilian employee at a safe location (e.g., a police substation, an open and public establishment, etc.). In such a situation, the officer will notify the communications center of the civilian employee's location.
 - As soon as reasonably possible, the communications center will make arrangements to have the civilian employee picked up by an officer.

Fourth Amendment Considerations

While the United States Supreme Court has ruled it may be a violation of a property owner's Fourth Amendment rights for an officer to bring a citizen observer, who is not critical to the accomplishment of the police mission, into a private dwelling/business, civilian employees who are riding with officers for training purposes are not subject to the private property restrictions. As a rule, civilian employees will not remain on a private premises if the owner/occupant specifically demands they leave. If such a demand is made, the officer will direct the civilian employee to remain in the patrol car or other safe location.

Length and Frequency of Tour

Tours of duty for civilian employees will typically be dictated by the length of the civilian employee's assigned work shift or the amount of time permitted by the civilian employee's supervisor. Unless otherwise authorized by the civilian employee's supervisor and the division commander, civilian employees will be limited to a maximum of one ride-along per month.

Compensation

Civilian employees must be compensated during their participation in the ride along program (e.g., duty time, schedule adjustments, compensation time, overtime, etc.). Civilian employees are prohibited from participating in the ride along program in their scheduled time off.

Improper Behavior/Unusual Incidents

Improper behavior and unusual incidents involving a civilian employee (e.g., failure to adhere to ride along rules, etc.) will be brought to the attention of an on-duty supervisor, who will evaluate the information. If necessary, the incident may be investigated in accordance with department procedure.

Documenting Injuries to Civilian Employees

If a civilian employee is injured while participating in the ride along program, the injury will be documented using the department's approved processes.