

# Police Department Policy and Procedure Manual

## Chapter 4 — Operations

**Section Number:** 4-1-2  
**Section Title:** Passengers in Police Vehicles  
**Most Recent Update:** 7/1/2015

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### I. Policy

A. This policy will establish the guidelines in which Clive civilian personnel can operate a police vehicle and guidelines for passengers in police vehicles.

### II. Persons Authorized to Operate

A. Only sworn personnel of the Clive Police Department shall be authorized to operate official department vehicles.

B. Civilian employees shall not be authorized to operate official department vehicle unless permission is obtained by a commander or the Chief of Police upon showing that operation is necessary to the performance of official assigned duties.

### III. Passengers in Police Vehicles

A. Employees operating police vehicles shall not permit passengers other than persons regularly employed by the City of Clive to ride except when authorized by a commanding officer or the Chief of Police.

#### 1. Exceptions

a. Police officers can transport persons in police vehicles without getting authorization from a commanding officer or Chief under the following circumstances:

(a) Transportation of prisoners

(b) When providing search, rescue and public service

(c) When necessary in the performance of duty

(d) When assigned to a special detail authorized by the Chief of Police or a commanding officer when such action is in keeping with the nature of the detail.

- B. Other than City staff, those desiring to ride in department vehicles must first obtain permission from the Watch Commander, Division Commander or Chief of Police and complete a Release of Liability Form. The Liability Form will then be filed with the Watch Commander's paperwork for that watch.
1. All persons, with the exception of full-time police officers, chaplain, prisoners, City staff and persons necessary to accomplish official police duties, shall first complete a Release of liability Waiver Form. Watch Commander's shall be responsible to see that such Release of Liability Waiver Form is completed and signed. The completed form will be forwarded, through the chain of command, to the Chief of Police.
  2. The following has been established for allowing riders in police vehicles while on duty other than official business.
    - a. Riders will not be allowed on any watch or assignment unless permission has been granted by the Watch Commander, Division Commander or Chief of Police.
    - b. The maximum of two (2) watches or assignments per month for each officer to allow a rider unless permission is granted by the Division Commander or the Chief of Police.
    - c. If a rider is eighteen (18) years or older, an Adult Release Liability Waiver Form shall be completed and signed. The purpose for riding in a police vehicle shall be included on the form.
    - d. No one under the age of eighteen (18) shall be permitted to ride in a police vehicle unless authorized by the Chief of Police. The Release of Liability Waiver Form shall be completed and signed by rider, mother, father or legal guardian(s). The purpose for riding in a police vehicle shall be included on the form.
    - e. Any rider accompanying an officer must be dressed in appropriate attire. No shorts, jeans, or T-shirts will be permitted.
    - f. No riders shall be armed unless the rider is a sworn Police Officer of this State.
    - g. No rider shall use the police radio, unless an emergency situation exists.
    - h. Officers are responsible for the safety and professional conduct of their passengers. Officers shall not allow passengers to participate in potentially dangerous calls for service or present themselves as a representative of the Department.
    - i. Confidential information shall not be made available to any passenger.

- C. Civilian personnel involved in the ride-along programs, while riding in the front seat shall wear the safety belt.
- D. No police vehicle containing a non-police passenger will become involved in a high-speed pursuit.



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Chief of Police