



Newport News Police Department - Administrative Manual

ADM-155 - RIDE-ALONG PROGRAM

Amends/Supersedes: ADM-155 (10/07/2019)

Date of Issue: 08/29/2022

I. GENERAL

- A. The Newport News Police Department allows only those meeting the eligibility requirements of this policy to ride along with Newport News police officers to observe the duties of a police officer.
- B. The Ride-Along Program, hereafter referred to as “the program,” provides an opportunity for community members to see firsthand the day-to-day activities of a Newport News police officer. The goals of the program are to:
 - 1. Provide an opportunity for the public to get to know Newport News police officers.
 - 2. Provide individuals interested in a career in law enforcement an opportunity to examine the job.
 - 3. Educate the community about the responsibilities of police officers.
 - 4. Provide an opportunity for police officers to get to know members of their community.

II. PROCEDURE

A. Participation in the Program

- 1. The participant must be 18 years of age or older.
- 2. Program Application - The applicant must obtain a *Ride-Along Program Application Form* ([NNPD Form #95](#)) directly from the Department or the Department’s website. Once completed, the form is turned in at any police facility or emailed.
- 3. The individual receiving an application at any police facility will scan and email the application to the Records Unit. Records personnel will conduct a local history check, and an NCIC/VCIN check on the applicant. The results of the checks will be noted in the appropriate sections of the application. Personnel will destroy the history check printout once the application’s proper notation has been made.
- 4. The Records personnel processing the application will forward the processed application to the Assistant Chief of Patrol within two business days following the local and NCIC/VCIN check. If the Assistant Chief of Patrol does not approve the application, they will indicate the reasons for denial in the “Comments” section of the form. Regardless of whether it is approved or denied, the completed application will be mailed to the applicant. If approved, the “Contact Information” section of the application is completed before sending the form to the applicant.
- 5. Copies of the approved application for a ride-along are sent to:
 - a. The Logistics Division, for securing body armor.
 - b. The precinct commander responsible for the ride-along applicant’s preferred city section. The commander forwards a copy of the application to the precinct lieutenant listed in the application’s “Contact Information” section.

NOTE: In the case of a Marine Patrol ride-along, the approved application is sent to the Special Operations commander.

6. When the applicant appears at a police facility to ride with an officer, they must present their identification to the on-duty supervisor. The applicant will complete *Ride-Along Rules of Conduct and Waiver* (NNPD [Form #95W](#)) at that time. The on-duty supervisor will document the date the participant rode and the officer's name with whom the applicant was assigned and sign the form.

7. Post Ride-Along

At the end of the participant's ride along with the officer:

- a. The officer and/or on-duty supervisor may write comments on the form regarding any problems or observations made during the ride-along.
 - b. The completed [Form #95W](#) and a copy of the participant's identification will be sent to the Assistant Chief of Patrol through email or inter-office mail and maintained by the Patrol Bureau for five years (see Records Retention and Disposition Schedule GS-19).
8. Approved program applicants are limited to one ride-along within six months, not exceeding two within a calendar year.

- B. Police Applicant Participation in the Ride-Along Program

Police applicants are requested to engage in a ride-along with a uniformed patrol officer as part of the hiring process. The background investigator working with the applicant shall provide the applicant with a *Newport News Police Applicant (Ride-Along)* (NNPD [Form #95A](#)).

- a. Upon completion, the background investigator will run a local criminal history check, NCIC/VCIN check, check through the Linx system, and indicate the results on the form.
 - b. The background investigator will schedule the applicant for their ride-along, sign the form, and indicate the precinct telephone number for the applicant's ride-along preference.
 - c. Once scheduled, the background investigator will forward the completed application as directed by Section II. A. 5.
2. The police applicant will present their identification to the on-duty supervisor. The applicant will complete *Ride-Along Rules of Conduct and Waiver* (NNPD [Form #95W](#)) at that time. The on-duty supervisor will document the date the participant rode and the officer's name with whom the applicant was assigned and sign the form.
 3. The patrol supervisor will ensure that the hosting officer completes any reported negative or positive comments regarding the police applicant's ride-along.
 4. [Form #95A](#) and [Form #95W](#) will be returned to the Recruiting Unit for inclusion in the applicant's file. Additionally, the Patrol Bureau must receive and maintain the completed [Form #95W](#).

- C. Law Enforcement & Police Volunteer Participation in the Ride-Along Program

1. Police Chaplains can ride with on-duty officers following this policy and the Chaplain Program SOP.
2. Any full-time law enforcement officer employed by a local, state, or federal law enforcement agency may participate in the program. The officer or employee must present valid identification before requesting to ride with an officer.
3. Civilian employees and volunteers of the Newport News Police Department may be authorized to ride with an on-duty officer for training and data/information collection.

Approval must be granted by commanders for both the employee/volunteer and the officer before riding with the officer.

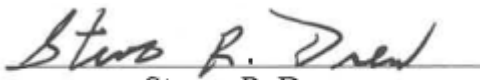
NOTE: The applicant will complete *Ride-Along Rules of Conduct and Waiver* (NNPD [Form #95W](#)). The on-duty supervisor will document the date the participant rode and the officer's name with whom the applicant was assigned and sign the form. The Patrol Bureau will maintain the completed form.

D. Conduct of Ride-Along Participant

1. The on-duty supervisor will assign the person participating in the program to an officer.
2. The officer to whom the ride-along participant is assigned will advise the Communications Division of the participant's presence in the officer's unit and make a note of the ride-along in MPS.
3. Officers conducting a ride-along will brief the participant on the ride-along program, safety and emergency communication procedures.
4. The participant will be provided body armor at the precinct. If the participant declines the use of body armor, the ride-along will not continue.
 - a. The precinct lieutenant will provide oversight to ensure the body armor is available and issued, coordinating the process with Logistics Division.
 - b. The officer will ensure body armor is worn at all times during the ride-along and returned to the precinct at the conclusion.

NOTE: Body armor and a flotation vest is required for a Marine Patrol ride-along. If a ride-along cannot wear both, they will be rescheduled for a patrol ride-along on another day, and the affected precinct commander will be notified.

5. Officers will make every effort to ensure the safety of ride-along participants and not expose them to unnecessary serious risks or danger.
 - a. Ride-along participants are not active participants; they are observers.
 - b. Officers will not permit ride-along participants to engage or assist in police activities, including but not limited to: checking buildings, execution of a search or arrest warrant, forced entry into any structure, directing traffic, or driving/piloting a police vehicle.
 - c. Officers with ride-along participants will not engage in pursuits.
 - d. Officers should use sound discretion before entering a potentially dangerous situation. If a question arises as to whether the ride-along should continue, the officer should contact their first-line supervisor for a determination. If the decision is made to terminate the ride-along, Communications is notified, and another unit will pick up the participant.
 - e. If a dangerous situation occurs during the ride-along, the participant will remain in the patrol vehicle until the officer has determined that the situation has de-escalated or the participant has been picked up by another police unit and Communications notified.
 6. Ride-along participants will not carry weapons while participating in the program.
- E. The Chief of Police, or designee, may allow exceptions to this policy regarding applicant approval and the frequency of participation at their discretion.


Steven R. Drew
Chief of Police