

**TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL**  
**1.5 CRIME PREVENTION AND COMMUNITY PROGRAMS**

<b>SUBJECT: Crime Prevention and Community Programs</b>		
<b>1.5</b>	<b>EFFECTIVE:</b> 12-23-2024	<i>Jamey Haltom</i>  Jamey Haltom, Chief of Police
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	<b>TOTAL PAGES:</b> 18	

**1.5.1 PURPOSE**

To establish the philosophy by which the Department can work toward the goal of crime prevention while encouraging and providing a community partnership with residents, businesses, and other agencies in the justice system.

**1.5.2 POLICY**

All employees shall work actively and positively towards achieving the Department's community relations and crime prevention objectives.

**1.5.3 PHILOSOPHY**

The problems generated by crime concern not only the Department, but also the entire community.

Although specialized units within the Department have the primary function of managing the crime prevention program, this in no way diminishes the responsibility of all members to consider crime prevention as a primary function of their individual assignment. Each police officer is responsible for preventing crime and taking appropriate law enforcement action when crime or emergencies occur.

**1.5.4 COMMUNITY RELATIONS**

A. It is the shared responsibility of all Department members to help achieve the department's community relations objectives. Community Policing Officers may provide the below listed functions:

1. Establish a liaison with community organizations and groups;
2. Communicate Department objectives, concerns, and successes in community relations through the media;
3. Convey information from citizen organizations to the Department;
4. Suggest improvements for Department practices affecting police and community relations; and
5. Help establish cohesive community groups where needed.

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- B. CPOs who attend community meetings as a representative of the Department shall complete a Community Contact Report (CCR). The Community Policing Unit (CPU) shall maintain this database.
  - 1. A community contact form is available to all officers on the agency intranet to complete when they field community complaints for entry into the database;
  - 2. The database shall contain the following information:
    - a. A description of the complaints and concerns discussed at the meeting that have a bearing on community law enforcement objectives;
    - b. A statement of recommended actions to address the identified concerns;
    - c. Follow up actions that were taken subsequent to the original complaint; and
    - d. Periodic updates and/or the final disposition of the specific concern/complaint;
  - 3. The database shall be used in the following manner:
    - a. The Community Policing officer receiving the complaint shall record all complaints and concerns discussed in the meetings in the CCR database;
    - b. Each zone's Community Policing officer shall collect and record Community Contact Reports from other zone officers and enter those into the database;
    - c. The Community Policing Sergeant must approve all complaints before the file is closed in the database;
    - d. The Community Policing Sergeant shall monitor the database.

#### **1.5.5 COMMUNITY POLICE**

The Community Police shall provide proactive patrol and conduct law enforcement functions by interacting with residents, responding to crime patterns and trends, arresting criminal offenders, and developing crime prevention programs with an overall goal of making neighborhoods safer while addressing quality of life issues.

- A. Community Officer responsibilities can include:
  - 1. Direct and coordinate internal and external agency resources in addressing identified problems in assigned neighborhoods;
  - 2. Attend community and Neighborhood Improvement Association (NIA) and Neighborhood Association (NA) meetings;
  - 3. Attend schools, churches, and neighborhood functions to promote police/community relations;
  - 4. Maintain office hours to be available to address the needs and concerns of the community whenever possible;

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5. Respond to and investigate matters as directed by supervisors and command staff;
6. Assist officers in the Field Operations Bureau, Community Outreach Bureau and the Criminal Investigations Bureau;
7. Respond to calls for service by the community; and
8. Report to the unit supervisor and commander.

#### **B. General Guidelines:**

All relevant intelligence information regarding criminal activity shall be documented in an email and sent to Criminal Intelligence for processing and dissemination. Community Police shall:

1. Be responsible for public contacts with residents, businesses, community organizations, and schools;
2. Make every effort to follow-up with the individual regarding their concern or problem. This may include memos or telephone calls to the appropriate department or unit. The officer shall make every attempt to re-contact the person who made the complaint and keep them apprised of the outcome of the situation, unless disclosure interferes with an investigation or compromises officers' safety;
3. Work with the community or neighborhood in which they are assigned;
4. Assist other units by providing information and facts regarding problems or locating resources. If the problem involves other City agencies, the officer shall provide written or verbal communication to the proper agency.

#### **1.5.6 CRIMESTOPPERS**

- A. Crime Stoppers is a private, nonprofit organization that pays cash rewards to people who provide anonymous information that leads to arrests in the Topeka/Shawnee County area. The Topeka Police Department, Shawnee County Sheriff's Office and the Shawnee County District Attorney provide the Crime Stoppers Board of Directors with a coordinator for this program. The Crime Stoppers Program Coordinator acts as a liaison between the Topeka Police, Sheriff's office, and the District Attorney.
- B. The Crime Stoppers telephone is answered 24/7 by the Crime Stoppers Coordinator, or designee.
- C. Tipsters can anonymously call into the Crime Stoppers tip line (234-0007) or submit information online about unsolved crimes or the whereabouts of a wanted person. The tipster shall be provided an ID number that corresponds with the information provided and advised to

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contact the coordinator by phone after 10 to 14 days. The coordinator shall maintain a record of the call information for the Board of Directors.

- D. The Crime Stoppers Coordinator shall collect and disseminate the anonymous tips to the appropriate agency or unit for follow-up investigation. Agencies or detectives are asked to report to the Coordinator the results of all tips. Any Crime Stoppers tip that results in an arrest shall be presented to the Crime Stoppers Board of Directors for their consideration for a reward.
- E. The Coordinator shall select a crime to be featured as the "Crime Stoppers Crime of the Week" that meets the standards set by the Board. Crimes of the Week are featured on a local television broadcast other media.
  - 1. The Crime Stoppers Program Coordinator shall organize each crime re-enactment and publicity release. The Program Coordinator shall secure actors, filming locations, props, and victim approvals for each Crime of the Week re-enactment;
  - 2. Any publicity shall include the statement that Crime Stoppers callers will remain anonymous and any information provided that leads to a felony arrest could make the caller eligible for a cash reward.

#### **1.5.7 RIDE ALONGS**

##### **A. General Guidelines:**

- 1. Ride alongs must be approved by the Bureau Commander or designee;
- 2. The Watch Commander may set the date and duration of the ride along. This should be set in advance;
- 3. Ride alongs must be at least 16 years of age. See 1.5.7.B.1. for application guidance;
- 4. Ride alongs not personally known to the officer must pass a warrant check before each ride along;
- 5. When a ride along is doing so on behalf of his or her employer, the employer must also sign the waiver form. The employee shall not ride along without it. This applies to civilians, interns, the news media, and family;
- 6. Ride along attire shall include the following:
  - a. A shirt or blouse with a collar;
  - b. Long trousers, jeans, a skirt, or jacket as required;
  - c. Closed toe shoes;

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- d. No clothing that is specifically advertising any product; and
- e. No T-shirts.
- 7. Inappropriately attired ride alongs shall not be permitted. They may be given the opportunity to change clothes to appropriate attire;
- 8. Use of cameras or recording devices are prohibited unless authorized by the Bureau Commander.

#### **B. Ride Along Application Process**

- 1. Forms include:
  - a. Ride Along Application form authorizing a warrant check and III;
  - b. Waiver and Hold Harmless form to be completed 48 hours prior to the first ride along; and
  - c. Confidentiality Statement;
  - d. If under the age of 18, a parent must sign the 'Waiver and Hold Harmless' form approving the ride-along.
- 2. If an observer has been on a prior ride along, all forms must still be completed for subsequent ride alongs. However, the 48-hour rule may be waived in those instances;
- 3. All completed forms shall be sent to the Commander with oversight of the Volunteer Unit;
- 4. Observers must attend a safety/informational briefing with a supervisor. Observers shall review and initial the Guidelines for Ride Along Participants form. The safety/information briefing should include topics like the officers' expectations, testimony, and safety matters;
- 5. The host officer shall be notified in advance of a ride along unless there is a last minute change of schedule that prevents the original host officer from taking the ride along, such as the officer calling in sick;
- 6. A Bureau Commander shall approve all participants prior to the ride along.

#### **C. Department Guidelines**

- 1. Unauthorized persons cannot ride in Department vehicles;
- 2. Probationary officers shall not transport civilian observers;
- 3. Host officers should be volunteers, but if there are no volunteers available, FTOs should be considered first and then other officers as necessary;
- 4. Officers have discretion in accepting, rejecting, and terminating a ride along. Officers shall obtain the approval of their supervisor before rejecting or terminating a ride along;
- 5. Supervisors may terminate any ride along;
- 6. The front desk shall issue an 'Observer' badge to all ride alongs. Ride alongs shall wear the badge at all times;

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7. Observers shall not enter crime scenes;
8. Observers shall not enter any areas where there is a reasonable expectation of privacy without getting host officer approval;
9. Observers shall not attend roll call unless approved by a supervisor;
10. Observers shall not enter areas of the Department where intelligence and other secured information are posted.

#### **D. Non-sworn Personnel, Volunteer Observers:**

1. Volunteers in Police Service (VIPS) must get approval from their Commander in addition to the Bureau Commander to participate in a ride along;
2. On duty Department civilian employee observers must receive permission from their Bureau Commander prior to a ride along.
3. Non-sworn City employees may ride along as observers if they comply with the requirements of this policy;
4. Non-sworn ride along participants may not carry firearms.

#### **E. Other Law Enforcement Personnel:**

1. Ride alongs who are compliant with HR 218 provisions may be armed. All weapons must be concealed;
2. Out of state officers on official business do not have to complete any liability waivers. They have no restrictions but are subject to Procedure B;
3. Out of state officers on personal business shall complete a liability waiver and will have no restrictions but are subject to Procedure B6;
4. Kansas certified officers have no restrictions. They do not need a waiver but are subject to Procedure B6;
5. Sworn officers are exempt from ride along civilian restrictions, except;
  - a. No other LEO identification or uniforms are allowed during a ride along.

#### **F. Ride Along Safety:**

1. Officers may respond to all calls but inherently dangerous high-risk calls require prudent judgment concerning officer and observer safety;
2. Observers may leave the police vehicle but the officer must maintain the direction and control of the observer while out of the police vehicle;
3. Officers may ensure a ride along's safety by:
  - a. Instructing him or her to remain in the vehicle;

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- b. Arranging for the transfer and return of the ride along to the Department, when needed for his or her safety; or
  - c. Terminating the ride along when necessary and approved.
- 4. Observers, police explorers, VIPS and interns shall not become directly involved in police actions;
- 5. Officers carrying civilian observers shall not participate in vehicle pursuits;
- 6. All passengers shall wear seatbelts.

#### **G. Documentation of a Ride Along**

- 1. Observers may be witnesses to events involving Topeka Police officers and may be required to give statements or testimony and should be so advised in the briefing;
- 2. The host officer must document the observer's presence with SCECC.

### **1.5.8 INTERN GUIDELINES**

The Agency offers an on-going internship program in cooperation with area colleges, universities, and military installations. The program is designed to afford citizens an opportunity to observe and, in some instances, participate in the daily functions of the Department.

#### **A. Procedure:**

- 1. The Bureau Commander has the responsibility of selecting, placing, and conducting exit interviews for all interns;
  - a. This responsibility may include assigning these functions to someone in his/her command;
  - b. This also includes collecting the Intern ID badge and any other Department issued equipment;
- 2. The Unit Commander administers the Intern Program and serves as the central repository for all paperwork.

#### **B. Intern Applicants:**

- 1. All requests to participate in an internship shall be forwarded to the Bureau Commander;
  - a. All applicants shall be required to be enrolled in a university/high school or actively serving in the military and supply the supervising professor's/program coordinator's name;
  - b. The intern shall submit a resume, a letter of recommendation from his/her advisor/program coordinator, and complete an application;
  - c. All interns shall have a criminal background check completed prior to starting internship.

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2. The Intern Coordinator shall interview all applicants and match their field of study, skills and work experience to the intern requests on file.
    - a. Interns shall have a function or specific duty to perform which must be completed to earn credit;
    - b. Interns should not perform any duties requiring a law enforcement officer certification (e.g., making arrests, handling evidence).
  3. Prior to starting duties the Intern Coordinator shall:
    - a. Issue an ID badge to the intern;
    - b. Introduce the intern to his or her supervisor;
    - c. Work with supervisor to establish the expectation of the internship;
    - d. Complete a tour of the facility;
    - e. Explain the right to privacy laws and policies of the Department and have the intern sign a non-disclosure agreement; and;
    - f. Inform the intern of the City policy on sexual harassment and other applicable workplace rules.
- C. Intern assignments requests:
1. Requests for an intern assignment are made on the intern job description form and submitted to the Intern Coordinator through his or her Chain of Command;
  2. Once on assignment in any Bureau, an employee shall be designated as the intern's immediate supervisor;
    - a. The intern supervisor shall complete the appropriate forms for the university/high school or military program, and forward them to the Intern Coordinator;
    - b. The intern supervisor shall maintain a record of the hours worked by the intern and forward it to the Intern Coordinator;
    - c. Interns should be evaluated periodically during the internship to allow feedback and to enhance their proficiencies;
    - d. If the intern supervisor has a problem with an intern, the supervisor shall inform the Intern Coordinator of the problem;
    - e. If the intern has a problem with the supervisor or his or her placement, the intern should discuss the problem with the Intern Coordinator, Director of Training or Bureau Commander.
- D. Internship responsibilities:
1. Citizens participating in the Internship Program shall adhere to all rules and regulations set forth by the Agency. The intern supervisors shall be responsible for informing the intern of the Department's guidelines for the following:
    - a. Attire;
    - b. Conduct; and
    - c. Demeanor.



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2. Citizens participating in the Internship Program shall be responsible for completing all course requirements set forth by the respective college or university or military program prior to receiving a final grade or evaluation. Course requirements shall be submitted to the designee in charge of the intern at the beginning of the internship and shall include the following, at a minimum:
    - a. A written assignment encompassing a law enforcement related topic or issue, if applicable; and;
    - b. The required number of hours for the intern to satisfy his or her program's internship guidelines.
  3. At the conclusion of the internship, the intern shall provide to the Department a final copy of his or her completed written assignment if applicable. The Intern Coordinator shall review this document.
- E. Ride Alongs
1. Interns are restricted to the normal citizen ride along policy including the Release and Waiver Claim;
  2. Interns are allowed to ride along at any time with approval of the Intern Supervisor and Bureau Commander.
- F. Interns should not perform any other duties, voluntarily or requested, on or off regularly assigned hours, without specific approval from the intern supervisor.
- G. Interns shall be required to keep a daily journal comprised of daily intern activities and any training received. This journal must be submitted to the Intern Coordinator at the end of the internship to receive full credit.

#### **1.5.9 VOLUNTEERS**

- A. Volunteer Program
1. The Topeka Police Department's volunteers report to a Lieutenant within the Executive Office Bureau whose responsibilities are to:
    - a. Supervise volunteers, including volunteers who provide clerical support in many areas of the Department, interns, Explorers, and Citizens on Patrol;
    - b. Recruit, interview, supervise, assign and maintain a current list of volunteers for available positions;
    - c. Ensure new volunteers are provided with a Department Volunteer Operations Manual which delineates the duties and responsibilities of their position, introduces the volunteer to the fellow employees in the area of assignment and provide a general overview of the Department. Ensure they receive their ID cards and clips/lanyards to wear while on duty. Assign

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- volunteers as needed, provide orientation and training appropriate to duties performed;
- d. Take appropriate action when disciplinary problems arise;
- e. Organize an annual volunteer recognition event, and arrange for award presentations at the Awards Ceremony;
- 2. Volunteers shall have the same responsibilities as paid non-sworn staff within the framework of their assignment, and shall observe all applicable general orders and job requirements;
- 3. Volunteers are not employees, and may not be assigned to law enforcement functions, which require the authority of a sworn officer;
- 4. Volunteers are required to wear their ID badges when performing duties for the Department. The wearing of ID badges when "off duty" is prohibited;
- 5. Employees desiring the assistance of a volunteer in their Bureau shall submit a Volunteer Request Form, located under agency forms on the "o" drive;
- 6. To be a volunteer, a person shall:
  - a. Be responsible, law abiding citizen with no felony convictions in the last ten years;
  - b. Be considered on a case by case basis if convictions of misdemeanor crimes exist;
  - c. Be a person of high integrity and reliability;
  - d. Be at least 18 years of age;
  - e. Receive final approval of the Executive Bureau Commander;
  - f. Show the capability and a cooperative effort with volunteers, Department staff, and employees while working in a supporting role; and
  - g. Be truthful on his or her application;
  - h. Be a Citizen's Academy graduate.

#### **B. Explorer Program:**

- 1. The name of this organization is the Topeka Police Explorer Post #7721;
- 2. A TPD officer shall serve as the lead administrative Explorer Advisor of the post;
- 3. The Chief of Police may authorize a sworn officer to volunteer (as an Explorer Advisor) to coordinate and provide training to the Explorer Program;
- 4. The purpose of the Post is to prepare interested young persons, ages 14 to 21, for law enforcement careers;
- 5. Explorers shall operate at all times within the policies and procedures of the Topeka Police Department and adhere to the Constitution and Bylaws for the Topeka Police Explorer Program;

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6. Explorers are not commissioned law enforcement officers and shall not perform law enforcement duties such as arrests, serving warrants, seizing evidence, or conducting searches of suspects. While under the direction of an assigned Department officer, Explorers may perform limited law enforcement functions involving directing traffic and community service tasks;
7. The Police Explorer uniform shall be clearly distinguishable from sworn officers. Uniforms shall only be worn while performing approved functions;
8. The Explorer Advisor shall ensure that training is appropriate to the duties the Explorers will be asked to perform;
9. Explorers shall follow the guidelines for ride alongs pursuant to Department policy.

#### **C. Chaplain Program:**

The Agency shall make readily available pastoral services to Department members, their families and victimized persons of the community when needed or upon request. To accomplish this, the Department maintains a Chaplaincy Program that is responsible for providing on-call spiritual guidance, counseling, consultation, and other forms of crisis intervention for those in need.

The goal of the Chaplain Program is to provide a trusted person in whom Department members, as well as citizens of the community, may confide or seek assistance concerning problem areas. Chaplains shall receive training in those authorized and assigned duties.

1. The Chaplain Program provides:
  - a. Immediate availability of clergy, to offer comfort, counsel and guidance in emergency and crisis situations to officers, their families, and the community on request;
  - b. A resource to the law enforcement agencies in northeast Kansas for situations that merit immediate intervention, as needed;
  - c. Assistance in serving death notifications;
  - d. Assistance in Department ceremonial functions; and
  - e. Prayer, invocation, and spiritual leadership at meetings as requested.
2. Membership  
The Chaplain Program shall be divided into two separate categories:
  - a. Chaplains: One who meets all requirements set forth for chaplains; and
  - b. Associate Chaplains: One who does not meet all the requirements, but is recruited to serve in a specific area of

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ministry, and will serve under the supervision of one of the chaplains.

3. Chaplain requirements:
  - a. All chaplain applicants must complete and pass a background check prior to selection;
  - b. Must be ordained or endorsed;
  - c. Must be a member of, and in good standing with, a recognized local religious organization;
  - d. Must have theological training or appropriate experience; and
  - e. Must complete a written application and submit a written letter of support from their religious organization.
4. Associate chaplain requirements:
  - a. All associate chaplain applicants must complete and pass a background check prior to selection;
  - b. Must be a member of, and in good standing with, a local recognized religious organization;
  - c. Must have a written application and a letter of support from their religious organization; and
  - d. Must be willing to serve under the supervision of a chaplain.
5. All chaplains and associate chaplains must meet and receive majority approval from the Advisory Committee and be selected and approved by the Chief of Police.
6. Advisory Committee:
  - a. The Advisory Committee shall:
    - 1) Interview prospective chaplains and associates;
    - 2) Make chaplain recommendations to the Chief;
    - 3) Certify chaplains for continued service; and
    - 4) Serve as the disciplinary board regarding complaints pertaining to chaplains.
  - b. The Advisory Committee is comprised of at least three chaplains serving a two-year, rotating term, and a commander.
7. Responsibilities
  - a. All chaplains must be available for call on a rotating basis;
  - b. Must respect and give high priority to confidentiality;
  - c. Submit a completed monthly report to the lead chaplain;
  - d. Participate in scheduled chaplain meetings.
8. Uniform requirements:
  - a. Chaplains shall dress in an appropriate manner as a representative of the law enforcement and religious communities. The Department issues polo shirts, caps, and jackets;
  - b. Identification badges are to be displayed while performing duties associated with the Department;
  - c. Issued jackets, polo shirts and/or chaplains caps are to be worn, at crime scenes or in areas where there are both police officers

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and citizens, to identify chaplains and clearly distinguish them from police officers;

- d. Chaplains are issued formal dress uniforms that are to be worn at ceremonies and as directed.

#### **D. Complaint process:**

1. All complaints initiated by volunteers must be in writing and submitted to the commanding officer in charge;
2. A volunteer may request a hearing before the Advisory Committee to voice complaints;
3. The Advisory Committee will have the authority to act upon any problem or complaint before them with the approval of the Chief of Police; and
4. Compliments from and complaints regarding a volunteer will be referred to the commander in charge of the Unit.

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**NOTE: YOU MUST PRESENT PROOF OF ID AT THE TIME OF THE RIDE  
ALONG**

*(Driver's license or permit, state ID card, birth certificate)*

**RIDE-ALONG APPLICATION**

*(Any application that is incomplete will not be processed)*

Name: \_\_\_\_\_ Maiden/alias \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: cell: \_\_\_\_\_ work: \_\_\_\_\_ other: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_ State of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Race: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State issued: \_\_\_\_\_

Occupation/Employer or School: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hours and days of week you would prefer to ride *(provide at least two dates and times)*:  
\_\_\_\_\_

Are you a United States citizen? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you currently under a doctor's care? YES\* \_\_\_\_\_ NO \_\_\_\_\_

Are you a graduate of the Citizens Police Academy? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you read and do you understand the guidelines for the Ride Along?

YES \_\_\_\_\_ NO \_\_\_\_\_

Have you participated in a Ride Along program within the last 6 months?

YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been convicted of a criminal offense other than minor traffic violations?

YES\* \_\_\_\_\_ NO \_\_\_\_\_

Are you presently employed as a police officer or law enforcement official?

YES\* \_\_\_\_\_ NO \_\_\_\_\_

\*Explain \_\_\_\_\_  
\_\_\_\_\_

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**BACKGROUND AUTHORIZATION**

I understand that a criminal check and a warrant check will be conducted as part of the application process. I hereby authorize any law enforcement agency, agencies of the government of the United States of America, and agencies of the State of Kansas to release to the Topeka Police Department any and all information which said agencies or any of them have about me, for the limited purpose of aiding the Topeka Police Department in evaluating my eligibility for participation in the Ride Along Program. This release extends to any and all information that said agencies or any of them may have about me, whether public, personal, or confidential. I understand that I will not receive and am not entitled to know the contents of confidential reports received from these agencies and I further understand that these reports are privileged. I hereby release, discharge, and agree to hold harmless the agencies, their agents and representatives and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing and inspecting of such documents, records and other information, and this release shall be binding on my legal representatives, heirs and assigns.

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: THE SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED FOR ANY RIDER UNDER THE AGE OF EIGHTEEN (18) YEARS WHO WISH TO PARTICIPATE.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**----- FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE-----**

REQUEST TYPE:

☐ Citizen Initiated (4 hour maximum)

☐ Department initiated: ☐ Volunteer training ☐ Intern ☐ Reserve

☐ Civilian Employee ☐ City/State Official ☐ Other

Name of Initiator \_\_\_\_\_ Position: \_\_\_\_\_

☐ Officer initiated (for relative, acquaintance, etc.)

Name of initiating officer: \_\_\_\_\_

Relationship to rider: \_\_\_\_\_

Approved Date and Time for the Ride Along

Date: \_\_\_\_\_ Start and End time: \_\_\_\_\_

Officer Assigned: \_\_\_\_\_

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**GUIDELINES FOR RIDE ALONG PARTICIPANTS**

- ☐ You must be eighteen (18) years or older to participate in the Ride-Along Program. (Exceptions must be approved before application is made.)
- ☐ Arrange for transportation to and from the Topeka Police Department located at 320 S. Kansas Ave.
- ☐ Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Shift Commander may refuse a ride-along to anyone not properly dressed.
- ☐ Wear issued identification badge during the ride-along.
- ☐ In order to comply with department policies and procedures, you **MUST** utilize the safety belts and safety equipment in the police vehicle.
- ☐ Tape recorders and cameras are **NOT** permitted in police vehicles without approval from a Bureau Commander. Cell phones may **ONLY** be used at the discretion of the participating officer.
- ☐ Certain police calls are considered dangerous and your assigned host officer may respond to the call after arranging for your safe transfer and return to the LEC or the host officer may terminate the ride-along when necessary.
- ☐ You are encouraged to ask questions about police work but please **DO NOT** interfere in any way with the officer's handling of a situation.
- ☐ By participating in the ride-along program you agree to follow all lawful requests of the officer you are riding with.
- ☐ You may observe an event on your ride-along that may require your appearance in court as a witness.
- ☐ You may be asked to answer questions from a police department investigator or other law enforcement agency based upon your observance of an event.
- ☐ A "waiver and hold harmless" form must be executed by you, or in case of a minor, by a parent or a guardian, prior to the ride along.

Observer's name Printed) \_\_\_\_\_  
Signature indicating understanding of each bulleted  
point \_\_\_\_\_



**TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL**  
**1.5 CRIME PREVENTION AND COMMUNITY PROGRAMS**

**CITY OF TOPEKA and TOPEKA POLICE DEPARTMENT**  
**WAIVER AND HOLD HARMLESS**

**(To be signed at least 48 hours in advance of first ride-along and signed prior to each subsequent ride-along)**

I, \_\_\_\_\_, in consideration of being permitted to participate in the Topeka Police Department's **Ride Along Program** (hereinafter referred to as "program/activity"), hereby acknowledge and agree as follows:

1. I understand that the program/activity involves the risk of injury or death, and I voluntarily assume all risks, regarding my participation in the program/activity. By assumption of all risks, I agree that the City of Topeka, and the Topeka Police Department and their respective officers, directors, commissions, employees, agents and representatives (hereinafter collectively referred to as the "City") shall not be liable for any claim, action, cause of action, damages, or demand, in law or equity, of every kind of character on account of personal injury or damage to me or my property.
2. I understand the City will not provide medical or health insurance coverage to me during any aspect of my participation in the activity. I hereby represent and warrant that I am and will be covered throughout the activity by a policy of accident and health insurance that provides coverage for injuries I may sustain in the course of my participation in the program/activity. I understand I may be required to show proof of insurance coverage prior to my participation in the program/activity.
3. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the City from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, expenses and costs, including attorney's fees, which arise out of, result from, occur during, or are connected in any manner with my participation in the program/activity.
4. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge the City from any and all liability, loss, damage or expense, including attorney's fees, that the City or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorney's fees, which arise out of, occur during, or are in any way connected with my participation in the program/activity.
5. To the extent that I, individually, or my heirs, successors, assigns, or personal representatives bring a claim of any kind whatsoever against the City, I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Kansas, and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. Any claims or causes of action arising out of or related to this program/activity shall be tried exclusively in the courts of the State of Kansas, or (if such claims are permitted by law) in the U.S. District Courts for the State of Kansas.
6. In signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

\_\_\_\_\_  
Participant Name - Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Parent Signature (if less than 18 years old)