



Allen Police Department General Order

Chapter 3800 RIDE ALONG PROGRAM

NOTE: This General Order is for internal use only, and does not enhance an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard safety or care in an evidentiary sense, with respect to third party claims. Violations of this General Order, if proven can only form the basis of a complaint by this Department and only in a non-judicial, administrative setting.

INDEX WORDS:

Citizens Observer Instructions
Dress and Grooming Standards
News Media
Off Duty Employees
Peace Officers from Other Agencies

Police Chaplains
Record and Warrant Checks
Release of Claims Form
Responsibility of Officers
Written Request

I. PURPOSE

To establish guidelines and procedures for persons, sworn and non-sworn, riding in an Allen Police Department vehicle.

II. POLICY

This General Order specifies the requirements and under what circumstances certain persons may ride, as passengers, in Allen Police Department vehicles.

III. PERSONS AUTHORIZED TO RIDE

A. Persons authorized to ride without the Allen Police Department Release of Claims Form (APD-153) include the following:

1. Allen Police Department Police Officers;
2. Any person riding for the furtherance of an official police duty; i.e., prisoners, witnesses, victims, etc;
3. To courteously serve the public, citizens in need of assistance of a non-official capacity, upon approval of a supervisor, may be transported to a reasonable location within the City of Allen or its immediate surrounding cities;

4. Active duty and reserve duty officers of other agencies in the performance of official duties;
 5. Non-sworn Allen Police Department employees in the performance of official police duties; and
 6. Active members of the Citizens on Patrol Program.
- B. Persons authorized to ride with the Allen Police Department Release of Claims Form (APD-153) include, but are not limited to, the following:
1. Off-duty peace officers from other agencies;
 2. News media, upon written approval of the Chief of Police;
 3. Allen Police Chaplains. (Chaplains will not need to sign a release form each and every time they ride, refer to General Order 4300 - Police Chaplains);
 4. Graduates of the Citizen's Police Academy, members of the Volunteers in Policing (VIP's) or Police Explorers; and
 5. Any other person, upon written approval from the Patrol Deputy Chief or his designee.

IV. GUIDELINES FOR PERSONS CATEGORIZED IN SECTION III (B)

- A. Requests for the Ride Along Program
1. Persons who are eighteen (18) years of age or older and wish to ride in an Allen Police Department police unit must complete and submit the Allen Police Department Rider Information Form (APD-154) and the Release of Claims Form (APD-153). This section does not apply to members of the Police Explorer Post.
 2. The Rider Information Form (APD-154) and the Release of Claims Form (APD-153) shall be submitted to the Patrol Deputy Chief or his designee, during normal business hours and must allow a minimum of twenty-four (24) hours advance notice.
- B. Processing of the Written Request/Release of Claims Forms
1. The written request form, which includes the Release of Claims Form, will be utilized to evaluate the need for the person to ride and to screen the rider to ensure that the person does not have an unacceptable criminal record and/or outstanding warrants.

- a. The person requesting to ride must have been never convicted of a felony or any offense involving moral turpitude.
 - b. Each person requesting to ride will be furnished with the Citizen Observer Instructions and Rules (APD-152) with the initial packet they receive requesting the ride along.
 2. The record and warrant check, when completed, will be attached to the written request form.
 3. Once the written request form has been received and approved by the Patrol Deputy Chief or his designee, the approved time period by which the citizen may ride will be documented on the form.
 4. The approved rider will be notified and given a date and time for their approved ride along. The approved rider must present his/her photo I.D. to the on-duty supervisor who accommodates the rider's request for an observation ride.
 5. The written request form and all record/warrant checks will be maintained in the Patrol Services Division.
 6. At the discretion of the Patrol Deputy Chief, more than one rider may be allowed to ride during each Patrol Shift.
 7. Citizen observers, except for Police Chaplains and COP's, will normally be allowed to ride four times per year, unless otherwise approved by the Patrol Deputy Chief or his designee. (The Patrol Division Administrative Assistant shall maintain accurate records indicating the number of times each citizen observer rides in each calendar year.)
 8. Citizen observers will normally ride for a four (4) hour period, unless circumstances justify otherwise. Additional time may be approved by the on duty supervisor on the shift to which the rider has been assigned. (Police Chaplains and COP's will not be restricted to the four (4) hour period).
 9. No off-duty employee of the department shall ride with an on-duty officer in the performance and scope of the on-duty officer's official duties without the authorization of the Patrol Deputy Chief or his designee.
- C. Dress and Grooming Standards

1. Observers in the Ride Along Program must dress and groom themselves in an appropriate and business-like manner. The on-duty supervisor or designee will make final approval of the observer's dress and appearance while riding in a police vehicle.
2. Minimum requirements consist of slacks or dress jeans and a collared shirt for males, slacks or dress jeans and blouse for females. Tee shirts, tattered or unsightly blue jeans are not considered to be acceptable attire.
3. Riders will be clean and neat in appearance; hair will be neatly groomed at all times without presenting a ragged, unkempt, bushy or extreme appearance.
4. No observer shall wear on their clothing, anything that advertises any product, business or organization, nor shall they wear any sign, logo, symbol or word(s) that are inflammatory in nature. This does not apply to any law enforcement attire.
5. Officers from other law enforcement agencies may not wear their agency's uniform when off-duty and riding, and must adhere to the specified attire and grooming standards. If a weapon is to be exposed, the off-duty officer's badge shall be displayed in a prominent manner.

D. Citizen Observer Instructions/Rules

Observers in the Ride Along Program are guests of the Police Department and shall conduct themselves in an appropriate manner. Observers will:

1. Not use alcoholic beverages immediately prior to or during the watch in which they are authorized to ride;
2. Not use profane or abusive language or behave in any manner which would provoke or escalate tension;
3. Not enter into any investigation or converse with any citizen, witness or prisoner concerning a police incident or investigation;
4. Not make known to unauthorized persons the identity of persons arrested, detained, confined in jail or suspected of an offense;
5. Not operate or use any police equipment or vehicle, or any item in police custody or control except during the case of an extreme emergency when instructed to do so by a police officer;
6. Not carry a firearm (unless they are commissioned peace officers) or convey the impression to anyone that they are peace officers;

7. Remain in the police vehicle during routine traffic stops and disturbance calls of serious nature. They shall not enter a residence, building or other building, public or private, from which the public would be excluded due to a police incident or by the owner of the property; and
8. Obey without question any instructions in the furtherance of the police missions given by a police officer.

IV. RESPONSIBILITY OF ALLEN POLICE OFFICERS

1. It will be the responsibility of the patrol officer who is assigned a rider to advise dispatch of the citizen observer. Each officer shall insure that all precautions are taken for the safety of the rider.
2. For the safety of citizen observers, an officer may, under certain circumstances, determine that their presence at a scene is not advisable. In such case, the officer may leave the citizen observer at a safe location within the City of Allen. If for any reason the observer must be left for a long duration, the Communications Division or a Patrol Division supervisor will be notified, and the rider picked up.
3. Officers will immediately report to their supervisors any interference with their duties or willful non-compliance with instructions, rules or regulations on the part of observers.
4. Any supervisor, at his or her discretion, may cause or permit termination of the privilege of an observer to ride along when the effectiveness of the police mission and/or police operations is deterred. The supervisor terminating the privilege shall submit a memorandum to the Chief of Police citing the reason for termination.
5. Officers will immediately notify their supervisor if any observer is injured while riding, and they will submit a written report of the incident to the Chief of Police.



CITIZEN OBSERVER INSTRUCTIONS AND RULES

The Allen Police Department welcomes you to ride, as an observer, with one of our officers. As a professional law enforcement organization, we constantly strive to improve the level of service to our community. To that end, it is necessary to establish and maintain certain rules which govern the conduct and activities of citizens who ride with our officers to ensure the integrity of our Department is protected. In order for a citizen to ride, as an observer, with the Allen Police Department, he/she:

- A. Must be eighteen (18) years of age or older.
- B. Must complete and submit the Rider Information Form (APD-154) and the Release of Claims Form (APD-153) to the Patrol Division Deputy Chief or his designee, during normal office hours, a minimum of twenty-four (24) hours in advance.
- C. Must be willing to undergo a background check, by the Department, to ensure the rider does not have an unacceptable criminal record and/or outstanding warrants.
 - 1. Must never have been convicted of a felony or any criminal offense involving moral turpitude.
- D. The approved rider must present their picture I.D. to the on duty supervisor that accommodates the rider's request for an observation ride.
- E. Observers in the Ride Along Program are guests of the Police Department and shall conduct themselves in an appropriate responsible manner. Observers will:
 - 1. Not use alcoholic beverages immediately prior to or during the watch which they are to ride;
 - 2. Not use profane or abusive language or behave in any manner that would provoke or escalate tension;
 - 3. Not make known to unauthorized persons the identity of persons arrested, detained, confined in jail or suspected of an offense;
 - 4. Not operate or use any police equipment or vehicle or any item in police custody or control except in the case of an extreme emergency and when instructed to do so by a police officer;
 - 5. Not carry a firearm unless they are commission peace officers;
 - 6. Not convey the impression or state to anyone that they are police officers;
 - 7. Obey, without question, any instructions given by a police officer in the furtherance of police mission.
- F. Dress and Grooming Standards:



1. Observers in the Ride Along Program must dress and groom themselves in an appropriate and business like manner. The on duty supervisor or his designee, will be the final judge of whether or not an observer's attire and/or grooming is appropriate for riding in a police car.
 2. Minimum requirement are slacks or dress jeans and a shirt with a collar for males, slacks or dress jeans and a blouse for females. T-shirts and worn or unsightly blue jeans are not acceptable attire.
 3. Riders will be clean and neat in appearance, hair will be groomed in such a manner that it can be maintained under all, but the most adverse conditions and does not present a ragged, unkempt, bushy or extreme appearance.
 4. No observer shall wear, on his/her clothing, anything that advertises any product, business, or organization, or any sign, symbol, or word (s) that are inflammatory in nature.
- G. For your safety the officer may determine your presence at a scene is not advisable, in which case the officer may leave you at a location determined safe by the officer, where the officer will return later to pick you up and resume your observation period;
1. Remain in the police car during routine traffic stops and disturbance calls of a serious nature and they shall not enter a house, building, or other property, public or private, from which the public would be excluded because of a police incident or by the owner of the property;
 2. Refrain from involving yourself in any physical struggle or verbal arguments with any persons encountered by the officer; however, you are bound by law to render assistance to the officer should the officer request it of you; and
 3. Remain with your assigned officer for the duration of your observation period unless circumstances specified in section G require temporary interruption of your observation period or unless your conduct is determined to impair effective police operations, in which event your observation period will be immediately terminated.
- H. Citizen observers will be allowed to ride for a four (4) hour period, unless circumstances justify otherwise. Additional time must be approved by a supervisor.

On behalf of all the men and women of the Allen Police Department and myself, I hope that you find this as an educational, but enjoyable experience which services to provide you with a better understanding of the law enforcement profession.

Brian E. Harvey
Chief of Police



ACKNOWLEDGEMENT OF CITIZEN OBSERVER INSTRUCTIONS AND RULES

SIGNED this the _____ day of _____, 20__

Signature

Printed or Typed Name

Witness

Address



Release of Claims Form / APD-153

Witness my hand this the _____ Day of _____, 20 _____.

Signature

SWORN AND SUBSCRIBED TO BEFORE ME, this _____ Day of _____, 20 _____,

Notary Public in and for the State of Texas

Printed or Typed Name of Notary

My commission expires:



RIDE ALONG APPLICATION FOR PATROL OBSERVATION

Full Name: _____ Date of Birth: _____

Drivers License Number: _____ State of Issuance: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Emergency Contact 1: _____ Relationship: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Emergency Contact 2: _____ Relationship: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Please check the days of the week you are available to ride

Mon Tue Wed Thu Fri Sat Sun

Please check the shift you would like to ride

Day Shift Evening Shift Night Shift

Do you wish to ride with a particular officer? If yes, officer's name _____

Affiliation to Allen Police Department: Citizen's Police Academy Junior Police Academy
 Employee Friend/Family Member – Officer _____ Other/Specify _____

I hereby authorize the Allen Police Department to make any such inquiries as are necessary in order to determine the existence of any criminal record I may have.

Signature: _____ Date: _____

-----For Departmental Use Only-----

Application Received By: _____ Date: _____

Criminal History Check Completed By: _____ Date: _____

Date/Time Scheduled: _____ Forwarded to: _____

Below Information To Be Completed By Officer Administering Ride

*** PLEASE ASSURE RIDER HAS SIGNED RELEASE OF CLAIMS BEFORE RIDE***

Date Ride Completed: _____ Officer: _____

Officer's Comments/Optional: _____