



# POLICY & PROCEDURES

## HOLMEN POLICE DEPARTMENT

SUBJECT: **RIDE ALONG PROGRAM**

NUMBER: 9.3

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/26/2017

### **PURPOSE**

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The purpose of this policy is to establish a system for evaluating and processing the “ride-along” requests from individuals who have a legitimate interest in gaining first-hand exposure to police work.

### **POLICY**

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It is the policy of the Holmen Police Department to provide a “ride-along” program for individuals for the purpose of providing citizens with a legitimate interest to personally observe police patrol operations and to provide an educational experience to those desiring a career in law enforcement. The ride-along policy will establish criteria to determine eligibility and will delineate the duties and responsibilities of officers and citizens involved in the program.

#### **I. PROCEDURE**

##### **A. Responsibility for the ride-along program.**

1. The Chief or Lieutenant will be responsible for administrating the ride-along program.

Specific duties include:

- a. Collecting and processing of all written ride along requests.
- b. Conducting security checks on all applicants, to include checks for any criminal record, past contacts which may impact the integrity of the department, wants or warrants, and probation and parole status.
- c. All officers will participate in the program with the exception of Probationary Officers.
- d. The Chief or Lieutenant will schedule the ride-along, notifying the officer and the individual requesting the ride-along as to the date, time, and length of ride.
- e. The Chief will maintain a file containing all ride-along requests, and whether they are approved or denied. Denied requests will state the reason for denial on the request form for future reference. Ride-along requests will only be denied for legitimate reasons as approved by management.
- f. Request forms will be maintained for a period of one year.

2. All ride-along must be pre-approved by the Chief or Lieutenant. The supervisor signing the Holmen Police Department Waiver of Liability form will document the supervisor's

approval. The Chief or Lieutenant have the authority to deny a ride-along request if they believe that the ride-along would be detrimental to the department, its employees or the Village of Holmen. Reasons for denials will be documented in writing.

3. Police officers assigned ride-alongs have the following responsibilities:
  - a. Conduct a pre-ride wants/warrants (29) check on the subject.
  - b. Ensure that their passenger has completed and signed the Release of Liability and Rules of Conduct/Ride-Along Guidelines forms prior to commencing the ride-along.
  - c. Ensure that their passenger understands and complies with the Rules of Conduct/Ride-Along Guidelines.
  - d. Ensure that their passenger complies with all state and local laws.
  - e. Conduct a pre-ride orientation with the participant to discuss what will be expected of them. This will include reviewing the Rules of Conduct/Ride-Along Guidelines.

B. Eligibility Requirements for Ride-Alongs

1. The applicant must be 18 years of age or older.
2. Applicant must submit a written request with at least 24 hours notice to the Holmen Police Department outlining the reasons they wish to participate in the ride-along program. Requests of less than 24-hours notice are generally prohibited, but may be approved by the Chief or Lieutenant on a case-by-case basis. Elected Village officials and members of the Police and Fire Commission are exempt from this 24-hour provision.
3. All applicants must agree to abide by this policy and the Rules of Conduct/Ride-Along Guidelines.
4. All applicants must complete a Release of Liability Waiver and Rules of Conduct/Ride-Along Guidelines form prior to each ride-along session.
5. Applicants with a criminal record, past contacts that may impact the integrity of the Department, wants or warrants, or probation or parole status may be denied at the discretion of any supervisor.

C. Length of Shift for Ride-Alongs

1. Participants in the program will normally ride for a three to four hour period.
2. Elected city officials, police officers from other agencies, relatives and colleagues of Holmen police officers, other Departmental employees, and acquaintances of Holmen police officers may, at the officer's discretion, ride for longer periods of time.
3. Police officers from other agencies who participate while off duty in the ride-along program do so as private citizens. Law enforcement officers in good standing and with permission from the Chief or Lieutenant may carry a firearm, only to be used as self-defense. No off duty officer participating as a rider will engage in any police activity, unless eminent danger to him/herself or of the officer or as a life saving measure to the community.

Chief of Police  
Shane Collins





Holmen Police Department  
Ride along  
Professional Conduct, Dress, and Firearm requirements

Rules of Conduct & Dress

- A. Riders will conduct themselves as ladies and gentlemen in all social and professional situations.
- B. Profanity or vulgar language will be avoided
- C. Riders will not argue with members of the Police department or other agencies and will use discretion in making comments at any time.
- D. Riders will act as interested observers, this is particularly crucial when interviews and interrogations are taking place. Riders should remain alert and observant, as it is always possible that the rider may be subpoenaed to testify to his/her observations and actions.
- E. Riders will not represent themselves to be members or employees of the Holmen Police Department.
- F. Riders will dress in business casual. Pants with no holes in them, T-shirts, polo type shirts, long sleeve, and jackets will not show defamatory, racial or other types of representation that would negatively represent the Holmen Police Department or the Village of Holmen. If such apparel is worn, the rider would be asked to change clothing or the ride along would be cancelled that day.

**FIREARMS:**

Law enforcement officers in good standing could be permitted to carry a firearm with consent of the Chief or Lieutenant, the carrying of a sidearm by non-law enforcement personal is strictly prohibited. This rule includes riders who have a valid permit to carry a weapon. Under no circumstances will any non-law enforcement rider carry either on their person, in their luggage or in their vehicle any revolver, pistol, blackjack, handcuffs or chemical weapon.

\_\_\_\_\_  
Signature of Rider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief / Lieutenant / Coordinator



**HOLMEN POLICE DEPARTMENT**  
**AGREEMENT ASSUMING RISK OF INJURY**  
**OR DAMAGE AND WAIVER AND RELEASE**  
**OF CLAIMS AND INDEMNITY AGREEMENT**

I, \_\_\_\_\_ (please print your name) not being a member of the Holmen Police Department (HPD), and having made a voluntary request to ride as a guest in a vehicle assigned to the HPD to accompany a member of members of the HPD during the performance of their duties. The “duties” of the HPD and any member or members of the HPD are defined as all activities, incidents, encounters or confrontations which may occur while I am accompanying a member or members of the HPD.

The HPD is willing to allow me to ride as a guest in a vehicle assigned to the HPD and to accompany a member or members of the HPD during the performance of their duties with the following conditions:

1. That I am aware that the work and duties of the HPD are inherently dangerous and that I may be subjected to the risk of death or personal injury or damage to my property by accompanying a member or members of the HPD during the performance of their duties and that I freely, voluntarily and with such knowledge assume the risk of death, personal injury, or property damage from or in any HPD during the performance of their duties, including but not limited to any claims, damages or injuries arising from or in connection with riding, transporting, or traveling in any vehicle assigned to the HPD, the use of weapons by a member or members of the HPD or any person or persons, unlawful acts or forcible resistance by any person or persons.
2. The Village of Holmen, the HPD, their administrators, employees, agents or assigns, shall not be responsible or liable for any injury or damages, loss or expense to either me or my property incurred while riding in any vehicle assigned to the HPD or while accompanying any member or members of the HPD during the performance of their duties resulting from any negligence or omission on the part of any member of the HPD or any other person or persons.
3. I agree to indemnify and hold harmless the Village of Holmen, the HPD, Their administrators, employees, agents and/or assigns against any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever for any and all injuries and damages, known and unknown, both to person and property, which may result or may in the future develop from my accompanying a member or members of the HPD during the performance of their duties.
4. I agree to indemnify the Village of Holmen, the HPD, their administrators, employees, agents and/or assigns against any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever for any and all injuries and damages, known and unknown, both to person and property, which may result or may in the future develop as a result of any acts or omissions to act which I may commit while accompanying any member or members of the HPD.





## HOLMEN POLICE DEPARTMENT

### CONFIDENTIALITY STATEMENT

As a ride along participant with the Holmen Police Department I,  
\_\_\_\_\_ understand all activities and information  
observed, overheard, or resulting from my involvement with, among and/or  
between hosting agency and the citizenry will be treated by as confidential. I will  
not discuss this information with people outside of the hosting agency.

\_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date