



City of Racine Police Department

Policy and Procedure

Number: 1512

Subject: Ride-Along Program		
Date Issued: 05-12-81	Effective Date: 02-09-12	Revision Number: 3

POLICY:

To establish uniform guidelines for participation in the Racine Police Department Ride-along Program. Persons who have an existing relationship with the Department are allowed to participate in a ride along. These persons shall forward a written request to the effected division commander. If approved, they shall complete a Release of Liability form, and a ride-along date will be scheduled.

Others that have no direct affiliation with the Racine Police Department must forward a written request to the Office of the Chief of Police. If the Chief of Police authorizes the ride-along, then it will be assigned to a specific shift or unit. That shift or unit commander will then be responsible for contacting the person making the request, to ensure that the correct Release of Liability form is completed and the date for the ride-along is selected.

Ride-along requests directed to the division commanders may include:

- Racine Police and Fire Commission members.
- City and County of Racine public officials.
- Visiting law enforcement personnel.
- Adult Criminal Justice students currently enrolled at an accredited school may ride-along up to two times a year, with a letter from the department chairperson.
- Non-sworn department personnel with authorization from their shift/unit commander (FOR TRAINING PURPOSES ONLY).
- Currently enrolled participants in the Citizens/Spousal Police Academy
- Adult family members once a year
- Explorer Scouts (16 YOA+)

Participation in a ride-along does not grant a person the opportunity to be anything other than an observer of police procedure and operations. Due to the responsibility we have to protect the rights and privacy of the citizens and members of the community we serve, there will be limits. These limits are established in concert with the officer, the supervisor, and the shift commander affected by the ride-along.

**PROCEDURE:
MEMBER:**

To ensure a successful ride-along, the following steps shall be adhered to:

1. Upon receipt of notice from the shift commander that you will have a ride-along (observer):
 - a. Make arrangements to meet the observer at the start of Roll Call (if practical).
 - b. Provide the observer with your name and a brief description of your duty assignment.
 - c. Answer any questions they may have concerning your work as a police officer.
 - d. Review a list of guidelines and ride-along rules with the observer and answer any additional questions that may arise.
2. Complete your tour of duty as you normally would, make every reasonable effort to protect the observer's health and safety.
3. Attempt to accommodate the observer in any way permitted by your duty assignment.
4. Upon completion of your tour of duty, summarize the day and answer any questions.

5. Should an observer willfully fail to comply with safety rules and guidelines discussed at the beginning of the tour of duty, return him or her immediately to the department for release.
6. Meet with the shift commander to explain the rule violations committed by the observer.

SUPERVISOR:

1. When the shift commander approves a ride-along for your shift:
 - a. Provide input as to who might be best suited for the ride-along assignment, based upon the goals of the ride-along (observer), the duty assignments available and the willingness of the member involved.
 - b. Notify the affected member about his or her additional responsibilities and provide the member with any available information about the observer.

**SHIFT/UNIT
COMMANDER:**

1. When the division commander forwards an approved request for a ride-along for your shift or unit:
 - a. Contact the requestor about the date and time to appear at the department for the tour of duty.
 - b. Make arrangements for the requestor to receive and complete a Participants Release of Liability form (PP33).
 - c. Determine who to place the ride-along (observer) with and notify that member's supervisor to make the notification of the member.
 - d. Upon completion of the ride-along, ensure that the following items are returned to the division commander for filing:
 - 1) The original approved request.
 - 2) A short memorandum (PP27) when special issues arise. If no special issues arise list any unusual calls for service they participated in on the back of the Release of Liability form (PP33).
 - 3) The original completed Participants Release of Liability form (PP33).

**DIVISION
COMMANDER:**

1. Review and endorse requests for ride-alongs that fit into the following categories:
 - a. Racine Police and Fire Commission members.
 - b. City and County of Racine public officials.
 - c. Visiting law enforcement personnel.
 - d. Adult Criminal Justice students currently enrolled at an accredited school, with a letter from the department chairperson.
 - e. Non-sworn department personnel with authorization from their shift/unit commander (FOR TRAINING PURPOSES ONLY).
 - f. Currently enrolled participants in the Citizens/Spousal Police Academy.
 - g. Family members.
 - h. Explorer Scouts (16 YOA+)
2. Requesting individuals not included in the above categories shall require authorization from the Chief of Police.
 - a. Forward all such requests to the Chief of Police.
 - b. Distribute any approved requests to the affected shift/unit commander.
3. Maintain a file on all approved and denied requests to include the following:
 - a. The initial request letters.
 - b. Any memorandums (PP27s) from the shift/unit commanders.
 - c. The completed Participants Release of Liability forms (PP33s).

**OFFICE OF THE
CHIEF OF
POLICE:**

1. Review and approve or deny any requests for ride-alongs other than those specified to be approved by the individual division commanders.
 - a. Notify the requestors of any denied ride-alongs and the reason(s) for the denial.
 - b. Forward any approved requests for ride-alongs to the appropriate division commander.
2. Maintain a filing system that contains the following:
 - a. The initial request letters (approved or denied).
 - b. Any memorandums (PP27s) from the shift/unit/division commanders.
 - c. The completed Participants Release of Liability forms (PP33s).

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