

MUNICIPAL ORDER NO:__:2017

WHEREAS, the City of Morehead Board of City Council voted to enact policies and procedures of the Morehead Police Department by Municipal Order; and

WHEREAS, the Morehead Police Department desires to enact a new Ride-Along policy:

NOW, THEREFORE, BE IT ORDERED by the City of Morehead, Board of City Council that the Morehead Police Department's Standard Operating Procedure #51, Ride-Along Policy, a copy of which is attached hereto, is hereby approved. A complete copy of the procedure shall be added to the Morehead Police Department's Policy and Procedures manual retained on file in the City Clerk's office.

Adopted this ____ day of _____2017.

CITY OF MOREHEAD

James Thomas Trent, Mayor

Attested:_____
Crissy Cunningham, City Clerk

Morehead Police Department

Standard Operating Procedures

Policy # 51	
Ride-Along Policy	
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this agency for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Kentucky Statutes: K.R.S.	
Date Implemented: 11/2017	Review Date: 11/2018

- I. **Purpose:** The purpose of this policy is to set forth the department's mandates with respect to citizen ride-along.
- II. **Policy:** In an effort to enhance the mutual respect of police officers and the community we serve, this department hereby establishes a ride-along program. This program will provide its participants with a greater understanding of law enforcement in our City. At the same time, through interaction between our officers and members of the community, lines of open communication will be established.
- III. **Procedures:**
 - A. **Who can participate in the ride-along program:**
 - a. All participants must be at least 18 years of age and must have signed the Police Department waiver form.
 - b. Community members who are interested in broadening their knowledge of the police function within the City. This would include members of civic organizations, students who are interested in the law enforcement field, (citizens' police academy participants, if implemented), and any other person authorized by the Chief of Police. (Or other designated person)
 - c. Media representatives who wish to conduct a ride along for purposes of developing a news story or other documentary. This category includes the print and electronic media. Media representatives must complete all documents required of any other participant. In addition, members of the media must have express written authorization from the office of the Chief of Police before recording, by any means (audio, video, film, photo), any portion of the ride-along.

B. Application Process:

- a. Applications for ride-along shall be available at police department headquarters. Personnel assigned to the headquarters should inform anyone who receives a ride-along application that they should return the application to the department once it is completed. Applicants must provide a photo-identification for verification when they return their completed application.
- b. Completed applications shall be forwarded to Office of the Chief of Police for review.
- c. Application Review will include a record check and NCIC inquiry. An applicant who has a felony record or a misdemeanor record that involves moral turpitude or dishonesty may be excluded from participation in this program.
- d. Once approved, the applicant shall be notified (phone, mail option, or e-mail) and assigned a date for the ride-along.
- e. Participants shall only be allowed to participate in this program three times in a 12 month period unless given written authorization from the Chief of Police.

C. Reporting for Ride-along:

- a. The ride-along program shall be scheduled between the hours of 0800-2300 hours, unless otherwise approved by the chief of police or his/her designee.
- b. Participants should report to the police headquarters department 15 minutes prior to their scheduled participation.
- c. The desk sergeant or other supervising officer shall meet with the ride-along participant. The ride along participant and the supervising officer shall review and sign the liability waiver form. The desk sergeant or other supervising officer must sign as a witness. Any participant who decides not to sign the liability waiver form shall not be allowed to participate in the program.
- d. The desk sergeant or other supervising officer shall review the rules of the ride-along program with the participant. In this review, the participant should be reminded that they may be called as a witness in court, if they observe a police event which becomes subject to court action.
- e. The supervising officer shall issue the participant a "ride-along" participant identification tag that the participant shall be required to wear on his or her outermost clothing.

D. Duties of the Participant:

- a. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.

- b. Participants shall not be allowed to operate any police equipment unless directed to do so by a police officer in an extreme emergency
- c. Participants must remain in the police vehicle at all times until directed otherwise by the host officer.
- d. Participants must not speak to victims, witnesses, prisoners or other persons associated with a police event. Should a witness, prisoner, victim or other person speak to the participant, the participant should politely direct the person to speak to one of the officers present.
- e. Participants shall not bring cameras or any recording devices without the express written permission of the office of the Chief of Police.
- f. Participants shall not enter any person's home while participating in the ride-along unless the host officer has asked and has been granted express permission from the homeowner/occupant to allow the ride-along participant entry.
- g. Participants shall follow the instructions of the host-officer at all times during the ride-along.
- h. Participants other than sworn law enforcement shall not be allowed to carry any firearm or other weapon, even when otherwise authorized by law, while participating in the ride-along program.
- i. Participants should be dressed in comfortable, casual but conservative clothing during the ride-along. (Pants and shirt/jacket for men, Pants and blouse/jacket for women) Participants who are inappropriately dressed, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date.
- j. **Duties of Host Officer:** Officers have a primary obligation to the welfare and safety of the ride along participant. Officers shall not respond to emergency calls until initial responding officers have determined the scene to be safe. In cases where a response is necessary, the officer should take steps to drop the rider off at a safe location (i.e. store, gas station etc.) which is open before proceeding to the call.
- k. Host officer shall be allowed to rove the (entire City/entire district) in order to enhance the experience of the participant.
- l. Host officers may allow the participant to leave the police vehicle in order to better observe the police activity; however, where a participant has been allowed to leave the police vehicle, host officers shall maintain close supervision of the participant and not allow the participant to involve him or herself in the police activity.
- m. Host officers must never allow a participant to enter the home of any person unless the officer has first obtained the consent of the homeowner/occupant. In obtaining consent the officer must

specifically notify the homeowner/occupant that the participant is a “ride-along participant” and there is “no legal obligation” to allow the participant inside the dwelling.