



KANSAS CITY, MO. POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

**PROCEDURAL INSTRUCTION**

**11-08-05**

**11-08-05**

**05-8**

SUBJECT

**Ride-Along Program**

AMENDS

REFERENCE

RESCINDS

Procedural Instruction 00-2

## I. PURPOSE

The purpose of the Ride-Along Program is to establish a closer relationship and better understanding between police officers and the residents of the community. The program provides citizens with a unique opportunity to observe police officers performing their duties with the hope that they will gain an insight into the complexity of police work. The program also serves as a valuable training tool for Regional Police Academy entrant officers.

## II. ADMINISTRATIVE GUIDELINES

- A. The division commander or assistant division commander is the approving authority for a ride-along and has authority to make exceptions to this policy.
- B. Ride-along participants are not permitted to have cameras or audio recorders/transmitters while on the ride-along, without prior approval from the division commander or assistant division commander.
- C. Ride-alongs involving citizens should only be conducted at the patrol divisions. If a citizen requests to ride with another unit; e.g., SNU, Traffic, that unit commander must approve the request.
- D. Immediate family members or individuals involved in personal relationships with an officer **will not** be allowed to ride with that officer.
- E. Ride-along participants must be dressed in business attire or neat, clean casual attire. Jeans, shorts, spandex, leggings, T-shirts or sweats are not acceptable.
- \*F. Participants of the ride-along program will not be allowed to carry a weapon while on a ride-along, despite current concealed weapon laws. This includes sworn and non-sworn members from outside agencies.

## III. PROCEDURE

- A. Citizen Ride-Along Procedures
  - 1. In order for a citizen to be eligible to participate in the Ride-Along Program the following requirements must be met:
    - a. The individual must be 18 years of age or older. **Under no circumstance will this requirement be waived.**

- \*b. The individual must be a resident of Kansas City, Missouri or own/operate a business in Kansas City, Missouri. Visitors from outside of the Kansas City, Missouri area (e.g., college students, family members, job applicants) will be considered on a case by case basis. If the ride-along is a potential job applicant a copy of the participant's Ride-Along Regulations, Application, and Waiver, Form 462 P.D., shall be forwarded to the Employment Section.
  - c. The individual shall have no criminal record, with the exception of minor traffic offenses.
  - d. The individual should not have participated in the Ride-Along Program during the previous twelve months.
- 2. Citizens wishing to participate in the Ride-Along Program will be provided a Ride-Along Regulations, Application, and Waiver, Form 462 P.D., to complete and return to the desk sergeant. The actual date and time for the ride-along will be determined by the desk sergeant, based on the requested day of the week, anticipated activity level, and the number of ride-alongs already scheduled.
- 3. The applicant will be checked in the ALERT system and the Ride-Along Regulations, Application, and Waiver, Form 462 P.D., will be reviewed to verify the applicant meets the qualifications necessary to participate in the ride-along.
- 4. Once the applicant is approved by the division commander or assistant division commander, the desk sergeant will notify the applicant of the scheduled ride-along date and time.
- 5. On the date of the ride-along, the desk sergeant will confirm the Ride-Along Regulations, Application, and Waiver, Form 462 P.D., is completed, a copy of the ride-along participant's record is attached, and the ride-along participant is dressed in proper attire.
  - a. The individual will be provided a Ride-Along Observer Identification Card and assigned to a police officer.
  - b. The officer will return the Ride-Along Identification Card to the desk sergeant at the completion of the ride-along
- \*6. Officers should attempt, to the maximum extent possible, to ensure the safety of the ride-along participant. Officers may use discretion when determining if the participant should remain in the police vehicle or if they can respond with the officer.
- 7. Officers will not allow citizen participants to enter a private residence for any reason. Participants will be instructed to stay in the police vehicle when

officers are conducting any activity within a private residence.

8. If an officer terminates a ride-along due to the actions of the participant, they will return the participant to the station and notify the desk sergeant. The desk sergeant will mark the “terminated” block and annotate the reason for termination on the participant’s Ride-Along Regulations, Application, and Waiver, Form 462 P.D.
- \*9. Officers will complete the section, “To be completed by the Officer”, on the back of the participant’s Ride-Along Regulations, Application, and Waiver, Form 462 P.D. as follows:
  - a. Answer the question, “Would you recommend the individual be allowed to return for another ride-along?” by placing a check-mark in the “Yes” or the “No” box. If the answer is “Yes”, no explanation is needed.
  - b. If the answer to the listed question is “No”, complete the “Explain” section, explaining why the participant is not recommended for another ride-along.
10. If the ride-along participant requests to terminate the ride-along, the officer will return to the station as soon as possible and denote that information on the Ride-Along Regulations, Application, and Waiver, Form 462 P.D.
- \*11. Desk Sergeant Responsibilities
  - a. The desk sergeant will ensure that all ride-along applicants are checked in the ALERT system.
  - b. Complete the “To be completed by Desk Sergeant” section of the Ride-Along Regulations, Application, and Waiver, Form 462 P.D., prior to submitting it through the chain of command for approval.
  - c. The desk sergeant will notify the applicant of the scheduled date and time of their ride-along after approval.
  - d. Watch I and Watch III desk sergeants will forward the original Ride-Along Regulations, Application, and Waiver, Form 462 P.D., to the Watch II desk sergeant after completion of the participant’s ride-along.
  - e. The Watch II desk sergeant will make one copy of all the Ride-Along Regulations, Application, and Waiver, Form 462 P.D.’s, including those marked “disapproved” or “terminated”. The copy will then be filed until the original is received back from the Data Entry Section.
  - f. When a ride-along participant, referred from a job fair, completes a ride-along, two copies of the Ride-Along Regulations, Application, and Waiver, Form 462 P.D., will be made. One copy will be filed as explained in the above section (Section III, A, 11,e), the second will be

forwarded to the Employment Section.

- g. The **original** Ride-Along Regulations, Application, and Waiver Form 462 P.D., will be forwarded to the Data Entry Section by the Watch II desk sergeant on a daily basis.
- h. Once the original Ride-Along Regulations, Application, and Waiver, Form 462 P.D., is received back from the Data Entry Section, the copy will be shredded, and the original will be filed and retained at the division station for three (3) years.

\*12. The Data Entry Section will be responsible for the following:

- a. Entering application information into the ride-along observer's ALERT record:
  - (1) Date ride-along was conducted.
  - (2) Patrol division where ride-along was conducted.
  - (3) Status of Ride-Along Regulations, Application, and Waiver, Form 462 P.D. Either "Approved", "Disapproved", or "Ride-Along Terminated for Cause".
- b. Complete the "To be completed by Data Entry Section" section on the Ride-Along Regulations, Application, and Waiver, Form 462 P.D.
  - (1) Place a check mark in the box when entry is completed.
  - (2) Place the date entry was completed.
  - (3) Serial number of person completing entry.
- c. Return the original Ride-Along Regulations, Application, and Waiver, Form 462 P.D., to the patrol division station from where it originated.

B. Regional Police Academy Entrant Officer Ride-Along Procedures

- 1. Regional Police Academy entrant officers are required to attend four (4) mandatory ride-alongs. Entrant officers may also request voluntary ride-alongs, with approval of the academy.
- 2. The academy will forward the names of entrant officers and the requested dates and times of the ride-alongs to the affected patrol division's desk sergeant.
- 3. On the date of the ride-along, the entrant officer will report to the appropriate patrol division and check-in with the desk sergeant. The desk sergeant will

assign the entrant officer to a Field Training Officer, when possible. Entrant officers will wear the issued academy uniform, to include body armor (when issued) while participating in all ride-alongs.

4. Officers are encouraged to have the entrant officers practice radio procedures. However, officers **will not** allow entrant officers to become physically or verbally involved in enforcement situations, unless in an emergency.
5. Officers are responsible for ensuring the safety of the entrant officer. Officers may use discretion when determining if the entrant officer should remain in the police vehicle or if they can respond with the officer.
6. Entrant officers will be allowed to enter a private residence at the officer's discretion.
7. Officers must remember that the entrant officer is **not** a sworn law enforcement officer and **Patrol Procedures will be adhered to at all times.**
8. Entrant officers will **not** handle any firearms, except in an **extreme emergency.**

C. Police Department Civilian Employee Ride-Along Procedures

1. All Police Department civilian employees wishing to participate in a ride-along will adhere to the same guidelines as outlined in Section III, A of this procedure.
2. Police department civilian employees will be allowed to enter a private residence at the officer's discretion.

D. Pre-employment Ride-Along

1. As part of the employment process, police officer applicants; whether local or out of town, will be required to participate in at least one ride-along. Even if an applicant (local or out of town) has participated in the ride-along program within twelve months prior to the employment process, the applicant will still be required to participate in another ride-along.
2. After completing the polygraph portion of the employment process the police officer applicant will be given a Ride-Along Verification Form, Form 5704 P.D., by the Employment Section.
  - a. The applicant will contact the desk sergeant at one of the patrol divisions listed on the Ride-Along Verification Form, Form 5704 P.D., to arrange for the ride-along.
  - b. The applicant will give the Ride-Along Verification Form, Form 5704 P.D., to the officer with whom they are assigned.

- c. Upon completion of the ride-along, the officer will make a copy of their Daily Activity Log, Form 112 P.D., and attach it to the Ride-Along Verification Form, Form 5704 P.D. Officers will complete the "Comments" section on the back of the Ride-Along Verification Form, Form 5704 P.D. and forward both through interdepartment mail to the Employment Section Supervisor

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_  
2005.

Angela Wasson-Hunt  
President

**DISTRIBUTION:** All Department Personnel  
Department Element Manuals  
Post on all bulletin boards for two weeks.