



KANSAS CITY, MO. POLICE DEPARTMENT  
**PROCEDURAL INSTRUCTION**

DATE OF ISSUE  
04-04-2018

EFFECTIVE DATE  
04-04-2018

NO.  
18-03

SUBJECT

**Ride-Along Program**

AMENDS

REFERENCE

RESCINDS  
Procedural Instruction 12-9

## I. INTRODUCTION

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 people 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. POLICY

- \*A. The desk sergeant is the approving authority for a ride-along and can make exceptions when necessary.
- B. The division commander will determine the length of time an applicant will not be allowed to participate in the Ride-Along Program.
- \*C. Videotaping, photographing and audio recording will not be allowed during any department approved ride-along without the approval of the Media Unit Commander and the appropriate Division Commander.
- D. Ride-alongs should only be conducted at the patrol divisions. If a person requests to ride with another unit; e.g., Street Crimes Unit or Traffic, that unit commander must approve the request.
- E. Immediate family members or individuals involved in a personal relationship with an officer will not be allowed to ride with that officer.
- F. 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.
- G. Ride-along participants will not be allowed to carry a weapon while on a ride-along. This includes sworn and non-sworn members from outside agencies and concealed carry permit holders.

- \*H. Watch II desk sergeants will maintain a list of applicants to their division on the appropriate network drive.

### III. PROCEDURE

#### A. Ride-Along Procedures

1. In order for an individual 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 shall have no criminal record, with the exception of minor traffic offenses or minor city ordinances.
2. Individuals 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 desk sergeant will:
  - \*a. Ensure that all ride-along applicants are checked in the Criminal Justice Information System (CJIS).
  - \*b. Ensure that all ride-along applicants are checked in the Ride-Along Program folder by conducting a search of the main folder by using the applicants' social security number.
  - \*c. Complete the Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D., and approve or disprove the form.
  - \*d. If disapproved, forward the Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D., to the division commander for review.
  - e. Notify the applicant of the scheduled date and time of their ride-along after approval.

- f. Ensure on the date of the ride-along the Ride-Along Application, Regulations, and Waiver Form, 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.
4. Watch I and Watch III desk sergeants will forward the original Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D., to the Watch II desk sergeant after completion of the participant's ride-along.
5. Officer's Responsibilities
  - a. 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.
  - \*b. Officers will not allow non-department, pre-employment, and Citizen Police Academy participants to enter a private residence for any reason. These participants will be instructed to stay in the police vehicle when officers are conducting any activity within a private residence. Officers may allow participants out of the vehicle once the scene is secure.
  - \*c. Non-sworn members participating in a ride-along will be allowed to enter a private residence at the officer's discretion.
  - \*d. 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 by Department Member" box and annotate the reason for termination on the participant's Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D.
  - \*e. If the ride-along participant requests to terminate the ride-along, the officer will return to the station as soon as possible. The desk sergeant will mark the "Terminated by Applicant" box and annotate the reason for termination on the participant's Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D.
  - f. Officers will complete the section, "To be completed by the Officer", of the participant's Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D.

6. The Watch II desk sergeant will:
  - a. File the Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D. at the division station for three (3) years.
  - b. Enter the applicant's information into the Ride-Along Program folder. An applicant can have multiple entries.
  - c. Make two copies of the Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D., when the ride-along participant is referred from a job fair. One copy will be filed as explained in the above section (Section III, A, 6, a), the second will be forwarded to the Employment Section.

\*7. Non-sworn Members Ride-Along Participation

- a. Non-sworn members will:
  - \*(1) Do so during on-duty or off-duty time. It will be at the supervisor's discretion.
  - (2) Obtain approval from their supervisor.
  - (3) Adhere to the same guidelines in Section III, A, of this procedure.
  - (4) Be responsible for notifying his/her supervisor of the final scheduled date and time for the ride-along.
- b. The supervisor of the non-sworn member will:
  - (1) Approve/disapprove the request. If disapproved, it will be noted in an Interdepartment Communication, Form 191 P.D., to the division commander. The original will be placed in the non-sworn member's personnel folder for one (1) year.
  - (2) Notify the appropriate bureau office that a non-sworn member has been approved for a ride-along.

## B. Regional Police Academy Entrant Officer Ride-Along Procedures

1. Regional Police Academy entrant officers are required to attend mandatory ride-alongs. Entrant officers may also request voluntary ride-alongs, with approval of the training academy sergeant.
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, except in an emergency situation.
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 all written directives will be adhered to at all times.
8. Entrant officers will not handle any firearms, except in an extreme emergency.

## C. Pre-employment Ride-Along Procedures

1. As part of the employment process, police officer applicants, whether local or out of town, will be required to participate in one ride-along. Even if an applicant has participated in the ride-along program within twelve (12) 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 Background Investigator.
  - 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. The applicant will ride preferably during the Watch I or Watch III shift.
  - 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 Background Investigator listed on the Form 5704 P.D.
- \*3. The Watch II desk sergeant will follow the guidelines set forth in Section III, A, 6, of this written directive.

D. Citizen Police Academy

The Citizen Police Academy (CPA) is designed to build a bond of mutual trust and respect between the Department and our neighborhoods. The CPA highlights the importance of citizen participation in public safety, so that we as a community may remain free from the fear of crime.

1. Participants are required to complete one (1) ride-along shift during the CPA.
2. Participants will:
  - a. Complete the Ride-Along Application, Regulations, and Waiver Form, Form 462 P.D., and submit it to the Training Unit Administrative Assistance at the Regional Police Academy.
  - b. Contact and coordinate the date and time with the desk sergeant of the station requested.
3. The Training Unit Administrative Assistance will:
  - a. Ensure that the participants are checked in the REJIS system.

- b. Copy the form and send the original to the station requested.
  - c. Place the copy in the CPA file.
4. The desk sergeant will coordinate the date and time for the ride-along with the participant.

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this 20th day of March, 2018.

Leland Shurin  
Board President

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