

# EAST LANSING POLICE DEPARTMENT

## POLICY AND PROCEDURE

ORDER NUMBER: 36-14  
SUBJECT: RIDE ALONG PROGRAM  
EFFECTIVE DATE: 1-27-14  
ANNUAL REVIEW DATE: 2/2019  
RESEARCHED BY: P&P COMMITTEE  
INDEX AS: RIDE ALONG PROGRAM  
TOTAL PAGES: 4  
SUPERSEDES: P&P: 36-07, 36-09

CHIEF OF POLICE:



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### 36.1 POLICY

It is the policy of the East Lansing Police Department to allow our citizens and others seeking a degree in Criminal Justice or a related field from an institution of higher learning, to ride as guests in a police vehicle operated by a sworn member of the Department.

### 36.2 PURPOSE

To allow citizens and others described in 36.1 an opportunity to gain a better understanding of the police profession.

### 36.3 PROCEDURE

- A. The individual is required to appear in person at the front police desk and shall provide proof of identification.
- B. The individual shall fill out a ride-along application form and also the damage waiver and release of claims indemnity agreement. The forms are available at the front police desk. After the individual has completed the forms, the cadet or desk officer shall follow the steps outlined below.
  1. The Cadet shall take the completed forms to the Jail. The Jail Service Officer shall complete a file check and a CCH check on the person requesting a ride-along. When completing the CCH, the Jail Service Officer shall utilize C/, as outlined by the Michigan State Police.
  2. After the CCH check has been completed, all the forms and the CCH LEIN print-out shall be turned over to a Patrol Lieutenant who will ensure that all the paperwork has been completed. The Patrol Lieutenant will approve or deny the request and return the forms to the Cadet.
  3. The cadet will check the ride-along calendar schedule located in the Sgt's office to try and schedule an appropriate time for the individual to ride. The person wishing to ride may pick a date and time that works best for them, as long as it meets the criteria of the ride-along program.

4. After selecting the date and time, the cadet will list the name of the person wishing to ride, and the time they are scheduled to ride, on the calendar schedule for that specific date.
  5. The cadet will then place the ride-along form in the hanging plastic container labeled "Ride-along Forms" in the Sgt's office.
  6. When the person comes in to do the actual ride-along, the officer conducting the ride-along shall print their (the officers) name at the top of the damage waiver and release of claims indemnity agreement form. This will document which officer the person rode with.
  7. After the person has completed the ride-along, the officer shall give the cadet the ride-a-long form. The cadet will place the form in the "Ride-A-Long" drawer in the Sgt's office, in the hanging file folder for the current year.
- C. No more than two ride-alongs will be scheduled per shift.
- D. Applicants must have reached the age of 17 in order to be considered for the ride-along program.
- E. Ride-alongs will be scheduled between 0700 hrs and 2300 hrs Sunday through Friday. Exceptions may be granted by the Chief of Police or designee.
- F. Individuals will generally not be permitted to ride more than once in a six-month period. Exceptions may be granted by the Chief of Police or the Chief's designee.
- G. Individuals will be limited to a three hour time period.
- H. The frequency limitations in sections 36.3(F)(G) do not pertain to employees, family members, interns, city officials, judicial referrals, or such others as may be designated by the Chief of Police or the Chief's designee.

#### 36.4 **CONDUCT AND ATTIRE**

- A. Ride-along observers are guests of the City of East Lansing and the East Lansing Police Department, and are welcomed as observers. They may not interact with suspects or other citizens who are contacted in any official capacity, unless specifically requested to do so by the duty supervisor or higher authority.
- B. Failure to comply will result in immediate suspension of the civilian's ride-along privilege. If allowed or encouraged by the sworn personnel to whom the ride-along was assigned, disciplinary action against the sworn personnel involved may be requested.
- C. Appropriate attire is casual, in good taste, keeping weather conditions in mind.

**36.5 DISQUALIFICATION OR RIDE TERMINATION**

- A. Applicants for the ride-along program will be disqualified for any of the following:
  - 1. Past or current Criminal History (CCH).
  - 2. Contact with the East Lansing Police Department as a suspect.
  - 3. Misrepresentation or falsification of application information submitted.
  - 4. For any reason that is deemed necessary by the Chief of Police or the Chief's designee.
  
- B. The ride-along experience will be terminated for any of the following reasons:
  - 1. Inappropriate interaction with suspects or citizens contacted in an official capacity.
  - 2. Behavioral problems or misconduct on the part of the ride-along observer.
  - 3. Any call or response that is deemed too hazardous by the officer or shift supervisor. In these cases, every reasonable effort will be made to drop the ride-along off at the Department, or other safe location if an emergency.
  - 4. For any reason that is deemed necessary by the Chief of Police or the Chief's designee. The officer shall contact the Supervisor if they determine there is a problem with the ride-along.

**ORDER NUMBER: 36-07      SUBJECT: Ride-Along Program      PAGE: 4 of 4**  
**East Lansing Police Department Ride-A-Long Application Form**

By signing this form, the applicant agrees to the following stipulations:

1. A damage waiver and release of claims indemnity agreement form must be signed prior to participation in the program.
2. Applicants shall be at least 17 years of age.
3. The ride-along may be terminated by the on duty shift Supervisor at anytime, due to unusual or hazardous duty conditions, or by misconduct on the part of the ride-along. The officer shall contact the Supervisor if there is a problem with the ride-along.
4. The ride-along may request termination of the ride at any time. The Officer will honor this request as soon as possible.
5. No firearms or other weapons may be carried by any ride-along.
6. Ride-alongs should dress casual, and in good taste, keeping weather conditions in mind.
7. For his/her safety, the ride along must comply with the directions of the Officer in any situation or incident.
8. The ride-along may be subpoenaed to court to testify as a witness in regards to their observations of any situation or incident.
9. Ride-alongs will be:
  - A. Scheduled between 0700 hrs and 2300 hrs Sunday through Friday.
  - B. Limited to no more than two ride-alongs on any one shift simultaneously.
  - C. Limited to a three hour time period.
  - D. Limited to only one ride in a six-month time period.

PRINTED NAME: \_\_\_\_\_  
                        FIRST                                  MIDDLE                                  LAST

DATE OF BIRTH: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I HAVE READ AND AGREE TO COMPLY WITH THE RULES APPLICABLE TO THE RIDE ALONG PROGRAM, AND UNDERSTAND THAT ACCEPTANCE AS A RIDE ALONG IS CONTINGENT UPON A CRIMINAL HISTORY CHECK.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_