

Procedure Number: 104.3

Procedure: Ride Along Program

Effective Date: 08/01/2011

Revision Date: 06/01/2017

Approved by: Scott Forshee, Chief of Police

PROCEDURE:

I. Eligibility:

- A. A person wishing to ride must have photo I.D. that is acceptable to the Sergeant or Assistant Chief.
 - 1. To ride-along, a person must be eighteen (18) years of age and sign the Application & Waiver/Hold harmless, or
 - 2. If the person is under eighteen (18) his parent or guardian must also sign the Application & Waiver/Hold harmless.
 - 3. All persons wishing to ride-along must complete and sign the Application & Waiver/Hold harmless unless the Chief of Police grants a written exception; this includes police chaplain personnel, officers from other departments, civilian department members, and dispatchers.

II. Frequency:

- A. Department ride-alongs may ride along only once each semester (3 times a year), and
- B. An officer may have only one personal ride-along each quarter.
- C. Billings Police Chaplains may ride anytime at the discretion of the Chief of Police.

III. Time:

- A. Persons under the age of eighteen (18) may ride between the hours of 0800 and 2000 hours or longer at the discretion of the Chief of Police.
- B. Other persons may ride at the discretion of the Chief of Police.

IV. Control:

- A. The Sergeant or above:
 - 1. Must have the Billings Police secretary check global name for the individual;
 - 2. Has the discretion to approve or disapprove all ride-alongs before they are allowed to ride;
 - 3. Must ensure that the Application & Waiver/Hold harmless is properly filled out and
 - 4. Will assign all ride-alongs to the officer of their choice.
- B. Upon approval, the Officer will:
 - 1. Create an ARMS report documenting the ride-along, and
 - 2. Make an entry into the Mastername file in ARMS identifying the ride-along.
- C. The Assistant Chief will:

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1. Maintain a ride-along file of all submitted Waiver/Hold harmless forms, and
 2. Purge records after 3 years.
- D. Persons with criminal history are not allowed to ride-along.
- V. Officer's Responsibility:
- A. Courtesy: The officer is expected to show the same courtesy to a ride-along as would be shown to any other member of the campus community.
 - B. Safety:
 1. Any time the officer is sent on a call that would lead a reasonable person to expect imminent danger of bodily harm; the officer will make appropriate arrangements for the safety of the ride-along.
 - a. EXAMPLE: Officer is en route to a call where a fire is in progress, the ride-along is dropped off at a safe place and notifies the dispatcher where the ride along will be.
 - b. EXAMPLE: Officer goes to a fight in progress, leaves the vehicle in a location where the ride-long is presumed to be safe while remaining in the vehicle.
 2. Prisoners can be transported in a vehicle with a ride-along only if that vehicle is equipped with a screened cage.
- VI. Cross Training:
- A. Dispatch/Night Watch and Hall Director's:
 1. Must have properly completed the Application & Waiver/Hold harmless and have it approved by the Sergeant or above before riding with an officer.
 2. May ride as many times as is required for their training regardless of other stipulations in this policy.
 - B. Other University employees:
 1. Must have properly completed the Application & Waiver/Hold harmless and have it approved by the Sergeant or above before riding with an officer;
 2. During their duty hours may ride along only with the written permission of their supervisor; and in any case may not ride more than once per semester without permission of the Chief of Police.

Rules:

- I. **An officer is never to engage in a vehicular pursuit with a ride along in the car (refer to policy 103.3).**