

Ride-Alongs

402.1 CIVILIAN RIDER PROCEDURES

Agency Content

The following procedures and criteria for the Civilian Rider Program shall be strictly adhered to:

- (a) Persons between the ages of sixteen and eighteen years must have one of their parents either come into the Community Relations Section to sign a waiver or have their parent's signature notarized, before a permission slip is issued.
- (b) Waivers and permission slips will only be signed between 0700 hours and 1500 hours, Monday through Friday, by the staff. If requests to ride are received during other hours or over the weekends, the Chief of Police, First Deputy Chief, deputy chief or duty chief on duty will be the only persons to authorize the civilian riders. All waivers and permission slips are to be forwarded to the Community Relations Section as soon as possible for proper recording and filing.
- (c) Waivers and permission slips shall be signed forty-eight hours prior to the riding date.
- (d) All persons must sign a waiver and be issued a permission slip each time they ride so that proper records may be maintained.
- (e) Civilian riders will be assigned to ride in a uniform car unless the Chief of Police grants them permission to ride in a non-uniform car.
- (f) No more than two civilians will ride in any vehicle at one time.
- (g) No more than one vehicle containing civilian riders in each patrol sector with patrol officers per shift.
- (h) A single unit patrol officer may take one civilian rider provided they are of the same gender, otherwise another adult must accompany civilian riders, when riding in this program.
- (i) A minimum of four hours is suggested per shift.
- (j) A civilian rider must wear a safety belt when riding in the front seat of a city vehicle.
- (k) Civilian riders will remain in the vehicle at all times unless authorized to exit by the police officer.
- (l) Non-Departmental electronic or other devices are not allowed in/on any police vehicles while riding in this program unless authorized by the Chief of Police. Prohibited devices include, but are not limited to:
 - 1. Radios
 - 2. Televisions
 - 3. Recording devices
 - 4. Cameras.
- (m) Persons shall not be approved to ride until a criminal history check, CHAIRS involved persons search and warrant check have been completed. Discretion shall be used in granting rider approval.

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- (n) Problems involving a civilian rider shall be brought to the attention of a supervisor.
- (o) In instances where the request to ride is denied or approval to ride is revoked by a Patrol Division Superior Officer, a 10.1 must be submitted to the Chief of Police explaining the basis for such action. A copy for the file will be forwarded to the Community Relations Division.
- (p) News media personnel and elected or appointed officials requesting to ride must have the permission of the Chief of Police prior to riding.

Waivers and permission slips:

- (a) A supply of waivers and permission slips will be maintained in the Community Relations Section and may be obtained there.
- (b) A supply of waivers and permission slips will also be maintained at the front desk.