



**BURLINGTON POLICE DEPARTMENT
DEPARTMENT DIRECTIVE
DD31 Ride-Along Program**

POLICY: It is the policy of this Department to allow citizens the opportunity to participate in the Police Ride-Along program.

PURPOSE: To establish procedures regarding the administration of the Ride-Along program.

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- II.** Administrative Procedures
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I. ELIGIBILITY

- A. The following persons are eligible to participate in the Police Ride-Along Program:
- 1. Residents of Burlington, Vermont, who are eighteen (18) years of age and older should ride-along in the district in which they reside.
 - 2. Visiting law enforcement personnel, and department employees.
 - 3. A relative of an active or retired Burlington Police Department employee.
 - 4. A member of the Vermont Criminal Justice Training Council.
 - 5. Professionals and students in the fields of criminal Justice and Social Science.
 - 6. Officials of the City government.
 - 7. Members of the news media.
- B. A supply of Police Ride-Along Applications are available at the Officer in Charge (OIC) area. Persons interested in the program must complete the form to obtain the required approval for participation in the program.
- C. Participation in this program is restricted to once every six-(6) months unless otherwise approved by the Chief of Police or his/her designee.

II. ADMINISTRATIVE PROCEDURES

- A. **Applicant forms** – An applicant form (original and one copy) must be completed and presented to the Officer in Charge on each candidate for ride-along participation.
- B. **Approval** – The Officer in Charge will have approval and scheduling authority regarding ride-along participants within his/her unit. Ride-along applications will not be approved unless the applicant presents valid identification. This identification will also be required prior to commencing the ride-along. The Officer in Charge may determine that during periods of personnel shortages the Ride-Along program may temporarily be suspended (e.g. holidays, special occasions).

The ride-along officer will be notified by his/her supervisor prior to the ride-along to provide the opportunity to prepare for the assignment. The ride-along officer will receive, via his/her Field Supervisor, the following:

1. A copy of the completed Ride-Along Application.
2. A Police Ride-Along ID Card that will be worn on the applicant's outermost garment in the same relative position as the police badge. This card must be worn throughout the ride to facilitate identification of the ride-along participant to other officers present at incident scenes.

III. BRIEFING OF THE RIDE-ALONG PARTICIPANT

- A. Prior to the ride-along commencing, the officer participant will conduct a brief orientation with his/her guest encompassing a review of the guidelines for ride-along participation with special emphasis on:
 1. Safety equipment and procedures identified with the police vehicle.
 2. The necessity and procedure relative to dropping off the ride-along participant when the police unit is required to respond to serious incidents which might present danger to the guest rider. (Officers are encouraged to use tact and common sense in explaining this aspect so the ride-along guest does not leave with the impression that the police are trying to hide something from his/her view.)
 3. The procedure to contact Police Headquarters in the event the officer is unable to return to the scene for the ride-along because of involvement at the incident scene.
 4. The proper use of the police radio in the event the ride-along guest must use it.
 5. The ride-along will hold all questions and comments concerning the manner in which a call is handled until the completion of the immediate assignment so as not to compromise the officer.

IV. OPERATIONAL PROCEDURES

- A. Participation in the Ride-Along Program is generally available within the Operations Bureau only.
- B. After approval, the Officer in Charge will assign the ride-along to an officer under his/her supervision.
- C. Officers will brief the participant in accordance with Section III of this Directive
- D. Officers should introduce their Ride-Along to any citizens they come in contact with and explain their affiliation.
- E. Ride-Alongs should not go into private homes where a search or arrest is expected to be made.
- F. At the conclusion of the ride, a debriefing will be held by the participating officer with his/her guest to ensure that any questions regarding police work raised during the ride have been answered.
- G. At completion of the ride-along, the ride-along application will be forwarded to the Training and

Recruitment Coordinator for filing. Applications will be filed alphabetically and shall include the date of ride-along and name of the participating officer.

- H. The Commander of the Operations Services Bureau will ensure compliance with the procedures outlined in this Directive.

V. RIDE-ALONG TIME PERIODS

- A. Ride-along operations will take place on any day of the week between 1600-2200 hours or may be adjusted at the discretion of the OIC.
- B. Ride-alongs will be available year round except during periods of increased workloads or staffing shortage.

Reviewed and adopted by the Burlington Police Commission on July 14, 2002.



Michael E. Schilling, Chief of Police

14 JULY 2002
Effective Date