

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Police and Dispatch Personnel
Subject: Ride-Along Procedures
Directive Number: 2006-02
Date: December 18, 2019
Amends/Supersedes: January 12, 2006 version; January 27, 2010 version; January 7, 2015 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

The Department's Ride-Along program is in place to enhance community relations and provide an avenue for interested citizens to meet officers and develop a realistic understanding of law enforcement efforts within our university community. It also serves as a means for potential police candidates and those conducting educational studies to obtain a "snapshot" of police operations.

II. Procedures:

A. PROGRAM ADMINISTRATION

1. The Special Assistant to the Chief of Police will in-take and coordinate requests for ride-alongs with the Department of Police Services. However, the decision on whether the ride along is approved or not is the responsibility of a Patrol Operations Commander, Deputy Chief, or Captain, Special Services in their absence.

The DPS Ride-Along Release and Indemnity Agreement and Ride-Along Program Application forms are maintained and available from the Special Assistant to the Chief of Police.

2. The designated commander will:
 - a) Schedule interested citizens in accordance with this directive.
 - b) Forewarn riders that a program application and release and indemnity agreement is required.

- c) Advise riders that appropriate dress (business casual) is required.
 - d) Schedule no more than one rider during the same shift.
 - e) Be responsible for ensuring that CLETS, RIMS and California driver license checks are made and checked off on the application form.
3. The Department shift supervisor will coordinate with the Commander and assign officers to host ride-alongs.
 4. Host officers will ensure that a release of liability and indemnity form has been properly completed prior to permitting the ride-along. Upon completion of the ride-along this form will be routed to the Patrol Operations Commander and then to the Records Unit for filing. All ride a-long records will be maintained for one (1) year.

B. FIELD OPERATIONS

- 1.. Submission of false information will disqualify the rider from the program.
2. Riders will be instructed to wait for officer escort in the lobby of the Department of Police Services. Under no circumstances will ride-alongs be escorted or allowed to wander into the main police department offices (i.e. briefing room, dispatch area, etc.) where CORI related information may be visible. Ride-alongs may be escorted to the Training Room if it is necessary and appropriate in the opinion of the shift supervisor or Watch Commander.
3. Ride-alongs are not permitted to attend police briefings.
4. Riders must agree not to discuss names of persons involved in police cases or incidents.
5. Riders will be directed to wear safety belts while in Department vehicles.
6. Riders will be directed to remain in the vehicle in which they have been assigned. They are not permitted to participate in any aspect of the work performed by the officer with whom they are riding.
7. Sworn police officers from other jurisdictions may be allowed to carry their firearms if permission is obtained in advance from the Chief of Police.
8. Host officers will, in the event of a situation that will likely jeopardize the safety of his/her rider, direct the rider to exit his/her vehicle in a safe location.
9. Riders that appear to be under the influence of an alcoholic beverage or drug will not be permitted to ride.
10. Citizens that hamper, annoy, or otherwise distract the host officer from his/her patrol duties may be removed from the ride along at the discretion of a shift supervisor.
11. Photographic equipment and recording devices are not to be used by observers. Use of these items could constitute an invasion of privacy

of any suspects or victims who may be encountered during the course of the ride-along. Special arrangements for schools or organizations who wish to publish articles can be made through the Chief of Police or the department Public Information Officer.

12. Host officers will complete a brief after action memo to their respective Patrol Operations Commander at the completion of all ride-alongs. The memo will detail any activity during the ride along period and whether or not there were any problems with the ride along.

C. SCHEDULING

1. Citizens will generally be scheduled to ride for no more than three (3) hours at one time and no more than once per calendar year. Normally, ride along requests should be received at least twenty-four hours prior to the day the individual is seeking the ride along. If shorter notice can easily be accommodated, the Patrol Operations Commander may grant the request.
2. Citizens will be permitted to ride along if:
 - a. They are over the age of eighteen (18),
 - b. They have not been convicted of, or they are not under investigation for, the commission of a felony or misdemeanor.
 - c. They are not involved in pending litigation against the Department or University.
3. Scheduling priority will be given to participating riders as follows:
 - a. Police officer candidates who are actively participating in the application process.
 - b. Community Service Assistants (CSAs) as part of their training.
 - c. University residents and members of the University community.
 - d. Administration of Justice students or police academy cadets.
 - e. Members of the community surrounding CSUN.
 - f. Other individuals as directed by the Chief of Police.