



**BURRILLVILLE POLICE DEPARTMENT**  
**Administrative Services Bureau**  
1477 Victory Highway  
Burrillville, RI 02830  
401-568-9479

THE RIDE-ALONG PROGRAM

This directive establishes a policy regarding the administration of the Police Ride-Along Program. This program will become a valuable asset to the department by enhancing community and police understanding.

The Ride-Along Program shall be coordinated through the office of the Chief of Police at least ten (10) days prior to ride-along request. Participation in the program is generally available in units that have field operational responsibilities within the Patrol Division.

I. ELIGIBILITY

The following persons are eligible to participate in the Police Ride-Along Program:

1. Visiting law enforcement personnel and department employees.
2. A relative of an active or retired Burrillville Police employee.
3. Professionals and students in the field of Criminal Justice and Social Sciences.
4. Members of the news media and officials of the Town and State Government.
5. Active members of the Leadership Rhode Island organization.

Participation in this program is restricted to once every three months unless otherwise approved by the Chief of Police.

II. RIDE-ALONG TIME PERIODS

Ride-Along time periods shall take place on any day of the week between 10:00 a.m.- 4:00 p.m. and 4:00 p.m. - 10:00 p.m. However, depending on extenuating circumstances, and with permission from the Chief of Police, shall these hours be changed?

Ride-Alongs shall be available year-round except during periods of increased workloads or manpower shortages.

### III. ADMINISTRATIVE PROCEDURES

#### A. Application Packet

Applications for the Police Ride-Along Program are available in the communications center. An application packet must be completed in person by the applicant and approved by the Chief of Police. The application packet includes the following:

1. Guidelines - the guidelines shall be read and understood by the participant prior to the ride-along.
2. Application - this entire form shall be completed in duplicate and turned into the office of the Chief of Police.
3. Waiver - this form shall be completed and signed. In the event of 16 or 17 year olds requesting to participate, the legal guardian must be present to sign the form.

#### B. Approval

Ride-Along applications shall not be approved unless valid identification is presented by the applicant. This identification shall also be required prior to commencing the ride-along. The Chief of Police has the authority of approving and scheduling any participation in the program. Upon approval and scheduling of an applicant's participation, the application form, a copy of the department's policy on the Ride-Along Program, and the applicant's identification card are then forwarded to the shift commander of whom the applicant is scheduled to ride. The shift commander may alter the hours of the ride-along or determine that during periods of personnel shortages the Ride-Along Program may be temporarily suspended.

### IV. OPERATIONAL PROCEDURES

#### A. The Commander of Administrative Services shall ensure compliance with the following procedures:

1. After approval by the Chief of Police, and receipt of the participant's application, the COAS shall notify the duty sergeant of the ride-along participant's assignment to an officer under his supervision in order to afford the opportunity to the officer to prepare for the assignment. The ride-along officer shall receive from the COAS the following:

- a copy of the Ride-Along Policy.
  - the applicant's Ride-Along Participation Card. This card shall be worn on the participant'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. Upon completion of the ride-along, the card becomes the property of the participant.
2. Prior to the ride-along commencing, the host officer shall sign the application form and conduct a brief orientation with his guest. He shall review the guidelines for ride-along participation with special emphasis on:
- safety equipment and procedures attendant to the police vehicle.
  - 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 and the procedure to contact his supervisor immediately as to when and where the participant is being left so that another police unit shall pickup the participant. (Officers are encouraged to use tact and commonsense in explaining this aspect so that the ride-along guest does not leave with the impression that the police are trying to hide something from his view).
  - the proper use of the police radio in the event the ride-along guest must use it.
  - holding all questions and comments concerning the manner in which a call is handled until completion of the immediate assignment so as not to compromise the officer.
  - if desired, take the participant on a tour of the police facility.
3. At the conclusion of the ride, a debriefing session shall be held by the participating officer with his guest to ensure that any questions regarding police work raised during the ride have been answered.
4. At the completion of the ride-along, the original copy of the application shall be returned to the Deputy Chief to be forwarded to the office of the Chief of Police for filing. Any comments or remarks by the host officer should be noted on the reverse side of the participant's application form.

## GUIDELINES FOR RIDE-ALONG PARTICIPANTS

1. Arrange for transportation to and from the Burrillville Police Department located at 1477 Victory Highway, Glendale, RI.
2. Wear your identification card during the ride-along.
3. In order to comply with department policies and procedures, you MUST utilize the safety belts and other safety equipment in the police vehicles.
4. Tape recorders and cameras are NOT permitted in police vehicles.
5. Certain police calls are considered inherently dangerous and your police partner may respond to the call after dropping you off at a safe place, where another police unit shall respond to pick you up. You are to wait for a pickup police vehicle.
6. You are encouraged to ask questions about police work. However, bear in mind, your police partner cannot conceivably know about every event that has occurred in the Town of Burrillville.
7. DO NO interfere in anyway with the officer's handling of a situation; you may ask questions concerning a specific assignment after it has been completed and you have left the scene.
8. You may observe an event on your ride which could require your appearance in court as a witness.
9. A waiver of liability form is to be executed by you, or in the case of a minor, by a parent or legal guardian, prior to a ride-along. In essence it releases the Town of Burrillville and its agents from liability.
10. In the event that the participant violates any of the above guidelines, he shall be restricted from applying to the program again.

NOTE: YOU MUST BE AT LEAST 16 YRS OF AGE TO PARTICIPATE IN THE RIDE-ALONG PROGRAM.



RIDE-ALONG APPLICATION

NAME \_\_\_\_\_ AGE \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_

RIDE-ALONG TIME PERIOD: 10:00AM-4:00PM \_\_\_\_\_ 4:00PM-10:00PM \_\_\_\_\_

PREFERRED DAY OF THE WEEK \_\_\_\_\_  
(FIRST CHOICE) (SECOND CHOICE)

\*\*ARE YOU CURRENTLY UNDER A DOCTOR'S CARE? YES \_\_\_\_\_ NO \_\_\_\_\_

\*\*ARE YOU CURRENTLY TAKING MEDICATION? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU READ AND UNDERSTOOD THE RIDE-ALONG GUIDELINES? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU PARTICIPATED IN THE RIDE-ALONG PROGRAM WITHIN THE LAST 3 MONTHS? YES \_\_\_\_\_ NO \_\_\_\_\_

(If yes, state location and date:)

\_\_\_\_\_

EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTE: You must present Proof of Identification at the time of the ride-along (i.e. driver's license or picture ID with birth certificate).

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Approved: \_\_\_\_\_  
(Chief of Police or designee)

\_\_\_\_\_  
Approving Officer

\_\_\_\_\_  
Host Officer-Unit Assigned



**RIDE-ALONG APPLICATION**  
**(WAIVER - ADULT)**

I, \_\_\_\_\_, hereby waive any right and/or cause of action that I may have against the Town of Burrillville or the Burrillville Police Department arising from my participation in the Ride-Along Program

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**Signature**

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**Police Official (witness)**

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**Date**

**RIDE-ALONG APPLICATION**  
**(WAIVER - MINOR, 16/17 YRS. OF AGE)**

I, \_\_\_\_\_, DO HEREBY

GRANT PERMISSION TO MY CHILD, \_\_\_\_\_,  
TO PARTICIPATE IN THE BURRILLVILLE POLICE RIDE-ALONG  
PROGRAM. I RECOGNIZE THAT MY CHILD SHALL BE  
ACCOMPANYING A POLICE OFFICER ON PATROL DUTY, AND I HAVE  
READ THE PROGRAM'S GUIDELINES.

I HEREBY WAIVE, ON BEHALF OF MYSELF AND MY CHILD, ANY  
RIGHT AND/OR CAUSE OF ACTION THAT I, OR MY CHILD, MAY  
HAVE AGAINST THE TOWN OF BURRILLVILLE OR THE  
BURRILLVILLE POLICE DEPARTMENT ARISING FROM MY CHILD'S  
PARTICIPATION IN THE RIDE-ALONG PROGRAM.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Police Official (witness)

\_\_\_\_\_  
Date

