

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:
RIDE-ALONG PROGRAM**

DATE: November 22, 2021

APPROVED

Memo# 2021-037

BACKGROUND

The Ride-Along Program was established to provide civilians with an opportunity ride with an on-duty patrol officers to observe real-life law enforcement situations and Departmental operations. A review of Duty Manual chapter S 1600 RIDE-ALONG PROGRAMS and the Ride-Along Program Form discovered changes necessary to bring them into alignment with best practices.

In the past, a ride-alongs required two separate forms: the information form and the release of liability. The Ride-Along Program Form (201-13) was updated in October, 2021 and renamed as the "Ride-Along Program Agreement and Release of Liability" form. A copy is attached to this memorandum. Moving forward only this new version of the form shall be used and may be obtained at Central Supply or the BFO Officer-of-the-Day's Office.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

R 1531 REQUEST FOR RIDE-ALONG WITH OFFICER (FORM 201-13 and 201-13b): *Revised 11-22-21*

Prior to the ride-along, the requestor will complete and sign the Ride-Along Program Agreement and Release of Liability form (Form 201-13) ~~and Ride-Along Program Agreement and Release of Liability Form (Form 201-13b)~~. When appropriate, the parent/guardian of the requestor will complete and sign the forms. Approval will then be granted by the officer's supervisor and the watch commander. The requestor should be given the yellow copy and the original white portion of each form will be routed to the ~~Crime Prevention~~ BFO Administrative Unit.

S 1604 **OBTAINING APPROVAL:**
Revised 11-22-21

Officers will not pick up a person to ride along unless they have written approval from the watch commander or his their representative. Officer-initiated ride-alongs will normally be limited to six ride-alongs per shift and, whenever possible, the requests should be coordinated through the Crime Prevention Unit or BFO Administrative Unit.

S 1605 **CRIME PREVENTION UNIT COORDINATION OF ELIGIBLE PERSONS:**
Revised 11-22-21

The following persons may be allowed to ride along with beat patrol officers, provided they have been processed and scheduled by the Crime Prevention Unit.

- Any person of the age of 18 or older ~~(male or female) who has never participated in the Ride Along Program and who has attended a "Ride Along Seminar" provided monthly by the Crime Prevention Unit.~~
- High school students between the ages of 14 and 18, in coordination with the Crime Prevention Unit and their school. Students may ride in groups of three with a reserve officer on Friday and Saturday evenings only.
- ~~An Evergreen College or San Jose State Law Enforcement~~ college student in coordination with uniform ~~who has been scheduled through the Crime Prevention Unit (limited to those students enrolled in a course of study that requires multiple rides).~~

S 1612 **RECORDS CHECKS**
Added 11-22-21

A preliminary records check shall be conducted on any civilian participating in the Ride-Along Program. This records check shall include inquiry for any outstanding warrants, probation status, parole status, and criminal history. Any person with an outstanding warrant, on active probation, or on active parole shall not be permitted to participate in the Ride-Along Program. The on-duty watch commander will review the criminal history of any person requesting to participate in the Ride-Along Program and shall determine if the criminal history should preclude that individual from participation. In making this determination, the on-duty watch commander should consider the severity of the offense(s) and the time elapsed since the offense(s).

It is the responsibility of the officer to which the ride-along is assigned to conduct the preliminary records check. The records check shall only be completed after the civilian has signed the Ride-Along Program Agreement and Release of Liability form (201-13).

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ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.

A handwritten signature in black ink, appearing to read 'A. Mata', is positioned above the printed name and title.

Anthony Mata

Chief of Police

AM:SD

Attachment 1: Ride-Along Program Agreement and Release of Liability

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Attachment 1: Ride-Along Program Agreement and Release of Liability

CITY OF SAN JOSÉ POLICE DEPARTMENT
RIDE-ALONG PROGRAM AGREEMENT AND RELEASE OF LIABILITY

I, _____, ☐ am / ☐ am not at least 18 years old. I am voluntarily participating in the San José Police Department Ride-Along Program. I understand that I will accompany a San José Police Officer or Reserve Police Officer during the course of the performance of their official duties, which may include riding with an officer in a Police Department motor vehicle.

Initial _____ I am aware that participation in a ride-along involves inherently dangerous activities. I understand that the hazards of the ride-along include, but are not limited to, injury, illness, death, or damage to my personal property. I am voluntarily participating in this Ride-Along Program with knowledge of the dangers involved and I agree to accept any and all risks of injury, illness, death, or damage to my personal property.

Initial _____ In consideration of my participation in the Ride-Along Program, I agree that I, my heirs, guardians, legal representatives, and assigns will not make a claim against, or sue the City of San José, its officers, agents, or employees for injury, illness, death, or damage to my personal property arising from the negligence or other acts by the City of San José, its officers, agents, or employees, or as a result of the acts of third-parties, as a result of my participation in the Ride-Along Program.

Initial _____ In addition, I release and discharge the City of San José, its officers, agents, and employees from all actions, claims, or demands that I, my heirs, guardians, legal representatives, or assigns now have or may have later for injury, illness, death, or damage to my personal property resulting from my participation in the ride-along.

Initial _____ I agree to be bound by all orders, rules, and regulations concerning my participation in the Ride-Along Program and to promptly obey all instructions of the Police Department personnel to whom I am assigned.

Initial _____ I will not make any recording of any kind during the ride-along, including audio, video, or photographs.

Initial _____ I authorize the San José Police Department to conduct a comprehensive review of my background. I understand that the scope of this records check may include, but is not limited to, warrants and criminal history records. I understand certain findings may restrict my ability to participate in the Ride-Along Program.

Initial _____ I do not have any of the following conditions: ☐ Exposure to a Known or Suspected Illness
☐ Known or Suspected Illness ☐ Fever/Chills ☐ Cough ☐ Nausea/Vomiting ☐ Diarrhea

This agreement and release of liability are intended to be binding upon any heirs, guardians, legal representatives, and assigns.

I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS.
I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND I SIGN IT VOLUNTARILY.

Participant Signature	
Signature:	Date:
Parent / Guardian Signature (for Participants under the age of 18)	
I, _____, (Parent /Guardian), HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS. I HAVE EXPLAINED THIS DOCUMENT TO MY CHILD/ WARD AND REPRESENT THAT MY CHILD/WARD UNDERSTANDS THE CONTENTS OF THIS DOCUMENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND I SIGN IT VOLUNTARILY.	
Signature:	Date:
Ride-Along Information	
Name:	DOB:
Address:	
Phone:	DL:
Emergency Contact:	Phone:
Assignment	
Assigned Date:	
Assigned To:	Call Sign:
Watch: ☐ 1 ☐ 2 ☐ 3 Division:	District:
Approvals	
Supervisor Approval:	Date:
Watch Commander Approval:	Date: