


* To check to verify if your rider application was approved call our Administrative Office 485-3714.
 * Once approved – All Ride-Alongs must be set up in advance. You should call 485-3700 (only 8:00 a.m. to 5:00 p.m. weekdays) and ask to speak with the Patrol Platoon’s Sergeant or Lieutenant to set up any anticipated ride-alongs.

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	Subject: Ride-Along Program		Date Approved 3-2-2012	Effective Date 3-5-2012
	Reference Standards(s):		Supersedes No.	Previous Date: 5-10-2010
	Approved By: <i>Jeff Craig, Chief of Police</i>		Reviewed by: Assistant Chief	

I. Purpose:

- 1.01 To provide guidelines and standards to be followed in allowing observer-riders to accompany Police Officers during tours of duty.
- 1.02 The purpose of the Victoria Police Department "Ride-Along Program" is to provide an avenue for citizen education and insight into their Police Department.

II. Eligibility:

- 2.01 Civilians which include civilian employees of the Police Department must be at least 18 years of age. Civilian Riders:
 - A. Must be of good moral character
 - B. Must meet CJIS / NCIC / TCIC guidelines for System Security clearance in a criminal justice facility. These guidelines include those participants in a community ride along program. To be eligible to participate in the ride-along program, civilians:
 - 1. Must have no convictions or deferred adjudications for any offense above the grade of Class B Misdemeanor (Class A or Felony).
 - 2. Must have no convictions or deferred adjudications for a Class B Misdemeanor within the past ten years, based on the conviction (court) date.
 - 3. Must not be under indictment for any criminal offense until the disposition of the case.
 - 4. Must have no family violence convictions.
 - C. Must complete and have approved the Ride-Along Application / Waiver form. This is VPD Form # ADM-06 which can be found on the shared G:> drive in the Forms folder and on the VPD website.
 - D. Must read and understand this General Order which is also on the VPD website.

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<p data-bbox="380 352 1268 386">E. Must have permission of the on duty Officer in Charge (OIC).</p> <p data-bbox="285 428 1435 495">2.02 Civilian employees of Department must have permission of their immediate supervisor to participate in the ride-along program.</p> <p data-bbox="285 537 1435 642">2.03 Off-duty officers (from other agencies) and those retired officers holding a retired peace officers Certificate of Firearms Proficiency and a Retired Officer Photo Identification Card must meet the eligibility requirements in subsection 2.01 and:</p> <p data-bbox="380 684 1252 718">A. If in uniform, must have approval of their agency supervisor.</p> <p data-bbox="380 760 1435 865">B. Are exempt from requirement or limitations of subsection 3.05 which indicates that no weapons or police-related equipment will be carried by the rider, except a flashlight, pen or pencil and paper.</p> <p data-bbox="285 907 1435 974">2.04 All Ride-Along Applications must be sent to VPD Administration for appropriate background checks prior to allowing the individual to ride with an officer.</p> <p data-bbox="380 1016 1435 1159">Members of VPD Administration who approve Ride-Along Applications must have the following computerized checks performed on the applicant to ensure that the applicant meets the eligibility requirements in subsection 2.01. If the rider has prior last names, inquiries shall be made on each name.</p> <p data-bbox="380 1201 1349 1234">A. A check of the person through VPD’s Records Management System</p> <p data-bbox="380 1276 1435 1339">B. A query through TLETS to check the following which can be done as a “combination” query:</p> <ol data-bbox="477 1381 1289 1486" style="list-style-type: none"> <li data-bbox="477 1381 1289 1415">1. Driver’s License (inquire with other states if applicable) <li data-bbox="477 1457 672 1491">2. Wanted <p data-bbox="380 1528 1435 1596">C. National Sex Offender History Check using the US Department of Justice National Sex Offender Public Website at: http://www.nsopw.gov</p> <p data-bbox="380 1638 1435 1705">D. Criminal History check through the Texas Department of Public Safety secure website at: https://secure.txdps.state.tx.us</p>		

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<p>2.05 All applications must receive final approval by the Chief of Police or Assistant Chief. Exceptions to any of the requirements in this policy are only made by the Chief of Police or Assistant Chief.</p>		
<p>III. Dress:</p>		
<p>3.01 Participants in the Ride-Along Program must present a neat, clean and orderly appearance while engaged in the program.</p>		
<p>3.02 Dress may be casual; however, the following will NOT be worn:</p>		
<p>A. Shirts without collars and sleeves, see-through shirts, shirts that expose the midriff or shirts with logos on them</p>		
<p>B. No jeans will be worn</p>		
<p>C. Thong sandals, flip flops, crocs or open toed shoes</p>		
<p>D. Hats or caps</p>		
<p>E. Lycra/cotton Spandex or other excessively tight clothing</p>		
<p>F. Shorts, skorts, skirts/dresses, or knee-pants</p>		
<p>3.03 Jewelry may be worn; however, jewelry must be conservative. It is recommended that expensive jewelry not be worn.</p>		
<p>3.04 Hair must be neat and well-groomed. Beards and mustaches are permitted if neat and well-groomed; otherwise, the rider must be clean-shaven.</p>		
<p>3.05 No weapons or police-related equipment will be carried by the rider, except a flashlight, pen or pencil and paper.</p>		
<p>3.06 If a rider wears clothing that is of questionable or controversial nature, the OIC shall have the authority to deny or permit riding privileges.</p>		
<p>IV. Conduct:</p>		
<p>4.01 Persons participating in the Ride-Along Program will follow instructions given by officers while riding.</p>		
<p>4.02 Participants will not interfere in officers' investigations or handling of their duties.</p>		

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<p>4.03 All incidents, information or activity that involves any police investigation is confidential and will not be discussed outside the Police Department without the permission of proper Police authority.</p> <p>4.04 Participants may be witnesses to incidents and may be called upon as any other citizens.</p> <p>4.05 Participants will not handle any equipment in the patrol car without the direct instruction of the officer.</p> <p>4.06 The Ride-Along Program is expected to be an asset to the community and the department; therefore, any conflicts or disagreements encountered by the rider should be discussed with a police supervisor and reported to the Chief of Police in writing.</p> <p>4.07 Riders will not be picked up at any location other than the Police Department without express permission of the OIC.</p> <p>4.08 Riders will not loiter at the Police Department in an effort to solicit to ride.</p>		
<p>V. Officer / Supervisor Responsibility:</p> <p>5.01 No officer will be required to volunteer to take a rider under this program. Officers may be assigned a rider from the Civilian Police Academy or the Citizen's Academy or to complete a police mission.</p> <p>5.02 Officers participating in this program must have approval of the supervisor of the Section/Platoon.</p> <p>5.03 No officer on disciplinary probation may have a rider during the term of the probation.</p> <p>5.04 Officers will be attentive to the fact that they represent the Victoria Police Department in this program. Officers will make every effort to conduct themselves accordingly, by being mindful of General Order 02.16 on Conduct and Performance.</p> <p>5.05 Officers taking riders will do so with the permission of the OIC and will immediately cause the Police Telecommunications Operator and the OIC to be advised of that fact.</p>		

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<p>5.06 The number of times a participant may ride is left to the discretion of the supervisor.</p> <p>5.07 Officers/Supervisors shall be responsible to ensure that riders fill out the Ride-Along Sign-in Sheet (VPD Form # ADM-20) in the Patrol Lieutenant's office, prior to riding. For compliance with TCIC security, all riders must sign in and out on the Ride-Along Sign-in Sheet.</p> <p>5.08 Officers/Supervisors shall ensure that if the rider enters the 911 Center building, then the rider's access to the dispatch consoles must be restricted to limit the rider's exposure to criminal justice information. A good rule of thumb is that the rider should never stand or sit inside the semi-circle desk configuration which comprises the dispatch consoles.</p> <p>5.09 At the beginning of each year a Patrol Lieutenant or designee should forward the prior year of Ride-Along Sign-in Sheets (VPD Form # ADM-20) to the Supervisor of Records for retention. Copies of the prior year of Rider-Along Applications (VPD Form # ADM-06) kept in Patrol, should be shredded.</p>		
<p>VI. Approval/Suspension of Ride-Along Privilege:</p>		
<p>6.01 Approval for participation in this program is given on a calendar year basis. The participant must initiate a new application each year for approval.</p> <p>6.02 Approval may be withdrawn at any time by the Chief of Police or Assistant Chief, in the interests of the Department.</p>		