



WRITTEN DIRECTIVE	No.	PD14-1503	Page:	1 of 4
	Subject:	Effective Date:	11-05-14	
	RIDE-ALONG PROGRAM	Supersedes/ Amends:	PD10-1503	
		Reference:		



I. Purpose

The purpose of this directive is to provide a standard operating procedure for the department's Ride-Along Program.

II. Policy

It shall be the policy of the Lynchburg Police Department to allow qualified persons who are at least 18 years of age to accompany an officer of this department while on patrol for purposes of increasing the public's awareness of police services through direct contact with the patrol officers. Juveniles are not permitted to participate in the ride along program under any circumstances.

III. Procedure

A. Application Process

1. Anyone wishing to participate in the Ride-Along Program must first obtain a *Ride-Along Program Application* from either the Information Desk or the Crime Prevention Unit.
 - a. The application must be completed and returned in person at least ten business days prior to the anticipated requested date of the ride.
 - b. When returning the application, the person will be required to sign the *Unconditional Release and Indemnity Agreement* on the application form in the presence of a police department employee.
2. The employee accepting the application will:
 - a. review the application to ensure all required information has been provided (i.e., full name, complete date of birth, etc.)

- b. ensure the requested date is at least ten business days from when the application is returned
 - c. instruct the person that a representative from the Crime Prevention Unit will contact them by phone or email to confirm acceptance and verify the date and time of the ride-along.
 - d. forward the completed application form to the Crime Prevention Unit.
3. Public participation in the Ride-Along Program will normally be limited to once every six months.
 - a. persons may participate in ride alongs more frequently upon approval by a Captain.

B. Visiting Law Enforcement Officers

1. Law enforcement officers from other jurisdictions will not be required to apply in advance to participate in the program, but before riding must:
 - a. have the approval of the on-duty supervisor, *and*
 - b. complete a *Ride-Along Application* and sign the *Unconditional Release and Indemnity Agreement* in the presence of the on-duty supervisor.
2. The division supervisor will be responsible for forwarding the completed application form to the Crime Prevention Unit upon the completion of the ride-along.

C. Responsibilities of the Crime Prevention Unit

1. The Crime Prevention Unit has the authority to approve or reject any request for participation in the Ride-Along Program.
2. The Crime Prevention Unit will be responsible for:
 - a. ensuring that the applicant possesses the appropriate character and qualifications to accompany a police officer while representing the City of Lynchburg before granting approval to participate

- b. sending a copy of the approved application form to the division supervisor where the applicant will ride at least one day prior to the scheduled date and sending a copy to be placed in the “ride-along file” at the Information Desk
- c. maintaining all completed application forms for a period of one year from the date presented by the applicant.

D. Applicant Ride-Alongs

1. Applicants for Lynchburg Police Department sworn positions who are in the polygraph stage of the applicant process may participate in the ride-a-long program.
 - a. The Personnel and Training Unit command staff will determine the number of times an applicant is allowed to ride.
2. Applicants will be required to complete and submit a Ride-A-Long Application and Indemnity Agreement to the Personnel and Training Unit for approval for each requested date.
3. Completed applications will be forwarded to the Crime Prevention Unit for filing.
 - a. Crime Prevention Unit personnel will notify the appropriate division supervisor regarding the date of the approved scheduled ride-a-long.

D. Supervisory Responsibilities

1. The on-duty division/unit supervisor will have the authority to revoke an approved participant in the Ride-Along Program at any time if the participant's attitude, conduct, or personal hygiene / appearance is not in the best interest of the department or the patrol officer.
2. In unusual circumstances, the on-duty supervisor may approve ride-alongs which have not been processed by the Crime Prevention Unit in accordance with the provisions of this directive.
3. The on-duty supervisor will be responsible for:
 - a. assigning the patrol officer with which the participant will ride

- b. ensuring that the application (complete with appropriate comments) is returned to the Crime Prevention Unit after completion of the ride-along.

Original Signed

Parks H. Snead
Chief of Police

November 5, 2014

Date