



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 3.22

TITLE: CITIZEN RIDE-ALONG PROGRAM

SERIES NUMBER: 3 - PER

SERIES TITLE: PERSONNEL

TOPICS / REFERENCE: CITIZEN RIDE ALONG, RIDE ALONG WITH OFFICERS

APPENDICES: A, B, C, D

ORIGINAL EFFECTIVE / ISSUE DATE: JANUARY 22, 2007

DATE OF LAST REVISION: AUGUST 29, 2017

POLICY:

It is the policy of the Rockford Police Department to encourage citizens to participate in the Ride-Along Program. The Ride-Along Program affords citizens an opportunity to ride with an officer in the Patrol Division of the Operations Bureau while the officer is engaged in patrol activities.

PURPOSE:

The Rockford Police Department has a long-standing commitment to the development and improvement of positive police-community relations. A positive relationship between this Department and the citizens of our community is necessary to promote a climate of understanding and support for the delivery of law enforcement services.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered section:

- I. PROCEDURES**
- II. APPLICANT GUIDELINES**
- III. OFFICER'S RESPONSIBILITIES**
- IV. SUPERVISOR'S RESPONSIBILITIES**

APPENDICES:

- A. [Application for Ride-Along Program](#)**
- B. [Waiver of Liability Form](#)**
- C. [Rules and Guidelines of the Ride-Along Program](#)**

D. Participant Evaluation Form

I. PROCEDURES:

- A.** The Assistant Deputy Chief of Administration or his designee shall coordinate the Ride-Along program. Requests for participation in the Ride-Along program shall be directed to the Assistant Deputy Chief of Administration. Requests must be submitted no earlier than 30 days and no later than 48 hours prior to the date the participant wishes to ride. The Assistant Deputy Chief of Administration may approve or deny any Ride-Along application.
- B.** Each individual wishing to participate in the Ride-Along program will be required to complete an application ([Appendix A](#)) and a written waiver of liability ([Appendix B](#)). Those applicants under 18 years of age will have the waiver executed by a parent or legal guardian. Ride-Along Applications will be submitted to the Assistant Deputy Chief of Administration, located at Rockford Police Department Headquarters (557 South New Towne Dr. Rockford, IL 61108).
- C.** The Assistant Deputy Chief of Administration or his designee will conduct a criminal history check on all participants before their application is approved.
- D.** Only one Ride-Along Program participant will be allowed per patrol shift per day per District.
- E.** Ride-Along Program participants will only ride with patrol officers assigned to one of the patrol shifts of District 1, District 2, or District 3. No riders will be permitted for specialized units such as Traffic, Gangs, Narcotics, Detectives, SCOPE, etc. without written consent from the Chief of Police.
- F.** Each Ride-Along participant will read and agree to the Ride-Along Rules and Guidelines ([Appendix C](#)) before being allowed to ride with a patrol officer.
- G.** Participants will fill out the Participant Evaluation Form ([Appendix D](#)) at the end of their ride-along and give the form to the officer they rode with.
- H.** Participants will ride for a period not to exceed 5 hours.

II. APPLICANT GUIDELINES:

- A.** General Public – May ride up to 2 times in a calendar year.
- B.** Officer's Family – May ride up to 2 times in a calendar year.
- C.** Non-sworn civilian employees of the Police Department – May ride up to 2 times in a calendar year unless directly related to job performance.
- D.** 911 Center Employees – No set limit. A 911 Supervisor and the Assistant Deputy Chief of Administration must approve each request.

- E. Asst. City and States Attorneys or Fire & Police Commissioners – Approval from the Chief of Police, Deputy Chief of Police, or Assistant Deputy Chief of Administration.
- F. Student Interns – Students attending a two or four year College or University, majoring in Criminal Justice or a related field, and who are completing an internship with the Department may ride as necessary to fulfill the requirements of their program. Intern assignments are coordinated through the Recruiter or designee.
- G. Law Enforcement Officers Safety Act of 2004 ([H.R.218 - Law Enforcement Officers Safety Act of 2004](#)) allows a current governmental agency law enforcement officer who is authorized to carry a firearm, who is not the subject of disciplinary action, who meets agency standards which require the employee to regularly qualify in the use of a firearm, and who is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance:
 - 1. A retired law enforcement officer who retired in good standing from public agency service, who was regularly employed as a law enforcement officer for at least 15 years, who has a nonforfeitable right to agency retirement benefits, who has met the State's standards for training and qualification for active law enforcement officers to carry firearms during the most recent 12-month period, and who is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

III. OFFICER'S RESPONSIBILITIES:

- A. Officers will consider the safety of the citizen Ride-Along participant at all times. If the officer is sent to a call where conditions may present a clear danger to the ride-along citizen, the officer may drop off the rider at a safe public location before proceeding to the call. The officer may return and pick up the rider, or if delayed, make arrangements for the rider to be picked up.
- B. Ride-Along participants not complying with the Rules and Guidelines of the Ride-Along Program shall be returned to the designated District Station and the ride-along terminated. The officer will notify the Officer in Charge or Acting Officer in Charge.
- C. Officers who have not completed their probationary period are prohibited from being assigned a citizen rider under the Ride-Along Program.
- D. Officers who have a Ride-Along participant assigned to them will provide the rider with every opportunity to observe the operations of the Department. Officers will courteously and patiently answer questions and present a positive image of the Department. Some questions, by their nature, cannot be answered due to security and confidentiality reasons and the officer should explain that to the participant.

- E. Officers will put the Participants Evaluation Form, which is given to them by the rider, in the receptacle on the door of the respective District's Day Shift Lieutenant at the end of their shift.

IV. SUPERVISOR'S RESPONSIBILITIES:

- A. The Officer in Charge or Acting Officer in Charge should verify the identity of the participant (photo ID) when he/she reports for the ride-along. The participant should also acknowledge that they have read and understand the Rules and Guidelines form.
- B. Assign the rider to an officer. If possible, male riders should be assigned to male officers and female riders assigned to female officers.
- C. Verify that the participant has filled out the Ride-Along Evaluation Form.
- D. Conduct a brief exit interview with the participant at the end of their ride-along and answer any additional questions the citizen may have.

ALL GENERAL ORDERS REMAIN IN EFFECT UNTIL REVISED OR RESCINDED.

ANY MEMBER OF THE DEPARTMENT MAY, BY VIRTUE OF EXPERTISE OR POSITION OF FUNCTION, BE DESIGNATED TO AUTHOR OR PROVIDE SOURCE MATERIAL FOR A WRITTEN DIRECTIVE. THE OVERALL AUTHORITY TO ISSUE, MODIFY OR APPROVE WRITTEN DIRECTIVES IS DESIGNATED TO THE CHIEF OF POLICE. HOWEVER, AUTHORITY AND RESPONSIBILITY TO ISSUE DIRECTIVES IS DELEGATED TO THE FOLLOWING.

ALL GENERAL ORDERS ARE SCHEDULED TO BE REVIEWED ANNUALLY BY THE GENERAL ORDER REVIEW COMMITTEE AND WHEN NECESSARY, REVISED OR CANCELED IN ACCORDANCE WITH THE PROCEDURES FOR REVIEWING WRITTEN DIRECTIVES ESTABLISHED IN GENERAL ORDER 1.10 – WRITTEN DIRECTIVES.

ALL NEW AND REVISED GENERAL ORDERS SHALL BE APPROVED BY THE CHIEF OF POLICE BEFORE ISSUE/REISSUE.

ANY EMPLOYEE WITH SUGGESTIONS FOR REVISIONS AND/OR IMPROVEMENTS TO THIS ORDER ARE ENCOURAGED TO SUBMIT THEIR IDEAS TO THEIR RESPECTIVE DISTRICT COMMANDER OR BUREAU CHIEF.

BY ORDER OF

08/29/2017

Daniel G. O'Shea

Chief of Police