



Newport News Police Department - Administrative Manual

ADM-155 - RIDE ALONG PROGRAM

Amends/Supersedes: ADM-155 (02/29/2016)

Date of Issue: 10/07/2019

I. GENERAL

- A. The Newport News Police Department shall allow only those persons meeting the eligibility requirements of this policy to ride along with Newport News police officers to observe the duties of a police officer.
- B. The Ride Along Program provides an opportunity for members of the community to see firsthand the day-to-day activities of a Newport News police officer. The goals of the Ride Along Program are to:
 - 1. Provide an opportunity for citizens to get to know Newport News police officers.
 - 2. Provide citizens interested in a career in law enforcement an opportunity to examine the job.
 - 3. Educate the community about the responsibilities of police officers.
 - 4. Provide an opportunity for police officers to get to know members of their community.

II. PROCEDURE

- A. Citizen Participation in the Ride Along Program
 - 1. The applicant must be 18 years of age or older.
 - 2. Ride Along Program Application - The applicant must obtain a Ride Along Program Application Form (NNPD Form #95) in one of two ways:
 - a. Directly from the Police Department - Once filled out by the applicant, the form can be turned in at any police facility or mailed to the Records Unit;
 - b. Through the Department's web-site - Once the applicant has filled out the on-line application, it may be submitted directly to the Records Unit electronically. The form will be processed in the same manner as any other citizen Ride Along Application.
 - 3. Applications received at any police facility will be forwarded to the Records Unit. The Records Unit will conduct a local history check and an NCIC/VCIN check on the applicant. The results of the checks will be noted in the appropriate sections of the application. The Records Unit will destroy the history check printout once the proper notation has been made on the application.
 - 4. The Records Unit forwards (within 48 hours) the processed application to the Assistant Chief of Patrol. The Assistant Chief of Patrol either dates and signs application approval, or indicates the reasons for denial in the "Comments" section of the form. The application, regardless if it is approved or denied, will be mailed to the applicant. If

approved, the Assistant Chief of Patrol will complete the “Contact Information” section of the application prior to sending the form to the applicant.

5. Copies of the approved application for patrol vehicle ride along will be sent to:
 - a. The Logistics Support Section, for action securing body armor.
 - b. The Precinct Commander responsible for the ride along applicant’s preferred city section. The Precinct Commander forwards the application copy to the Administrative Sergeant listed in the application’s “Contact Information” section.

NOTE: In the case of a Marine Patrol ride along, the approved application will be sent to the Special Operations Commander, who will proceed as set out above.

6. When the applicant appears at a police facility to ride with an officer, they must present their approved application to the on-duty supervisor. If the applicant does not have the application with them, they will not be permitted to ride along at that time. The on-duty supervisor will document on the application form the date the participant rode and officer’s name with whom the applicant was assigned, and sign the form.
7. Post Ride Along – At the end of the participant's ride along with the officer:
 - a. The officer and/or on-duty supervisor may write comments on the form regarding any problems or observations made during the ride along.
 - b. The form will be returned to the Assistant Chief of Patrol either electronically or through inter-office mail.
 - c. All applications will be maintained on file in the office of the Patrol Bureau Commander for a period of two years.
8. Citizen applicants whose applications are approved are limited to one ride along within a six-month period, not to exceed two within a calendar year.

B. Police Applicant Participation in the Ride Along Program

Police applicants are requested to engage in a ride along with a uniformed patrol officer as part of the hiring process. The member of the Recruiting Unit who is working with the applicant shall provide the applicant with a Newport News Police Applicant (Ride Along) form (NNPD Form #95A).

1. The applicant will complete the form fully to include signing the liability waiver.
2. Upon completion, the applicant will submit the form to their assigned recruiter.
 - a. The recruiter will ensure the form is filled out accurately and completely;
 - b. A local criminal history check, NCIC/VCIN check, and check through the Linx system will be conducted by recruiter, and these areas completed on the form.

NOTE: If the background investigation checks have already been conducted within three months, as part of the applicant’s hiring process, additional checks do not need to be performed

- c. The recruiter will sign the form, and indicate the contact name and telephone number of the Administrative Sergeant for the applicant's indicated ride along preference.
3. The applicant is responsible for contacting the Administrative Sergeant and arranging for the date of the ride along.
 - a. On the ride along scheduled date, the police applicant will present the original copy of the completed, signed form to the Administrative Sergeant, or his designee.
4. The Administrative Sergeant will ensure that the report of any reported negative or positive comments regarding the police applicant's ride along is completed by the hosting officer, for submission to the Recruiting Division.

C. Law Enforcement & Police Volunteer Participation in the Ride Along Program

1. Police Chaplains will be allowed to ride with on-duty officers in accordance with this policy and the Chaplains SOP.
2. Any full-time law enforcement officer, employed by a local, state or federal law enforcement agency, may participate in the Ride Along Program. The officer or employee must present valid, appropriate identification prior to requesting to ride with an officer.
3. Civilian employees and volunteers of the Newport News Police Department may be authorized to ride with an on-duty officer for the purposes of training and data/information collection. Approval must be granted by both the employee's/volunteer's and officer's Precinct/Division Commander prior to riding with the officer.

NOTE: Completion of NNPD Form #95 "Ride Along Program Application" is not necessary for these (Section II.C.) ride along participants. Separate completion of the "Waiver of Liability" may be required, along with proper contact information.

D. Conduct of Ride Along Participant

1. The on-duty supervisor will assign the person participating in the Ride Along Program to an officer. The supervisor will select which officer the participant will ride with.
2. The officer to whom the ride along participant is assigned to ride will advise the Communications Division via telephone, MDC, or radio of the participant's presence in the officer's unit.
3. Officers conducting a ride along will brief the participant on the ride along program and emergency communication procedures.
4. The participant will be provided body armor at the Precinct. If the participant declines the use of body armor, the ride along will not continue.
 - a. The precinct's Administrative Sergeant will provide oversight to ensure the body

- armor is available and issued, coordinating the process with Logistics Support.
- b. The officer will ensure the body armor is worn at all times during the ride along and returned to the Precinct at the conclusion.

NOTE: Body armor requirement is not applicable for Marine Patrol ride alongs.

5. Officers will make every effort to ensure the safety of ride along participants and not expose them to unnecessary serious risks or danger.
 - a. Ride along participants are not active participants; they are observers.
 - b. Officers will not permit ride along participants to engage or assist in police activities to include but not limited to: checking buildings, execution of a search or arrest warrant, forced entry into any structure, directing traffic, or driving/piloting a police vehicle.
 - c. Officers with ride along participants will not engage in pursuits.
 - d. Officers should use sound discretion before entering a potentially dangerous situation. If a question arises as to whether the ride along should continue, the officer should contact their first line supervisor for a determination. If the decision is made to terminate the ride along, Communications should be notified, and another unit will be called to pick up the participant.
 - e. If a dangerous situation occurs during the ride along, the ride along participant will remain in the patrol vehicle until the officer has determined that the situation has abated, or the participant has been picked up by another police unit and Communications notified.
 6. Only duly sworn law enforcement officers participating in the Ride Along Program may be armed. Civilians and non-sworn police personnel will not carry a weapon of any kind while participating in the Ride Along Program.
- E. Exceptions to this policy and procedure as to who may be authorized to participate in the ride along program and with what frequency may be made only with the approval of the Chief of Police or his designee.

Steven R. Drew
Chief of Police