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16-137
09/01/16

Ride-Along Policy and Procedures

The purpose of this order is to set policy and procedures regarding the San Francisco Police Department's Ride-Along program.

The San Francisco Police Department encourages civilians to participate in a Ride-Along with the Police Department to familiarize them with the daily operations of the Department.

The Ride-Along program guidelines are as follows:

- Participants in the program must be at least 18 years old unless they are a PAL Cadet.
- Participants cannot be in the police officer hiring process or an applicant of the S.F.P.D. unless they are a lateral candidate. Lateral candidates must apply through the Backgrounds Investigations Unit and must adhere to their rules and restrictions of the Background Investigations Unit.
- Participants will not be permitted to ride with an officer to whom they are a family or in a dating relationship.
- Media requests must be facilitated through the Media Relations Unit.
- Media requests for profit must first be facilitated through the San Francisco Film Commission (1-415-554-6241 or film@sfgov.org).
- A Ride-Along can be scheduled for up to 4 hours in duration unless prior authorization has been granted for longer time period. Unless approved by a Deputy Chief, only one Ride-Along within a six month period is permitted.
- Participants may be required to show proper identification when they arrive for the Ride-Along.
- Participants must wear appropriate "business casual" attire and shall not wear clothing similar to uniforms worn by department members.
- Participants are to follow all directions given by any department employee.
- Participants cannot enter any private premise without officer approval AND consent from the owner/occupant.
- Participants may take notes during the Ride-Along. However, they shall not disclose the names of persons they observe or come into contact unless the participant is a member of the media AND receives consent from the individual(s).
- In the event that an officer has to respond to a potentially dangerous or hazardous call, the participant may be dropped off at a safe location away from the incident. If this occurs, the officer will provide instructions and may arrange for another police employee to pick up the participant.
- Participants may not carry or use any audio or video recording devices unless they have prior authorization. A cellular phone may be carried but shall not be used without an officer's permission.
- The Department may impose additional conditions or restrictions not listed above.

(over)

Procedures

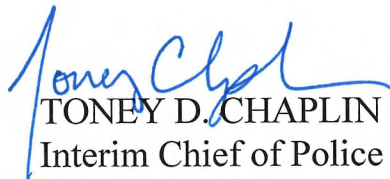
Members receiving a request to participate in a Ride-Along shall provide the forms (SFPD 84 and 84A attached) to the citizen. Member shall forward all completed forms through the chain of command to the member's Deputy Chief for approval. A copy of all approved requests shall be sent to the Deputy Chief of the unit affected. (Example: An ALERT volunteer has their request for Central Station sent through the Academy to the Deputy Chief of Administration for approval. The approved request shall be sent to the Deputy Chief of Operations Bureau.)

Media Requests: All media requests shall be vetted through the Media Relations Unit (MRU) and approved by the Deputy Chief of Staff. MRU shall schedule approved Ride-Alongs with the station or unit affected.

An approved Ride-Along shall be sent to the Commanding Officer of the district or unit affected. Commanding Officers, or their designees, have the authority to schedule the Ride-Along during days/times that will have minimal effect on police operations.

In addition to the program guidelines listed above, officers conducting a Ride-Along shall adhere to the following:

- Prior to going on patrol, DEM shall be notified of the unit identifier with the Ride-Along.
- The officer has discretion to leave a Ride-Along at the station or drop him/her off at a safe location when responding to a call for service the officers believes poses an unreasonable risk. In the event the Ride-Along is left at a safe location, the officer shall make arrangements for the individual to be picked up and returned to the station.
- Officers shall not engage in any vehicle pursuits in the company of a Ride-Along.
- Officers shall not transport a prisoner in the company of a Ride-Along.
- Officers shall not allow a Ride-Along to enter a known crime scene.
- Unless receiving prior approval, an officer shall not allow a Ride-Along to be present for the booking process at county jail or a mental health detention at the hospital.


TONEY D. CHAPLIN
Interim Chief of Police

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.



SAN FRANCISCO POLICE DEPARTMENT



RIDE-ALONG REQUEST AND REVIEW

NAME: _____ D.O.B.: _____
RACE (for background check): _____ GENDER: __
HOME ADDRESS: _____
HOME PHONE: _____ WORK/CELL PHONE: _____
E-MAIL ADDRESS: _____ OCCUPATION/SCHOOL: _____
DRIVER'S LICENSE/I.D. # / (STATE): _____ SS#: _____
OTHER ID / (TYPE) _____ **MUST ATTACH A COPY OF AN I.D. TO THIS APPLICATION**

UNIT/STATION REQUESTED: _____ REQUESTED DATE/TIME: _____
REASON FOR RIDE-ALONG: _____

FIRST RIDE-ALONG WITH S.F.P.D.? YES [] NO [] (IF NO, WHAT MONTH/YEAR?) _____
ARE YOU AN APPLICANT OR IN THE HIRING PROCESS FOR S.F.P.D.? YES [] NO []

EMERGENCY NOTIFICATION INFORMATION

NAME: LAST, FIRST MIDDLE
ADDRESS: NUMBER, STREET NAME, CITY, ST, ZIP CODE
RESIDENCE PHONE: _____ WORK/CELL PHONE: _____

RIDE-ALONG PROGRAM GUIDELINES FOR APPLICANTS/PARTICIPANTS

- Participants in the program must be at least 18 years old unless they are a PAL Cadet.
• Applicants cannot be in the police officer hiring process or an applicant of the S.F.P.D. unless they are a lateral candidate.
• Participants shall not be permitted to ride with an officer with whom they are family or are in a dating relationship.
• Media requests must be facilitated through the Media Relations Unit.
• Media requests for profit must first be facilitated through the San Francisco Film Commission (415-554-6241 or film@sfgov.org).
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• Participants cannot enter any private premise without officer approval AND consent from the owner/occupant.
• Participants may take notes during the Ride-Along. However, they shall not disclose the names of persons they observe or come into contact unless the participant is a member of the media AND receives consent from the individual(s).
• In the event that an officer has to respond to a potentially dangerous or hazardous call, the participant may be dropped off at a safe location away from the incident.
• Participants may not carry or use any audio or video recording devices unless they have prior authorization.
• The Department may impose additional conditions or restrictions not listed above.



SAN FRANCISCO POLICE DEPARTMENT



RIDE-ALONG REQUEST AND REVIEW

By my signature below, I acknowledge I have read and understand the guidelines above. I voluntarily agree that San Francisco Police Department personnel, in consideration of my request for a ride-along, will conduct a computerized criminal history inquiry using my name and other identifying information.

Signature: _____ Date: _____

Signature of Guardian (if under 18): _____ Date: _____

-----DO NOT WRITE BELOW THIS LINE—DEPARTMENT USE ONLY-----

BACKGROUND CHECK (COMPLETED BY NAME/STAR: _____)

TYPE OF CHECK	NONE	MISD.	FELONY
<input type="checkbox"/> WARRANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CRIMINAL RECORD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEPUTY CHIEF'S REVIEW

1. Approved Disapproved

2. COMMENTS/RECOMMENDATIONS/LIMITATIONS:

3. Reason why person denied ride-along:

Deputy Chief's signature: _____ Date: _____



SAN FRANCISCO POLICE DEPARTMENT RIDE-ALONG RELEASE



The undersigned, and each of them on behalf of themselves, their successors, assigns, heirs, executors, or administrators, realize that the nature of police work is unpredictable and may involve response to life-endangering situations, and further involves other risks which are inherent in the use of police equipment or facilities, release and discharge the City and County of San Francisco, all of its agents, employees, departments, commissioners, and officers, including, but not limited to, the San Francisco Police Department, of and from all actions, causes of actions, damages, claims and demands, in law or equity, of every kind and character, including claims resulting from any injury by way of damages which might arise in connection with the undersigned acting in the capacity of a passenger in a police vehicle, using police equipment or facilities, or otherwise observing police activity.

The City and County of San Francisco and its agents, employees, departments, commissions, and officers, including, but not limited to, the San Francisco Police Department and its members, shall not be liable in any manner whatsoever for my death, personal injury, or damage to property, whether caused by negligence of the City and County of San Francisco, its agents, employees, departments, commissioners, and officers, or which subsequently may be sustained by reason of the acts or omission of the aforesaid City and County of San Francisco, its agents, employees, departments, commissioners, and officers, and are hereby released and held harmless from any and all claims arising out of such acts or omissions, whether known or unknown suspected or unsuspected.

Open Case Ride-Along Conditions. For purposes of this agreement and release, an "Open Case" is defined as any crime, criminal, or administrative investigation, prosecution, activity, personnel matter, or material related to or arising out of any criminal, civil, or administrative matter. If the undersigned films or records material relevant to any Open Case, during the SFPD ride-along, the undersigned agrees to accept service of, and comply with, any subpoena at the address listed herein, including an administrative subpoena, from the City, for any footage or recordings of or arising in any way out of Open Cases, including, but not limited to, any unpublished and/or unedited footage and recordings regarding Open Cases. Undersigned agrees that it will not move to quash any City subpoena under this paragraph or assert any privilege, protection or objection to production of the subpoenaed materials. In connection with any City subpoena under this paragraph, the undersigned waives, for undersigned and its Agents, application of California Evidence Code Section 1070 and any federal or state privilege or protection for journalistic sources and for unpublished information obtained or prepared in gathering, receiving or processing of information for communication to the public regarding or arising out of such Open Cases.

The undersigned is not authorized to film, record, or disclose information deemed confidential by the SFPD and the City, and the City reserves the right to inspect and demand return of such materials.

*This release shall supersede any prior release signed by the undersigned.

The undersigned hereby executes this release and discharge on: (date) _____.

Name (signature) _____

Name (printed) _____

Witness (must be guardian if under 18): Name (signature) _____

Witness: Name (printed) _____

Website: www.sanfranciscopolice.org

