



# LONDONDERRY POLICE DEPARTMENT POLICIES AND PROCEDURES

<b>POLICY NO:</b> S-110	<b>DATE OF ISSUE:</b> April 11, 2016	<b>EFFECTIVE DATE:</b> April 11, 2016	<b>REVISED DATE:</b>
<b>SUBJECT: EXPLORER POST 1137 RIDE-ALONG PROGRAM</b>			<b>PAGE: 1 of 9</b>
<b>BY AUTHORITY OF:</b> William R. Hart Chief of Police	<b>CALEA #</b>	<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>AMENDS</b> <input type="checkbox"/> <b>RESCINDS</b>	<b>POLICY #:</b> <b>Dated:</b>

## I. PURPOSE

- A. The purpose of LPD Post #1137 is to provide a comprehensive training, competition, service, practical, and recreational experience to young adults interested in a career in law enforcement or a related field.
- B. Toward that end, the objectives of the Ride-Along program are to offer qualified Explorers the opportunity to accompany a police officer on patrol to observe and gain practical experience with regard to the methods and techniques used in patrol operations and related services.
- C. This program also provides Explorers with valuable knowledge of the challenges and benefits of patrol operations and a better understanding of the importance of police services within the Town of Londonderry.

## II. DISCUSSION

- A. The policy and standard operating procedures contained herein for the Londonderry Police Department (hereafter referred to as LPD), Londonderry Police Explorer Post #1137 (hereafter referred to as Post #1137), Ride-Along program have been approved by the Chief of Police and supplement the rules, regulations, policies and procedures of the LPD.

## III. POLICY

- A. Risk Management and Acceptance of Liability
  - i. The LPD recognizes the potential risks to participants involved with Post #1137 activities, to include personal injury and/or inadvertent involvement with dangerous situations.
  - ii. All LPD personnel, or approved volunteers, involved with Post #1137, will make every effort to minimize risk to Explorers through training, supervision, adherence to policy and standard operating procedures, and proactive risk management.

- iii. As a condition of acceptance into Post #1137, the parents or legal guardian of every Explorer, or the Explorer of legal age to do so, must sign a “hold harmless” and “release” form acknowledging they have been advised of the risk potential and waive any right to initiate a legal cause of action against the Town of Londonderry, the LPD, and Learning for Life/Law Enforcement Exploring, or any of their representatives.

**B. Authorization for Emergency Medical Treatment**

- i. Prior to participation in the program, the parents or legal guardian of every Explorer in Post #1137, or the Explorer if of legal age to do so, must sign a medical release form authorizing LPD representatives to approve emergency medical treatment.

**C. Learning for Life/Law Enforcement Exploring Policies**

- i. The policies and standard operating procedures for LPD Post #1137 shall remain consistent with current policies established by Learning for Life/Law Enforcement Exploring with respect to Explorers driving police vehicles, covert activities, blood borne pathogens, Hepatitis B vaccination declination, or any future policies pertaining to Law Enforcement Exploring.

**D. Participation Limitations**

- i. Explorers under 16 years of age are not authorized to participate in the Ride-Along program.
- ii. Explorers under 18 years of age may not accompany officers on a Ride-Along between 10 PM and 6 AM.
- iii. No Explorers (over 18 years old) are permitted on a Ride-Along with an officer after 2 AM.
- iv. In order to ensure that Explorers partake in all activities of the Post, and to provide an equal opportunity for all members, Explorers will be limited to participating in the Ride-Along program based upon a post participation point system.
- v. The point system is tracked and maintained by post advisors, who will automatically issue points to any post member who follows the post adopted SOP's.

1. For example, Explorers who show up to post meetings/events, training or other post approved activity, and on time, in proper uniform, would automatically receive the highest amount of points allowed.
  2. The Post Advisor, or his designee, can make an exception to this policy as needed, with all due fairness to all kept in mind.
- E. The Chief of Police, or his designee, shall be the sole person to grant permission for Explorers to ride with police officers.
- F. The Telecommunications Supervisor as Terminal Agency Coordinator (TAC) shall run a Criminal Record (III) Check on all Explorers eighteen (18) years of age and older.
- i. For Explorers under the age of eighteen (18) and at least (16) years of age, a Driver's License Check and NCIC check shall be run.
  - ii. The Telecommunications Supervisor shall keep a record of all checks run for the purpose of the Ride-Along program.
    1. This file shall be maintained for audits conducted by the Federal Bureau of Investigation (FBI) and New Hampshire State Police (NHSP).
  - iii. The Telecommunications Supervisor shall ensure that all participating Explorers sign a New Hampshire State Police SPOTS Disclosure form prior to the actual Ride-Along.
    1. This form shall be maintained with the record of all checks for audit purposes.
- G. Training
- i. Prerequisites for Explorers
    1. As a prerequisite for participating in the Ride-Along program, an Explorer must have successfully passed the LPD Post #1137 Ride-Along training course and associated test.
    2. The Explorer must have completed the required probationary period, and not be the subject of any disciplinary action (to include not being on academic probation, as per Post 1137 SOP's.)
  - ii. Specialized Training for Explorers

1. Prior to being designated as qualified for the Ride-Along program, Explorers will receive specialized training in methods and techniques used in patrol operations and related services, traffic control, telecommunications procedures, basic first aid/CPR, and Youth Protection Training.
2. The Youth Protection Training portion will emphasize assertive and practical ways in which an Explorer can prevent and stop inappropriate behavior from adults or other Explorers.
3. Explorers also will be provided with familiarization training on all patrol vehicle systems and equipment.

iii. Officers

1. In order for a Police Officer to be considered for the program they must have completed their field training program and probationary period, and be in good standing with no pending disciplinary actions or other adverse matters.
2. LPD personnel approved for participation in the Ride-Along program must undergo an orientation that includes an overview of Law Enforcement Exploring, agency policy and standard operating procedures for Officers and Explorers, and Youth Protection Training.

H. Uniforms and Equipment

i. Uniform

1. Explorers will report for a Ride-Along well groomed, and in clean, business - casual attire, and NOT their Explorer uniform.
2. Also, Explorers are not permitted to wear kaki (tan) colored pants, due to the likeness to the LPD Police Officer uniform.
3. Explorers should have with them a jacket, boots, hat/gloves, etc. as dictated by the weather conditions.

ii. Authorized Equipment

1. Explorers will have with them on every Ride-Along a notepad, pen, and small flashlight if possible.

2. Explorers participating in a Ride-Along will be required to wear a ballistic vest, which will be loaned to them by the post or LPD.
    - a. The vest can be worn either over or under the clothing or jacket.
  3. It is also highly recommended Explorers bring their own cell phone on a Ride-Along in the event the Explorer will need it for emergency communications.
    - a. This should be the ONLY reason to use this type of personal electronic (cell phone) device during a Ride-Along.
- iii. Prohibited Equipment
1. Explorers may not carry any offensive or defensive weapons; to include firearms, knives of ANY type, Tasers, nightsticks, batons (collapsible or otherwise), saps, sap gloves, tactical flashlights (i.e., large metal or other heavy duty flashlights that may be used as a nightstick or baton), chemical repellents or electrical shock devices.

#### **IV. PROCEDURES**

##### **A. Reporting for a Ride-Along**

- i. Explorers will report for their Ride-Along at least 20 minutes before their scheduled time, in proper attire, and have with them any required equipment.
- ii. Explorers must not have any prohibited equipment as defined in Section III H, iii of this policy.
- iii. Explorers should also have with them and be ready to show some form of personal Identification to show LPD personnel, if found necessary to properly ID the Explorer.

##### **B. Ride-Along Logbook/Release Records**

- i. A Ride-Along logbook will be maintained in the Patrol Division briefing room and will be completed by the supervising officer each time an Explorer accompanies him/her on a Ride-Along.
- ii. The logbook will contain the following information about the Ride-Along:

1. Date, start time, end time, Explorer's name, supervising officer's name and any comments deemed appropriate by the supervising officer.
- iii. A records book will also be maintained in the Patrol Division briefing room that will contain a current list of Explorers qualified to participate in the Ride-Along program, along with a copy of their hold harmless and release form as well as their medical release form that permits LPD representatives to approve emergency medical treatment.
  1. The records book will also have an emergency contact name and phone number(s) listed for each Explorer participating in the Ride-Along program.
- iv. It is the responsibility of the Post Advisor, or his designee, to make sure the logbook is maintained properly and the release records book is up to date.

#### C. Unacceptable Behavior on Ride-Along

- i. Explorers may not eat or drink (except while on a break with supervising patrol officer)
- ii. Use tobacco products
- iii. Use any electronic device such as a cell phone, personal digital assistant, music device or game
- iv. Engage in any other behavior that would distract the supervising officer or interfere with the objectives of the Ride-Along program.
- v. The only exception to this policy is the use of a cell phone, or other communication device used in an emergency situation.

#### D. Prohibited Actions

- i. Due to potential legal issues with federal and state statutes regulating criminal law and procedure, civil law, and privacy and confidentiality concerns, Explorers are not permitted to participate in interviews, interrogations, the handling or processing of evidence, or the intake or transfer of persons taken into custody.
- ii. Further, Explorers are forbidden from responding to any opinion or judgment questions posed to them by the public (i.e., at a scene of a traffic

accident someone asks, “Who do you think was at fault?” “What type of citation should be issued?” etc.).

- iii. Conversations with citizens will be limited to comments made necessary by direct inquiry and do not require an opinion or judgment, or as otherwise directed by the supervising officer.
- iv. Explorer may be required to appear as a witness in a criminal or civil proceeding, however, efforts should be made to avoid doing this if at all possible.

#### E. Supervision of Explorer

- i. At all times during a Ride-Along the Explorer will adhere to the commands and direction given to him/her by the supervising officer or, in the supervising officer’s absence or incapacity, any other law enforcement officer.
- ii. The Explorer shall, to the extent possible, remain in the patrol vehicle as an observer during a Ride-Along unless otherwise directed by the supervising officer or other law enforcement officer.

#### F. Permissible Activities and Conduct on a Ride-Along

- i. The supervising officer shall instruct the Explorer on the procedures required during a Ride-Along, which shall include:
  - 1. Explorer must follow directions of the Officer and remain under the complete control of the assigned officer or other officers, and shall comply with all directions and requests.
- ii. Either/or the Explorer or LPD Officer may terminate the Ride-Along whenever he/she wishes, and arrangements will be made to transport the Explorer back to the police station or other safe location
- iii. Explorer may assist with telecommunications, completion of incident report forms or any other activity that is considered by the supervising officer to be routine and low-risk for the Explorer.
  - 1. This can include accompanying the officer while transporting or booking prisoners, if the officer feels there are no hazards involved.

#### G. Prohibited Activities on a Ride-Along

- i. Explorers are prohibited, due to the considerable potential for legal complications or for an aggressive or risk inherent response, from participating (assisting) in any arrests, or being present/participating in a call for a felony-in-progress or a crime in progress reportedly involving violence, foot pursuits, emergency pursuit driving, or performing a felony vehicle stop during the course of a Ride-Along.
- ii. The supervising officer, with enough advance notice of a high risk or legally precarious call as it relates to the Explorer, will transport the Explorer to a safe location or make arrangements for the Explorer to be transported to a safe location.

#### H. Spontaneous Emergency on Ride-Along

- i. Patrol operations and calls for service often involve spontaneous situations that require an aggressive and risk inherent response; or just as likely a routine call for service escalates into a situation requiring the same type of response.
- ii. In that it is not possible to foresee every possible contingency for Explorers participating in the Ride-Along program the supervising law enforcement officer responsible for the Explorer must, based upon the circumstances presented, use his/her best professional judgment with respect to the safety and security of the Explorer.
- iii. As a general rule, if the supervising officer is confronted with such a situation and able, he/she should make arrangements for another law enforcement officer to transport the Explorer to the police station or other safe location.
- iv. In some situations it may be safer for the Explorer to remain in the secured patrol vehicle.
- v. It is the responsibility of the Explorer to remain as uninvolved as possible during a spontaneous emergency.
- vi. In the event the supervising officer is in need of emergency assistance, the Explorer will contact the police dispatch center by police radio or cell phone and relate as clearly as possible the location and situation.
- vii. If the Explorer's safety is in jeopardy, and he/she can be of no further assistance to the supervising officer or other law enforcement personnel, the Explorer should remove himself/herself from the immediate area and, without unnecessary delay, report to the police station.



- viii. Subsequent to the spontaneous emergency, the supervising officer and the Explorer must each prepare a written report detailing the spontaneous emergency and the actions of the supervising officer and Explorer.
- ix. This report must be prepared as soon as possible after the spontaneous emergency, but no later than 24 hours after the incident, and submitted to the Shift Commander and a copy to the Post Advisor.

I. Injuries/potential legal situations

- i. The supervising officer, or any other LPD personnel or volunteer involved with Post #1137, must report to the Shift Commander and Post Advisor any injury that occurs to an Explorer, or any situation that may have legal consequences, arising from the Explorer's participation in a Ride-Along or any other Post #1137 activity.
- ii. This report must be made as soon as possible, but no later than 24 hours after the injury or incident.

J. Infractions of Policy

- i. The supervising officer shall immediately terminate the Ride- Along for any infraction of this policy.
- ii. Infractions of this policy, or any other LPD policy and procedure, by an Explorer must be reported to the Post Advisor as soon as possible, but no later than 24 hours after the incident(s) so appropriate follow-up and/or disciplinary action can be initiated.

- V. These policies and procedures replace and supersede all policies, procedures, rules, regulations, and written directives regarding EXPLORER POST 1137 RIDE-ALONG PROGRAM.