

**NEW SMYRNA BEACH POLICE DEPARTMENT  
NEW SMYRNA BEACH, FLORIDA**

**POLICY AND PROCEDURE DIRECTIVE**

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**TITLE:** RIDE-ALONG PROGRAM

**NUMBER:** 14-15

**EFFECTIVE:** 01/19

**REFERENCE:**

**RESCINDS/ AMENDS:**

**REVISED:** 5/22

**ATTACHMENTS:**

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**A. PURPOSE**

The purpose of this directive to establish minimum qualifications and guidelines for individuals to participate in the Department's Ride-Along Program.

**B. DISCUSSION**

Primarily, the department's ride-along program is reserved for individuals currently attending a police training center or involved in the hiring process for the New Smyrna Beach Police Department.

The Chief of Police may allow city, governmental officials, or clergy members to ride with a police officer provided that they meet the eligibility requirements of this policy.

**C. POLICY**

At the sole discretion of the Chief of Police, the New Smyrna Beach Police Department (NSBPD) may permit qualified individuals to ride with officers in accordance with this directive. Minimally, participants shall be required to complete a criminal history fingerprint check and CJIS awareness training. Participants already possessing CJIS training shall attach proof of qualification to the request.

Qualifying reasons to request a ride-along:

- The individual is a current law enforcement student.
- The individual is a current law enforcement officer.
- The individual is a police applicant.
- City official.
- Government official.

Assignments to officer, zone, time of day, day of week, and vehicle shall be the sole discretion of the Chief of Police or designee, and that the participants sole remedy of such assignment, shall be to decline the request.

## **D. PROCEDURE – ELIGIBILITY & REQUIREMENTS**

**14.15.1** Individuals seeking permission to participate in the program will be required:

1. Be at least 18 years of age.
2. Have no pending criminal charges.
3. Have no felony convictions.
4. Complete the Ride-Along agreement and waiver forms.
5. Undergo fingerprinting.
6. Successfully complete online CJIS awareness training. (Training will not be scheduled until fingerprints have been returned).

**14.15.2** Police Applicants

The following applies to individuals seeking employment as a Police Officer upon passing the oral interview:

1. Complete the Ride-Along agreement and waiver forms.
2. Undergo fingerprinting.
3. Successfully complete online CJIS awareness training. (Training will not be scheduled until fingerprints have been returned).
4. Applicants currently CJIS certified shall attach a copy of their certification to the waiver form.
5. Such individuals will be scheduled for a daytime and night-time ride-along.

**14.15.3** Approval Process

The completed package will be submitted to the Chief of Police or designee, through the Administrative Assistant, for final approval.

1. The individual/applicant will be notified when the ride-along is scheduled.

## **E. SUPERVISOR/ OFFICER RESPONSIBILITIES**

**14.15.4** The shift supervisor is responsible for assigning the participant to a shift officer. The shift supervisor may terminate the ride-along at any time.

**14.15.5** The officer conducting the ride-along will review the limitations specified within the waiver/agreement form to ensure understanding by the participant.

1. The officer may terminate the ride-along at any time for safety reasons, a violation of the ride-along agreement, or any other reason deemed appropriate by the officer. The officer will advise their supervisor the reason(s) the ride-along was terminated.
2. The ride-along officer will complete the Applicant Ride-Along Observation Report and forward the same to the Chief of Police via the Administrative Assistant. The completed report will be filed with the applicants background file.

## **F. DRESS CODE, PARTICIPANT CONDUCT, LIMITATIONS**

**14.15.6** Participants shall report to the assigned place and time for the ride-along. Dress code is business casual: a collared shirt (no imprints), dress or khaki pants (no denim jeans), covered shoes (no sandals). Participants shall be neatly groomed.

**14.15.7** The following rules apply to all participants:

1. Participants shall follow and comply with all orders and instructions of the officer conducting the ride-along or any other police officer.
2. Participants shall not carry or have in their possession any weapon, illicit substance, or non-prescribed medication.
3. Participants shall not take any enforcement activity.
4. Participants shall not display a badge, insignia, uniform or other item.
5. Participants shall refrain from using recorders, cameras or similar devices.
6. Participants shall not involve themselves in any police matter.

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**New: RR 5/22**

**Approved: Signature on File  
Chief Mike Coffin**