



## **NORTH MIAMI POLICE DEPARTMENT**

### *STANDARD OPERATING PROCEDURES*

#### **RIDE-ALONG PROGRAM 100.13**

EFFECTIVE DATE: 05-09-22

APPROVED:   
Chief of Police

SUPERSEDES: 08-12-19

CFA: 14.15

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#### **I. PURPOSE**

To establish guidelines and regulations mandated for citizens to adhere to while participating in the Department's Ride-Along Program. The purpose of the Ride-Along Program is to enhance community relations and afford citizens the opportunity to observe Departmental operations.

#### **II. POLICY**

North Miami Police Department officers will ensure that participants adhere to the guidelines and regulations in this policy. The guidelines are intended to enhance participant safety and to ensure that officers are not hindered from performing their duties.

#### **III. SCOPE**

This policy applies to all sworn members of the Department.

## IV. ELIGIBILITY REQUIREMENTS

- A. All ride-alongs must be approved by the Chief of Police, or his/her designee.
- B. No walk-ins will be allowed to participate in the Ride-Along program.
- C. Anyone wishing to participate in the Ride-Along program must make a formal request via email to [pdinfo@northmiamipolice.com](mailto:pdinfo@northmiamipolice.com) explaining the reason for their wish to participate in the program. In addition, they must possess the following requirements: **CFA 14.15A**
  - 1. Complete the necessary CJIS training and obtain a certificate.
  - 2. Be at least eighteen (18) years of age, except with prior approval granted by the Chief of Police, or his designee, or if an active North Miami Police Junior Cadet.
  - 3. Have no pending criminal charges of any nature.
  - 4. Have no felony convictions.

## V. PROCEDURES

- A. If approved to participate in the program, the North Miami Ride-Along Program Coordinator (RPC), designated by the Chief of Police, or his/her designee, will provide the participant, via e-mail or in person, a Request for Permission to Ride as an Observer Hold Harmless Agreement, a/k/a the Observer Form (Attachment A). **CFA 14.15B**
- B. If the individual requires assistance obtaining the CJIS certificate, the RPC will do the following:
  - 1. Once the request has been made, the RPC will instruct the Communications Unit Supervisor, or alternate, to enter the participant into the CJIS Online Portal at [www.cjisonline.com](http://www.cjisonline.com). The RPC will then contact the participant and provide the website and log-in information. The participant will be required to take security training via this website. Once the participant successfully completes this training and e-mails

the proof of completion to the RPC, they will be eligible to complete a ride-along. The security training is valid for one year.

- C. All participants must provide the completed Observer Form to the RPC in person, along with their valid photo identification. The RPC will make a copy of the license and submit the Observer Form to the Communications Unit Supervisor, or alternate, to complete a criminal history check. **This information is not to be shown to the participant.** Only if the history check meets the eligibility requirements will the participant be able to ride. The RPC will then complete the Observer Packet, which will include:
  - 1. The completed Observer Form.
  - 2. A copy of the participant's valid photo identification.
  - 3. A signed copy of the Request for Permission to Ride as an Observer Rules and Guidelines (Attachment B) with a notation from North Miami Communications on the page indicating the results of the background check.
- D. Submitting a request does not guarantee Ride-Along Program approval. The RPC will then forward the Observer Packet to the Uniform Patrol Commander overseeing the shift on which the participant wishes to ride. The Uniform Patrol Commander may approve or deny the request. The Commander will document the reason for the denial on the Packet and immediately return it to the RPC, who will then contact the participant to inform him/her that they cannot participate. **CFA 14.15D**
- E. The on-duty supervisor overseeing the shift on which the participant is riding will keep the Observer Packet until the end of the ride. Once the ride is completed, the Officer will document the participant's behavior on the Observer Form. **CFA 14.15D**
- F. Participants shall be limited to one ride-along every six months, unless otherwise permitted by the Chief of Police
- G. Approved participants may ride for a maximum of four (4) hours, unless otherwise permitted by the Chief of Police, or his designee.
- H. The date and shift requested by the applicant will be accommodated, if possible.
- I. The RPC will maintain a log of all Observer Packets, denied or approved, for one (1) year.

## VI. PARTICIPANT CONDUCT

A. On the selected date, participants in the Ride-Along Program shall:

**CFA 14.15E**

1. Respond to the front lobby of the North Miami Police Department, at least 15 minutes prior to roll call.
2. Obey any lawful order, direction or instruction from the police officer, and shall remain in the officer's vehicle unless otherwise directed.
3. The Officer will ensure that the participant follows the North Miami Police Department rules, regulations, policies and procedures, as applicable.
4. Refrain from any derogatory conversation and shall display the utmost courtesy to Department members, as well as to the public during their ride-along.
5. Not take any enforcement action.
6. Wear appropriate attire, which is defined as:
  - a. Unless a North Miami Police Junior Cadet, participants will not wear any type of uniform.
  - b. Under no circumstances shall a participant display a badge, insignia, uniform, or any other item that may identify them as a police or security officer from another jurisdiction.
  - c. Under no circumstances shall a participant carry a concealed weapon during the ride-along, except with prior approval granted by the Chief of Police, or his designee, such as for a sworn accreditation assessor.
  - d. All open carrying of a firearm by participants is prohibited.
  - e. All participants are required to dress in appropriate attire during the ride-along. They may dress in business casual attire, and must be neat and clean in appearance. Attire which, at the authorizing

supervisor's discretion, is not appropriate will result in the participant's disqualification from the ride-along. Short skirts, shorts, cut-offs, open-toed shoes, or thong-type shoes will not be permitted.

7. Refrain from using tape recorders, cameras or similar devices, unless given prior approval from the Chief of Police, or his designee.
8. Read, agree, and abide by all rules and guidelines.

## **VII. OFFICER'S RESPONSIBILITY**

- A. The participant's actions shall be under the direction and supervision of the officer with whom the participant is riding. During the ride-along:

**CFA 14.15C**

1. Officers will ensure that proper decorum and behavior is maintained.
2. The officer will not allow the participant to become involved in any activity or investigation conducted by any officer except at the express direction of an officer who needs emergency assistance.
3. Officers will respond to calls in a safe manner. While en route, the officer should attempt to brief the participant as to what information is being received on the police radio, explain the procedures being applied to the call, and why.
4. The officer will prevent the participant's access and view of any legally protected and sensitive material, such as any personal identifying information contained in NCIC, FCIC, ELVIS, etc. Officers will lock their computers when leaving the vehicle.
5. The participant may be permitted to observe as much activity as possible, but shall be restricted to the confines of the patrol vehicle unless the officer, after careful consideration, has determined that there is no reasonable expectation of danger to the participant due to the location or type of activity.
6. Should the officer engage in a foot pursuit, the participant shall remain in the patrol vehicle awaiting the officer's return, unless directed to do otherwise by another officer.
7. An officer with a participant shall not engage or participate in a

vehicular pursuit.

8. The officer may also request the supervisor to terminate the ride-along, with cause.

Attachment A

**REQUEST FOR PERMISSION TO RIDE AS AN OBSERVER  
HOLD HARMLESS AGREEMENT**

**Date** \_\_\_\_\_

The undersigned, being over the age of eighteen, does hereby request the North Miami Police Department of Miami-Dade, County, Florida, for permission to ride, as an observer only, in an authorized motor vehicle. This observation is for the purpose of educational benefit. If permission is granted, I hereby agree to obey at all times all instructions, orders, and commands given me by the officer or officers in command of any vehicle in which I may be riding. I fully realize and appreciate the basic nature of law enforcement work and the possibility that situations will arise which might result in my being exposed to the danger of physical harm, personal injury, or death caused by incidents including, but not limited to motor vehicle, aircraft, or boating accidents, assault, battery; or any intentional or negligent acts or omissions by me, or any officer, employee, or agent of North Miami Police Department. I further hereby acknowledge that I may be recorded. I nevertheless freely and voluntarily accept these risks and conditions.

WHEREFORE, in consideration of the educational benefit to be received and the granting of the above request, I hereby agree to hold the North Miami Police Department, the Mayor and City Council members, the City of North Miami, and its employees, agents, and servants harmless from any and all liability for property damage, physical harm, personal injury, or death arising out of my experience as an observer, and I further agree to waive all rights or claims for damages, legal or equitable, arising out of any intentional or negligent acts or omissions by me, or any officer, employee, agent or servants of the City of North Miami and covenant not to sue thereon. My status as an observer shall commence at the time I arrive at the Police Station for admission to the police vehicle in which I am authorized to ride and shall continue during all times thereafter until such time as I return to the Police Station in said vehicle, exit such vehicle, and then leave the Police Station premises and thereupon conclude my status as an observer.

Observer's Name (print)

Observer's Name (signature)

Address

Phone #

DOB

City, State, Zip Code

Social Security Number

e-mail address of Observer (print)

Observer's Emergency Contact (number)

Observer's Emergency Contact (name)

Police Officer Name (print)

Badge#

Police Officer Name (signature) Badge #

Approved (Shift Commander)

Date/Day/Time

Observer's Behavior: \_\_\_\_\_ Acceptable \_\_\_\_\_ Not Acceptable (explain) \_\_\_\_\_

Attachment B

**REQUEST FOR PERMISSION TO RIDE AS AN OBSERVER  
RULES AND GUIDELINES**

**Date** \_\_\_\_\_

On the selected date, the participant shall:

1. Respond to the front lobby of the North Miami Police Department, at least 15 minutes prior to roll call.
2. Obey any lawful order, direction or instruction from the police officer and shall remain in the officer's vehicle unless otherwise directed.
3. Follow North Miami Police Department rules, regulations, policies and procedures, as applicable.
4. Refrain from any derogatory conversation and shall display the utmost courtesy to department members, as well as to the public during their ride-along.
5. Not take any enforcement action.
6. Wear appropriate attire, which is defined as:
  - a. Unless a North Miami Police Junior Cadet, participants will not wear any type of uniform.
  - b. Under no circumstances shall a participant display a badge, insignia, uniform or any other item that may identify them as a police or security officer from another jurisdiction.
  - c. Under no circumstances shall a participant carry a concealed weapon during the ride-along, except with prior approval granted by the Chief of Police, or his designee.
  - d. All open carrying of a firearm by participants is prohibited.
  - e. All participants are required to dress in appropriate attire during the ride-along. They may dress in business casual attire, and must be neat and clean in appearance. Attire which, at the authorizing supervisor's discretion, is not appropriate will result in the participant's disqualification from the ride-along. Short skirts, shorts, cut-offs, open-toed shoes, or thong-type shoes will not be permitted.
7. Refrain from using tape recorders, cameras or similar devices without prior approval from the Chief of Police, or his designee.
8. Read, agree, and abide by all rules and guidelines.

Failure to comply with any of the above listed rules and guidelines will result in the immediate termination of the ride-along, and/or;

The participant may terminate the ride-along at any time. The officer will then return the participant to the station as soon as practical.

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Observer's Name (print)

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Observer's Name (signature)