

KINGSPORT POLICE DEPARTMENT

CIVILIAN RIDE-ALONG PROGRAM



Please read and complete the attached information and return it to the Records Division of Kingsport Police Department. If you have any questions, please contact the Professional Standards Unit at 423-229-9499.

Kingsport Police Department
423-229-9300

KINGSPORT POLICE DEPARTMENT
PATROL DIVISION
STANDARD OPERATING PROCEDURE



SUBJECT: Civilian Ride-Along Program	NO. 2.25
EFFECTIVE DATE: September 6, 2024	NO. OF PAGES: 4
AS# N/A	NEW, AMENDS: June 23, 2022

I. PURPOSE

The Kingsport Police Department's Citizen Ride-Along Program is intended to facilitate and generate community support for law enforcement by providing citizens with an enhanced understanding of the challenges, hazards, and rewards that police officers encounter routinely on the job. The program also allows citizens to acquaint themselves with an individual officer's work style while under regulated safe conditions and guidelines, as well as allowing citizens to ask questions about the department, police operations, and gain knowledge of our role within the community.

II. POLICY

A. Application Requirements

1. In order to be eligible to participate in the Ride-Along Program, each applicant must be at least 18 years of age and not have a history of any felonious crime, any crime of moral turpitude, or any crime suggesting a propensity for any type of criminal behavior.
2. Any applicant who is known or suspected to be involved in any type of criminal behavior or associated with such shall not be permitted to participate.
3. All applications will be processed with a criminal records background check and are subject to final approval by the Chief of Police.
4. Active members of the Kingsport Police Explorers Post sponsored by the Boy Scouts of America Post 185 are exempted from the age requirement.
5. All citizens desiring to participate in the Ride-Along Program will complete and sign the Citizen Ride-Along Program Request and Waiver of Liability, as well as this specific SOP prior to the date of the Ride-Along. For the Explorer Post participants who are under the age of 18, this waiver will be signed by the parent or legal guardian.

B. Scheduling

1. No participant will be assigned to a Ride-Along:
 - a. between the hours of 12:00 a.m. and 6:00 a.m. each day;
 - b. or scheduled after 6:00 p.m. on Fridays and Saturdays.
2. The Ride-Along shall be scheduled at least 72 hours in advance through the Professional Standards Unit office. Exceptions can be considered by a member of the Executive Staff.
3. When possible, the participant shall ride with a Cpl., FTO, or senior patrol officer as designated by the Watch Commander.

C. Safety Precautions and Privacy Concerns

1. Central Dispatch shall be notified when a patrol unit has a Ride-Along participant.
2. Each participant shall be required to wear a seatbelt anytime the police vehicle is in motion.
3. The participant shall remain as a passive observer at all times inside the police vehicle having no contact with the public. The participant shall not exit the police vehicle except when authorized to do so by an officer, a police supervisor, or in an extreme and imminent emergency.
4. Participants shall be advised that they may be called upon to testify to incidents they witnessed.
 - a. cell phone use by participants is prohibited except in an extreme emergency.
 - b. cameras or any video/audio recordings are prohibited.
5. Participants shall not possess or carry any firearms, baton, knife, or other dangerous weapons while participating in the program. This shall be confirmed immediately prior to entering the police vehicle at the beginning of the Ride-Along. Exceptions may be granted for certified police officers, upon verification of employment and credentials, as well as approval of the Chief of Police.
6. Participants are not to enter private residences, businesses, or other property under any circumstance.
7. Participants will not assist with any arrest or exercise any use of force except that which is lawful for any member of the general public or in an extreme imminent emergency.

8. Officers accompanied by participants shall make every attempt to not intentionally involve the participant in an obvious dangerous situation or be engaged in the pursuit of offenders by vehicle or foot.
9. In unexpected critical incidents or emergency situations, officers with participants shall respond to the scene and park the police vehicle in an area the officer deems reasonably safe and notify supervision, so that the participant may be removed to a more prominent place of safety.

D. Appearance and Demeanor

1. Participants shall be appropriately dressed in business casual comfortable attire and exercise proper personal hygiene. Any participant adorning clothing which is not consistent with the proper image of the police department will not be allowed to continue in the program. The on-duty Watch Commander has the discretion to refuse or postpone participation in the program if the participant is not properly dressed or exercising personal hygiene.
2. Officers with participants have the authority to terminate a Ride-Along at any time due to improper actions of the participant. Those actions may include, but are not limited to failure to follow directions, placing the officer in peril, or other actions that would have likely led to the detriment of the character or reputation of the department, etc.
3. Should an officer find the need to terminate a Ride-Along, he/she will immediately notify the on-duty Watch Commander and provide an accurate account of the reason(s) for the action.
4. The on-duty Watch Commander will submit to the Executive Staff a memorandum outlining the reasons for any needed dismissal action as soon as possible.

E. Accidents of Injuries

1. If an injury or accident occurs to a participant, the on-duty Watch Commander will prepare a memorandum listing the date and time of injury/accident; name of the participant and contact information; any witnesses; and a complete description of the circumstances surrounding the incident and forward to the Executive Staff, as well as Professional Standards Unit for review.

F. Acknowledgement

I have read, understood, and been given the opportunity to ask questions pertaining to the Kingsport Police Department Citizen Ride-Along Program.

Signature of Participant

Date

Signature of Coordinator

Date

So ordered, this the 6th day of September, 2024.



Dale Phipps
Chief of Police

Accreditation Reference Standard: N/A



KINGPORT POLICE DEPARTMENT

200 Shelby Street
Kingsport, TN 37660

"Serving Since 1917"



DALE PHIPPS
Chief of Police

Application for Civilian Ride-Along

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: CELL: _____ WORK: _____

DRIVER LICENSE STATE AND NUMBER: _____

SSN: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

HEALTH/MEDICAL INSURANCE PROVIDER (Attach Copy of Card):

Your participation is voluntary, and you are not covered under workman's compensation for the City of Kingsport. Please read the release of the claims statement carefully and ask questions about anything you do not understand.

Applicant Signature

Date

Training Sergeant or Designee

Date

Chief of Police

Date

___ Approved

___ Disapproved

Kingsport Police Department

Police Ride-Along Program

Release and Waiver of Liability

In consideration of being allowed to participate in the police ride-along program with the City of Kingsport, I recognize that I am assuming all risk of personal injury or death and property damage or loss from whatever causes arise while I am participating in the program. This includes injuries, death, or damage arising while I am on the property of the municipality in preparation for, or anticipation of my participation in the ride-along program and causes arising while I am approaching, entering, riding in, disembarking from, leaving, or being about any police vehicle of the municipality. I release the municipality, its officers, employees, agents, and servants from any liability resulting from my action(s) in any way.

As further consideration for being allowed to participate in the ride-along program, I will indemnify and save the city, its officers, employees, agents, and servants harmless for personal injury or death and property damage or loss to others for which my actions were a proximate cause while I am participating in the program. I knowingly assume all responsibility and liability for my own actions while I am participating in the ride-along program.

Signature

Witness

INDEMNITY AGREEMENT

WHEREAS, the Kingsport Police Department wishes to provide law enforcement training to private citizens, and

WHEREAS, during the course of such training the recipients will have access to documents and information declared by law to be confidential, including, without limitation, criminal investigation, criminal investigation reports, photographs, fingerprint cards, records of conviction and autopsy reports, and

WHEREAS, the City of Kingsport may become legally liable for the release of confidential documents and information, and

WHEREAS, the City of Kingsport wishes to obtain assurance that private citizens participating in the training program will not release confidential information without authorization.

NOW, THEREFORE, in consideration of the law enforcement training which the Kingsport Police Department will provide, the undersigned recipient of such training agrees to indemnify the City of Kingsport and its employees for any judgment or settlement if a claim based upon the unauthorized release or dissemination of confidential document or information by the undersigned.

Dated: _____

Training Recipient

Professional Standards Unit