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
GENERAL ORDER

SUBJECT: Civilian Transportation/Ride Along Program	NO. 118.3
EFFECTIVE DATE: June 1, 2026	NO. OF PAGES: 6
AS# 19.1 (TLEA)	NEW, AMENDS: May 1, 2021

I. PURPOSE

The purpose of this general order shall be to establish policy and procedure regarding the transportation of civilians in city-owned vehicles by employees of the Kingsport Police Department.

II. REQUIREMENTS

The following requirements must be completed before transporting any civilians in the Kingsport Police Department Ride-Along Program:

A. A complete background check to include city/county court checks, NCIC check, and having the civilian's name circulated throughout the department among employees. This report shall be retained and filed in the Training Division for that calendar year plus one additional year.

B. Each participant must be 18 years of age.

C. Each of the participants must provide proof of health/medical insurance coverage for any injuries they might receive while participating in the Ride-Along program.

D. A documented safety orientation session must be conducted by the Kingsport Police Department's program coordinator, the officer that the participant is assigned prior to riding in the police vehicle.

E. Each participant shall complete and sign a Kingsport Police Department waiver of liability.

F. The Training Division shall notify the proper shift supervisors of the date/time approved for the ride-along. The participant will not be allowed to ride unless a shift supervisor is notified 72 hours in advance of the ride-along, unless the executive staff makes an exception.

G. Any additional requirements made by federal, state, and/or local regulations that place further restrictions or guidelines upon the supervision and operations of a civilian ride-along program must be followed.

III. PARTICIPANT EXPECTATIONS

The following restrictions shall be complied with by the participant, or the ride-along will be immediately terminated. Violation of any of these restrictions may prohibit that individual from any future participation.

A. The participant shall remain in an observer-only position at all times. The participant must remain in the vehicle and must not have more than minimal contact with the public. The participant shall stay in the vehicle on even the most routine calls. Participants are not to enter private residences, businesses, or other property unless to patronize a store or use restroom facilities.

B. Each participant shall be required to wear a seatbelt at all times when in the police vehicle.

C. No participant shall be permitted to carry a weapon. This shall be confirmed immediately prior to entering the police vehicle at the beginning of the shift. Exceptions may be granted for certified police officers upon verification of employment and credentials, as well as approval of the Chief of Police or designee.

D. The participant will only be allowed to ride with patrol officers with a minimum 2 years' experience.

E. Participants shall be limited to only a maximum of two rides per year, unless authorized by the Chief of Police or designee. Internships are exempt from this requirement.

F. Participants may ride Sunday through Thursday between 0600 and 2300 hours, and Friday and Saturday between 0600 and 1800 hours. Participants are not permitted to ride between 0000 and 0600 hours.

G. Participants shall be advised that they may be called upon to testify to incidents they witnessed.

H. Participants shall not use cell phones, cameras, or any audio or visual recording devices while participating. Cell phone use is permitted only in extreme emergencies.

I. Participants shall be appropriately dressed in business casual, comfortable attire, and exercise proper personal hygiene. Any participant wearing clothing that 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.

J. Participants shall not assist in any arrest. They shall not exercise any force or authority, except which is lawful for any member of the general public.

K. Participants are not to enter private residences, businesses, or other property unless to patronize a store or use restroom facilities.

IV. OFFICER INSTRUCTIONS

A. Only patrol officers with a minimum of two years of experience are authorized to have a participant assigned to ride with them.

B. Officers shall ensure that their participant is not carrying any type of weapon. This shall be done immediately before the ride-along commences.

C. Officers assigned a ride-along participant must be familiar with the authorized ride-along hours.

D. Central Dispatch shall be notified immediately after roll call if any unit has a participant. Those units shall not be assigned domestic violence or assault calls if other units are available to handle the call.

E. Officers accompanied by a participant shall not engage in pursuits. In case of an extreme emergency, the participant may be left at a safe location. The participant shall remain at that location until an officer picks them up to complete their ride.

F. 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.

G. Should an officer find the need to terminate a ride-along, they will immediately notify the on-duty Watch Commander and provide an accurate account of the reason(s) for the action.

H. 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.

I. In critical emergency situations, officers with participants may respond to the scene. Upon arriving at the scene, the officer shall park their vehicle in the safest location and in the best tactical position.

1. Insist the participant remain in or behind the police vehicle.

2. Notify a supervisor and make arrangements for the participant to be removed from the vicinity of the call.

J. Officer shall immediately report any strange or dangerous behavior on the part of the participant. This behavior can be based on many factors, but the officer must be able to articulate and document those incidents, actions, or comments that would justify the participant being disqualified from completing the current ride-along and all future ride-along requests.

K. A complete incident report must be filed by the Watch Commander, and the officer with whom the participant was riding, following any accident or injury to a program participant or a member of the general public occurring during the course of participation in the ride-along. This document is to include, at a minimum, the date and time of the accident or injury, the injured person's name, address, and phone numbers, the names and phone numbers of any witnesses, and a complete description of the event and circumstances surrounding the accident or injury.

V. POLICE OFFICER FAMILY MEMBERS

The following guidelines and restrictions shall be complied with by all employees of the Kingsport Police Department and their family members. This is specifically directed at employees traveling out of town for training or other police department-related business. These guidelines and restrictions apply whenever a family member of the Kingsport Police Department employee (who is authorized to operate a police department vehicle) is being transported in a city-owned vehicle.

A. The employee must apply through their immediate supervisor to the Chief of Police for permission to transport a family member(s) in a city-owned vehicle.

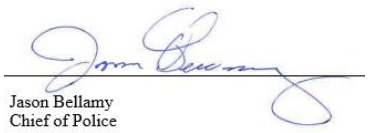
B. Employee must instruct family members concerning mandatory seat belt usage and about basic police equipment.

C. Family members must receive instructions that the city-owned vehicle can only be operated by an authorized city employee.

D. Family members may also be transported in case of a family emergency.

E. Family members shall not be allowed to ride with any relative as part of the ride-along program.

So ordered, this the 1st day of June 2026.



Jason Bellamy
Chief of Police

Accreditation Reference Standard: 19.1 (TLEA)

KINGPORT POLICE DEPARTMENT
200 Shelby Street
Kingsport, TN 37660
"Serving Since 1917"

Jason Bellamy
Chief of Police

Application for Civilian Ride-Along

NAME: _____ Sex: _____ Race: _____

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.

I have read, understood, and been giving the opportunity to ask questions regarding the Ride-Along program.

_____ _____
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 cases 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 a confidential document or information by the undersigned.

_____ _____

Participant Date

_____

Professional Standards Unit

CITY OF KINGSPORT FULL RELEASE OF ALL CLAIMS
NON-EMPLOYEES IN CITY-OWNED VEHICLES

In consideration of being allowed to ride, at no cost to me, in a vehicle owned by the City of Kingsport, I do hereby fully and completely release, acquit and forever discharge the City of Kingsport, Tennessee, its officials, employees, agents, representatives, insurers, sureties and assigns, or anyone acting on their behalf from all actions, causes of actions, claims, demands, damages, torts, and any other relief of any nature whatsoever, whether known or unknown, whether absolute, fixed or contingent, whether in law, in equity or that I have ever had, now have or hereafter can, shall, or may have, by reason of arising out of any matter, cause or event, occurring by my presence or participation in the activity to and from which I am obtaining transportation through the City of Kingsport, Tennessee.

I agree to abide by any rules, policies or directives that may be set forth by the City of Kingsport, Tennessee for the protection of myself and others who may be involved in this activity with me. I also assume any and all other risks associated with participation in this activity. I hereby for myself, my heirs, executors, administrators or anyone else who may claim on my behalf, covenant not to sue, and waive, release and discharge the City of Kingsport, Tennessee, its officials, employees, agents representatives, insurers, sureties and assigns or anyone acting on its behalf from any and all claims of liability for death, personal injury or property damage of any kind or nature whatsoever arising out of and in the course of my presence or participation in this activity.

I declare and understand the no promises, inducements, or agreements not herein expressed have been made to me, that this full release contains the entire agreement, and terms of this full release of all claims are contractual and not merely a recital.

_____

Print Name

_____

Signature/Date

_____

Risk Manager/Date