



Written Directive	Ride-along Program
Effective Date: October 9, 2019	Applies to: All
CALEA: N/A	Issuing Authority: Interim Director Michael Holt
Revised: N/A	Rescinds: N/A

I. Purpose

The purpose of the directive is to establish the requirements, approval process, hours of operation and other procedures for the Division of Campus Safety’s (DCS) Ride-along Program. The Ride-Along program provides an opportunity for persons to experience the Campus Safety function firsthand.

II. Definitions

N/A

III. Written Directives

Eligibility

- A.** University of Denver students, staff and faculty; interested Campus Safety applicants; and citizens can request to join a Campus Safety Officer (CSO) on patrol for a pre-scheduled segment of the CSO’s shift. Every reasonable attempt will be made to accommodate interested persons. Any ride-along applicant may be disqualified with or without cause from participating the in the program. The following factors may be considered in disqualifying a ride-along applicant and are not limited to:
 - i. Being under 13 year of age
 - ii. Prior criminal history or pending criminal action
 - iii. Pending Human Resource Investigation and/or Student Code of Conduct (Honor Code) actions
 - iv. Pending any lawsuit against the University of Denver
 - v. Denial by any Campus Safety Supervisor
- B.** Approved applicants between the age of 13-17 years of age are eligible to participate in the ride- along program during approved dayshift hours only (08:30am – 6:00pm)

Availability

- A.** The Ride-along Program’s hours are from 08:30a.m. to 11:00 p.m. on most days of the week. Approved Ride-along applicants will be scheduled to ride a portion of the CSO’s shift, which will be established by the shift supervisor.



Division of Campus Safety



- B. Exceptions to this schedule may be made by the Captain of Patrol Operations, Commander/Associate Director of Campus Safety or the Director of Campus Safety

Program Requirements

- A. Approved ride-along applicants will be allowed to ride no more than once every three (3) months. An exception would apply to those applicants either interested in employment with DCS, in the selection/hiring process for a position with the DCS, or an approved volunteer associated with the DCS (i.e. EMS Club, intern or student volunteer assigned to DCS, etc.) at which time approval will be required by the Captain of Patrol Operations, Commander/Associate Director of Campus Safety, or the Director of Campus Safety.
- B. An effort will be made to ensure that no more than two ride-along applicants will participate in a ride-along on the same shift at any given period of time.
- C. No more than one ride-along applicant will be allowed in a CSO's vehicle at a given time.
- D. When applicable, ride-alongs who request multiple opportunities to participate in the ride-along program should be rotated among officers.
- E. Any person approved to ride-along is required to be suitably dressed in business casual attire and well-groomed with a professional appearance. Sandals, T-Shirts, tank tops, shorts and ripped or torn jeans are not permitted. Any shift supervisor may refuse a ride-along to anyone not meeting the listed dress code guidelines.
- F. Any person approved to ride-along must adhere to the rule and regulations contained within this written directive in addition to those stipulated in any agreements signed by the ride-along applicant prior to participating in the program.

Ride A-long Criminal History Check

- A. All ride-along applicants are subject to a criminal history and ARMS Master Name Index records check. The criminal history check may consist of a local records check and a state-wide check through the Colorado Bureau of Investigation (CBI).

Officer's Responsibilities

- A. Any CSO who has a ride-along assigned to them shall advise the Communication Technician that the ride-along is present before going into service.
- B. Officers shall consider the safety of the ride-along at all times. Officers shall use sound discretion when encountering a potentially dangerous or unsafe situation while assigned a ride-along.
- C. Conduct by a person participating in a ride-along that results in termination of the ride or is otherwise inappropriate shall be immediately reported to a shift supervisor and/or the Captain of Patrol Operations. Any such incident will be documented in either an email or computer generated incident report, depending on the circumstances and at the discretion of the shift supervisor.
- D. The documentation will be forwarded to the Community Resource Officer, who will attach a copy to the ride-along's original request form.



Division of Campus Safety



Community Resource Officer's Responsibilities

- A. The Community Resource Officer is responsible for the management of the Ride-Along Program and will act as a liaison between all ride-along applicants and DCS personnel. The Community Resource Officer will facilitate and coordinate all ride-alongs conducted with DCS personnel.
- B. The Community Resource Officer will contact the ride-along applicant prior to the scheduled ride-along to ensure that all rules, regulations and conduct expectations associated with the Ride-along program are provided to and understood by the ride-along applicant.
- C. The Community Resource Officer will contact each ride-along applicant following the scheduled ride-along to solicit feedback on their experience participating in the program.

The Community Resource Officer will market the Ride-Along program to interested groups and individuals as part of the Division of Campus Safety's Community Outreach Program.

IV. References

Ride-Along Request and Guidelines Form

V. Rules and Procedures

Procedure to Request a Ride-Along

- A. The applicant must complete the request form in its entirety and sign the "Release of Liability, Agreement" and "Agreement to a Criminal History Check" prior to submitting the ride-along request form to the Division of Campus Safety.
- B. The ride-along request paperwork must be submitted and received at least 10 days prior to the requested date of the ride-along, to allow adequate time for review and the required criminal history and ARMS Master Name Index records checks to be completed.
- C. All submitted ride-along request forms will be sent to the Community Resource Officer or designee for review and approval. The Community Resource Officer will contact the ride-along applicant and conduct a follow up interview, which will include conduct expectations during the ride-along if approved. The Community Resource Officer will contact the Office Coordinator to complete the required criminal history and ARMS Master Name Index records check on each applicant prior to approval.
- D. The ride-along request and a copy of the criminal history check will be forwarded to the Community Resource Officer as soon as possible for final approval and scheduling considerations. Ride-alongs must be approved by the Community Resource Officer or designee at least 48 hours prior to the Ride-Along.
- E. If the ride-along applicant is denied after the request has been made to participate in the program, a representative of the Division of Campus Safety will contact the applicant and advise him/her of the denial.
- F. Upon approval, the Community Resource Officer will coordinate the scheduling of the ride-along applicant with shift supervisors.



Division of Campus Safety



- G. Upon completion of the ride-along, the associated paperwork will be forwarded to the Office Coordinator for filing.

Control of Ride-Along Rules and Regulations

- A. The assigned CSO shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These include, but are not limited to:
- i. The ride-along will follow the directions of the assigned CSO.
 - ii. The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects or handing of any DCS equipment.
 - iii. The ride-along may terminate the ride at any time and the CSO may return the ride-along to the Campus Safety Center if the ride-along interferes with the performance of the CSO's duties.
 - iv. Ride-alongs will not intentionally place themselves in dangerous or unsafe situations during the course of the ride or at any time when present with the assigned CSO.
 - v. CSO's will not allow any ride-along to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person.
 - vi. Under no circumstances shall a ride-along be permitted to enter a residence with a CSO without the express consent of the resident or other authorized person.
 - vii. Ride-alongs shall be returned to the Campus Safety Center when the ride-along has ended. At no time, shall a CSO drive the ride-along off-campus or to another destination upon termination of the ride-along without express consent of a shift supervisor.