


Ride-Alongs

405.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

405.2 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Mt. Lebanon Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.3 POLICY

Ride-along opportunities will be provided to the members of the public, Municipality employees and members of this department to observe and experience, first-hand, various functions of the Mt. Lebanon Police Department. The term "ride-along" includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as the Dispatch Center. The term "ride-along" does not apply to courtesy rides or motorist assists.

405.4 ELIGIBILITY

Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the Municipality.
- Denial by any supervisor.

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405.5 AVAILABILITY

A ride-along or job observation is available most days of the week, from 7:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police or Watch Commander.

405.6 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Community Outreach supervisor. The applicant will complete and sign a Mt. Lebanon Police Department [Observer Ride-Along Intern Waiver](#) and the Mt. Lebanon Police Department [Observer Ride-Along Intern Background Investigation Request](#) . Additional information requested will include a valid state-issued identification card or driver's license number, birthdate, address and telephone number.

All requests must be accompanied by a letter, addressed to the Chief of Police, submitted through the Community Outreach Unit.

The Community Outreach supervisor will schedule a date based on availability

If the request is denied, a representative of this department will advise the applicant of the denial.

405.7 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Interns
- Volunteers
- Chaplains
- Reserves
- Citizens Police Academy participants
- Mt. Lebanon Police Department applicants
- Any others with approval of the Chief of Police
- Students enrolled in any department-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

[For additional procedure on COLLEGE INTERNSHIP GENERAL GUIDELINES click here.](#)

[For additional procedure on COLLEGE INTERN SELECTION PROTOCOLS click here.](#)

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405.7.1 OFF-DUTY PARTICIPATION

Off-duty members of this department will not be permitted to participate in a ride-along with on-duty members of this department.

405.7.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Pennsylvania State Police (PSP) criminal history record check prior to approval of the ride-along.

405.7.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Watch Commander. The Watch Commander or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.8 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

- (a) The participant will follow the directions of the department member.
- (b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.
- (c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.
 1. If the ride-along is in progress, the member may return the participant to the point the ride originated.
- (d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.
- (e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.
- (f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.
- (g) It is fully understood by both the participant and the officer that the goals and duties of the Department are paramount. Anything which might jeopardize the basic mission of the Department will result in the immediate cancellation of the program for that participant.

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- (h) Personal electronic equipment will not be utilized by the participant without the permission of the Chief of Police. "Electronic equipment" includes but is not limited to the following examples: video recorder, audio recorder, still cameras and smart phone apps that either audio or video record.

An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The communications operator will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Watch Commander. The member should enter comments regarding the reasons for terminating the ride-along on the appropriate report.

Attachments

Form 70 - Observer Ride Along Intern Waiver.pdf

Form 71 - Observer Ride Along Intern Background Investigation Request.pdf



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Observer/Ride-A-Long/Intern Background Check Request



**The following section must be completed in its entirety.
Any information omitted will result in the return of the application.**

Name: _____
First
Middle
Last

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email Address: _____

Date of Birth: ____/____/____ Social Security #: ____ - ____ - ____

Driver's License #: _____ State: _____

Social Media Accounts and Usernames: _____

Will applicant submit to a background investigation and criminal history check? Yes No

_____/_____/_____
 Signature of Applicant DATE

This section completed by MLPD/ISU:

Community Outreach: _____ Date: ____/____/____

ISU Detective: _____ Date: ____/____/____

ALERT	
AC Criminal	
NCIC	
JNET	
Megan's Law	
Driver's License	
Social Media	



Mt. Lebanon Police Department

Observer/Ride-A-Long/Intern Release of Liability



Name: _____

DOB: _____

Address: _____

Cellphone: _____

Email: _____

TYPE OF PROJECT:

High School _____

College _____

Criminal Justice _____

Other (Specify) _____

I have requested on my own initiative to participate as an Observer/Ride-A-Long/Intern of the Mt. Lebanon Police Department, Allegheny County, Pennsylvania.

Now, therefore, in consideration of Mt. Lebanon, Pennsylvania allowing me to participate as an observer and in consideration of Mt. Lebanon permitting me use of its facilities, the validity, sufficiency, and receipt of which consideration is acknowledged, I do hereby, for myself, my heirs, executors, and administrators, remise, release, and forever discharge Mt. Lebanon, its employees, officers, commission members, representatives, affiliates, and agents, acting officially or otherwise (hereinafter "Mt. Lebanon") from any and all claims, actions, demands, or causes of action, on account of my death or on account of any personal injury or damage to my personal property which may occur, regardless of whether or not said harm or injury occurs through the negligence, misfeasance, or malfeasance on the part of Mt. Lebanon, or whether said harm or damage occurs through acts of a person not employed by Mt. Lebanon.

I ACKNOWLEDGE that I am aware that participating in the Observer/Ride-A-Long/Intern Program can be dangerous and may result in property damage or serious bodily injury. I ASSUME THE RISK of all injuries that may occur as a result of my being permitted to participate as an Observer/Ride-A-Long/Intern.

I hereby ACKNOWLEDGE that my participation in the Observer/Ride-A-Long/Intern Program is strictly voluntary on my part, is solely for my personal benefit, and is in no way related to any employment I may have/had with Mt. Lebanon.

I AGREE to abide by all instructions given to me while participating as an Observer/Ride-A-Long/Intern and I ASSUME RESPONSIBILITY for my failure to abide by such instructions. I also Understand that I am required to keep any and all information that I may view confidential, to include but not limited to, names, aliases, addresses, dates of birth, social security numbers, locations of crimes, targets of investigations, officers involved in investigations, vehicles, registration plate numbers, and job locations of suspects and arrestees. I understand that I am personally and criminally liable if I disseminate any confidential information to anyone not directly related to the Mt. Lebanon Police Department.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS Mt. Lebanon from and against any and all liability, loss, cost, or expense (including attorneys' fees) arising from or in any manner connected with my being permitted to participate in the Observer/Ride-A-Long/Intern program.



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Personal electronic equipment will NOT be authorized by the participant without the permission of the Chief of Police. Electronic equipment includes but is not limited to the following examples: video recorder, audio recorder, still cameras, smart phones, and apps that either audio or video record.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND BY SIGNING IT I VOLUNTARILY INTEND TO RELEASE AND INDEMNIFY MT. LEBANON, PA. FROM ANY LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE THAT RESULT FROM MY PARTICIPATION IN THE OBSERVER/RIDE-A-LONG/INTERN PROGRAM.

Name: _____

Date: _____

Signature: _____

Witness Name: _____

Date: _____

Witness Signature: _____

Parents of Juveniles:

I certify that my son/daughter, being less than 18 years of age, has my permission for this request and I agree to the terms listed above for the waiver of claims of injury during the observation of the Mt. Lebanon Police Department. I have also read and understand that my son/daughter is personally and criminally liable for dissemination of any confidential information as stated above.

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

FOR DEPARTMENT USE ONLY

Approved: _____ Denied: _____

Community Outreach Supervisor: _____

Date: _____

Chief of Police Approval: _____

Date: _____