

HONOLULU POLICE DEPARTMENT
POLICY
LAW ENFORCEMENT OPERATIONS

August 24, 2015

Policy Number 4.38

RIDE-ALONG PROGRAM

POLICY

The Honolulu Police Department (HPD) shall conduct a Ride-Along program with the following objectives:

- I. To promote and improve a mutual understanding of police and community problems;
- II. To improve the image of the police in the community and develop an awareness of and respect for law and order; and
- III. To develop enthusiasm for a career in law enforcement.

PROCEDURE

I. **ELIGIBILITY TO PARTICIPATE**

Participants in the Ride-Along program shall be limited to the following:

- A. Visiting law enforcement officials;
- B. Government officials as related to their official duties;
- C. College students as arranged for classroom credit programs;
- D. Civilian employees of the HPD;
- E. Certified law enforcement explorers;
- F. Persons with an interest in a career in law enforcement as referred by school and career counselors;

- G. Families and friends of police officers to ride with that particular officer;
- H. Members of the news media; and
- I. Others at the discretion of the commander of the Community Affairs Division (CAD) or the district patrol commander.

II. YOUTH RIDE-ALONG

- A. Must be age 12 through 17 to participate.
- B. The parent(s) or guardian(s) of interested youths must sign the Parental Consent - Authorization/Medical/Injury, HPD-233 form, and have the signature witnessed by a police officer.
- C. The Permit to Ride (Minors)/Emergency Information portion of the HPD-233 form must be approved and signed by the commander of the CAD or a designee or by the district patrol commander. This form must be in the participant's possession at all times during each ride. After the ride, the district patrol command shall forward the form to the CAD for retention.

III. ADULT RIDE-ALONG

- A. Must be age 18 or older to participate.
- B. Each ride must be authorized by the CAD commander or a designee or by the district patrol commander.
- C. Adults must fill out the Adult Waiver - Authorization/Medical/Injury, HPD-385 form, and have it approved and signed by the commander of the CAD or a designee. The HPD-385 form may also be approved and signed by a lieutenant or higher-ranking officer of the district patrol command.

- D. The Permit to Ride/Emergency Information portion of the HPD-385 form (or the equivalent Authorization to Ride/Emergency Information card for Police Commissioners) must be in the participant's possession at all times during each ride. After the ride, the district patrol command shall forward the card to the CAD for retention.

IV. LIMITATIONS AND RESPONSIBILITIES

- A. All participants in the Ride-Along program are limited to one ride per calendar year. Exceptions to this limit are made for the following:
 - 1. Police commissioners;
 - 2. Persons on the civil service eligibility list for police recruit, who will be permitted to ride on a space-available basis; and
 - 3. Others at the discretion of the CAD commander or the district patrol commander.
- B. Processing and approving persons for the Ride-Along program shall be the responsibility of the following:
 - 1. A person meeting the eligibility requirements of section I A through F above shall be processed by the CAD;
 - 2. Persons meeting the eligibility requirements of section I G above shall be processed by the appropriate patrol district; and
 - 3. Persons meeting the eligibility requirements of section I H above shall be screened, approved, and processed by the Media Liaison Office prior to being referred to the appropriate patrol district.

V. RECRUITMENT

- A. All departmental personnel are urged to support this program.
- B. Employees shall refer interested, eligible persons to the CAD for placement with the proper district patrol commands.

VI. PROGRAM OPERATION

- A. The hours of operation will normally be from 1800 to 2200 hours. Ride-Alongs shall be limited to four hours. Exceptions to these hours may be made at the discretion of the district commander.
- B. Each district patrol commander will designate a district coordinator to oversee the operation of the program in his or her district, while maintaining overall responsibility for its success.
- C. District coordinators shall be responsible for and actively participate in the immediate operation of the program. Active participation, however, does not relieve them of their regular duties, assignments, and responsibilities for supervising their subordinates.
- D. As a rule, riders will participate on a one-to-one basis. However, more than one rider at a time is permissible if the watch commander and participating officer agree to this arrangement.
- E. Male riders will ride with male officers and female riders with female officers. Exceptions require the watch commander's permission. Two riders of opposite sexes may ride with either male or female officers.
- F. Riders will make arrangements with the district coordinators or watch commanders at least two days in advance of the desired Ride-Along date.

VII. RESPONSIBILITIES OF DISTRICT PATROL COMMANDS

Each district patrol command is responsible for the following:

- A. Assigning riders to patrol officers and scheduling the number of riders per day;
- B. Ensuring that criminal history, National Crime Information Center (NCIC), and warrant checks are completed for each participant. If any check is positive, it must be reviewed by the district commander before the individual is permitted to ride;
- C. Ensuring that every person participating in this program has a properly signed waiver and approval. No one is permitted to ride without having the appropriate signatures on all forms;
- D. Ensuring that all participants are properly attired and wearing shoes (no slippers);
- E. Ensuring that riders are not transferred from one officer to another without the coordinator's approval; and
- F. Having the rider read and sign the Instructions for Participants, HPD-233B form; ensuring the rider understands the instructions; and forwarding the completed form to the CAD.

VIII. RESPONSIBILITIES OF PARTICIPATING OFFICERS

- A. The officer is to give complete instructions on what to do in emergency situations and make certain that the rider understands these instructions.
- B. The officer is to exercise caution and discretion when responding to any occurrence so that the safety and well-being of the rider are not jeopardized.
- C. The officer is to ensure that all riders secure themselves with seat belts.

- D. If an officer becomes involved in a lengthy investigation, the officer should notify the Communications Division so that the necessary arrangements can be made to have the rider returned home or transferred to another officer.
- E. The rider is only an observer and should be instructed not to get involved in the investigative work of the officer. When necessary, the rider shall be dropped off at a safe, well-lighted area; the Communications Division shall be notified of the location; and the rider shall be picked up as soon as a unit is available.

IX. CAD PROGRAM COORDINATOR

The commander of the CAD shall appoint a program coordinator to manage the overall operations of the Ride-Along program.

The CAD program coordinator shall:

- A. Ensure that criminal history, NCIC, and warrant checks are completed for each participant. If any check is positive, it must be reviewed by the division commander before the individual is permitted to ride;
- B. Ensure that waivers and other forms are properly processed:
 - 1. When the HPD-233 forms are processed, care must be taken to ensure that the signatories of these forms are the actual parents or guardians of the minor who is to ride;
 - 2. Should the parents be divorced, the parent who has custody of the minor should be the signatory. This must be verified by a court order; and
 - 3. Should the minor be a ward of the court, the signatory should be the representative of the court for that minor;

- C. Establish the rules of conduct, attendance, dress, and personal grooming; and
- D. Ensure that participants report to the proper district stations.

X. INJURY

- A. When a rider is injured while on tour with an officer, the rider shall be taken to the nearest medical facility or to the hospital designated on the emergency information card.
- B. The person designated on the waiver form under "in case of emergency, contact . . ." shall be contacted and notified immediately about any injury to the rider. The designated, private physician shall be called if the injury is serious.
- C. The district coordinator shall investigate and submit findings in an official report covering the injury. One copy of the report shall be forwarded to the CAD and a second copy to the Department of the Corporation Counsel, City and County of Honolulu.

XI. PROGRAM FORMS AND INSTRUCTIONS

The attached instruction sheet provides information on the HPD-233 and HPD-233B forms.


LOUIS M. KEALOHA
Chief of Police

Attachment

Post on bulletin
board for one week

Policy first issued
May 8, 2001

INSTRUCTIONS FOR SPECIAL FORMS USED IN
THE RIDE-ALONG PROGRAM

These instructions provide additional information about two forms used in the Ride-Along program.

A. PARENTAL CONSENT - AUTHORIZATION/MEDICAL/INJURY -
HPD-233 FORM

1. Before any applicant (except a certified law enforcement explorer) is permitted to participate in the Ride-Along program, the Community Affairs Division commander or a designee or a lieutenant or higher-ranking officer of the district patrol command must approve the completed HPD-233 forms by signing the applicant's Permit to Ride.

The Permit to Ride (Minors) section is cut along the perforated line and must be in the Ride-Along participant's possession during the ride. The Parental Consent and Authorization portion is forwarded to the Community Affairs Division via the district coordinator.

2. This form is required for applicants 12 through 17 years of age.
3. The form is self-explanatory. The applicant and/or the applicant's parent(s) or guardian(s) are to complete the Emergency Information/Parental Authorization and Parental Consent sections.
4. The signature of the parent(s) or guardian(s) is very important. The officer must be certain that the signatory is the parent or guardian having custody of the youth.
5. A police officer must sign as witness of the parent's or guardian's signature consenting to the youth's participation in the program.

B. INSTRUCTIONS TO PARTICIPANTS - HPD-233B FORM

1. This form is given to each participant by the district coordinator prior to the ride to ensure that the rider understands the instructions.
2. The completed form is forwarded to the Community Affairs Division.