

	<h1>Temple University Department of Public Safety</h1>	
	<h2>POLICIES AND PROCEDURES</h2>	
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<b>Authorized By:</b> Jennifer Griffin, Ph.D Vice President and Chief Department of Public Safety		<b>Signature:</b> <i>VP/Chief Jennifer D. Griffin, Ph.D.</i>

**PURPOSE**

The purpose of this policy is to outline the guidelines and procedures for the Civilian Ride-Along Program, enabling members of the community to accompany on-duty police officers in department vehicles. This initiative aims to foster transparency, enhance public trust, and promote a deeper understanding of police operations through direct observation. By offering this immersive experience, the department commits to building stronger community relationships and providing educational opportunities that underscore the realities and challenges of law enforcement.

**POLICY**

It is the policy of the Temple University Department of Public Safety to facilitate a Civilian Ride-Along Program, allowing eligible civilians a structured opportunity to observe police operations firsthand. This program allows civilians to observe law enforcement procedures, strengthen community ties, and provide an open platform for community engagement. Through these ride-alongs, the department endeavors to maintain a high standard of safety, respect, and confidentiality for all participants while ensuring that operations remain effective and secure.

**PROCEDURES**

**I. Participant Eligibility Requirements**

- A. Generally, only persons 18 and older may participate in the ride-along program.

1. Exceptions may be made for organizations or groups with participants under the required age, subject to special consideration and authorization by the Vice President/Chief of Police or their designee.
- B. Participants are typically permitted only one ride-along per calendar year unless additional ride-alongs are expressly approved by the Vice President/Chief of Police or their designee.
- C. Participants requesting to ride-along must agree to a criminal history inquiry and warrant check.
- D. Participants must complete a liability waiver before participating in the program.

## **II. Ride-Along Request, Review, and Approval Process**

- A. University students, staff, and the general public who are interested in participating in the ride-along program must submit a written request specifying their preferred dates and times for the ride-along, a completed [waiver](#), a copy of their driver's license and/or Temple University Identification Number (TUID). These materials must be sent to the Captain of Engagement and Security Operations, or designee, via email to [ridealongprogram@temple.edu](mailto:ridealongprogram@temple.edu) at least five (5) days before the requested ride-along date.
- B. The written request and waiver will be reviewed and processed by the Captain of Engagement and Security Operations, or designee, for final review and approval. Participants will be disqualified from participating in the program for any of the following reasons:
  - a) A criminal history that includes felony crimes, violent crimes, weapons offenses, or other serious crimes as determined by the Vice President/Chief of Police.
  - b) The presence of an active criminal warrant.
  - c) Current involvement in a criminal case as a defendant.
  - d) If the participant is a current university student and found to have active or ongoing university disciplinary actions/code of conduct violations, they may be disqualified from participation.
2. Additionally, the Captain of Engagement and Security Operations, or their designee, may disqualify a participant based on articulable grounds or legitimate concerns. If the applicant is disqualified for any reason, the Captain of Engagement and Security Operations, or their designee, shall provide the requestor with a written response explaining the reason for disqualification.

- C. Upon receipt of the ride-along waiver, the Captain of Engagement and Security Operations, or designee will ensure that all paperwork has been completed and that a CLEAN/NCIC query of the participant and document the query on the Temple University Police Department Criminal History Log. If any disqualifying information is revealed, it shall be documented on the applicant waiver form. The original copy of the applicant waiver will be kept and maintained by the Captain of Security Operations. The original CLEAN/NCIC query will be properly destroyed prior to disposal, pursuant to FBI CJIS regulations.
- D. Upon approval, the Captain of Engagement and Security Operations will arrange the ride-along in coordination with the Captain of Patrol Operations, and/or the appropriate patrol supervisor. The participant shall be notified of the date and time of the scheduled ride-along as well as the requirement to bring the original completed waiver, their Driver's License and/or their Temple University Identification to TUDPS on the date and time of the scheduled ride-along.
- E. The Captain of Patrol Operations, or designee, will have the discretion to re-schedule the ride-along if staffing or other matters create a safety issue for the participant or members of TUDPS.
- F. The Captain of Engagement and Security Operations shall ensure that the Vice President/Chief of Police and the Executive Vice President/Deputy Chief Operations are aware of the participant's name and the date and time of the scheduled ride-along. At any time, the Vice President/Chief of Police, or designee, can cancel or terminate a ride-along for any reason.

### **III. Program Restrictions**

- A. Participants will not ride-along if they appear impaired by drugs or alcohol.
- B. Participants can request to end the ride-along at any time, for any reason.
- C. Participants will not ride with an officer with whom they have a significant relationship, such as a spouse, domestic partner, or other close relative.
- D. Participants will not wear any part of a police uniform or inappropriate clothing or accessories.
  - 1. They shall be required to wear a protective ballistic vest during the ride-along. These vests will not display any markings identifying them as "police".
  - 2. The department will maintain two (2) such ballistic vests for ride-along participants. Each ballistic vest will be inspected by the Captain of Engagement and Security Operations, or designee, on a monthly basis, as well as before and

after each ride-along to ensure the ballistic vests are not damaged or present a safety concern to the participant. These inspections shall be documented on the [TUDPS Ride-Along Participant Vest Inspection Form](#). This inspection form shall be maintained by the Captain of Engagement and Security Operations, or designee.

- E.** Participants shall not possess weapons, including self-defense sprays, or any other items prohibited by law while participating in the program.
- F.** Participants will not accompany department personnel serving a search warrant.
- G.** Participants will not be permitted to witness sensitive victim interviews or view evidence of a sensitive nature (e.g., reviewing a video recording of an assault, or listening in on an assault victim's statement.)
- H.** No recording devices, tablets, phones, or cameras for video/voice recording or photographing will be permitted during a ride-along unless prior authorization is given through the Associate Director of Administrative Operations.
  - 1.** In cases of media or film crews requesting to videotape, this will be approved in advance and proper legal contracts will be completed with Temple University legal counsel prior to the ride-along.

#### **IV. Officer Responsibilities During ride-along**

- A.** Officers shall be knowledgeable of the department's mission, community policing concepts, and the working components of the university and the Department of Public Safety.
- B.** At the beginning of the ride-along officers shall:
  - 1.** Check the participant's identification.
  - 2.** Provide a designated ballistic vest to the participant.
  - 3.** Explain what actions the participant is expected to take in the event of an emergency.
  - 4.** Give an explanation of the equipment in the patrol vehicle and how it is used.
  - 5.** Educate the participant about the responsibilities of a police officer.
  - 6.** Notify Police Radio that you have a ride-along participant in the patrol vehicle for "X" number of hours.

- C. During the shift, officers are responsible for completing their patrol logs. The officer will document on the log that they were accompanied by a ride-along participant and list the person's name.
- D. If, during the course of the ride-along the participant has contact with a complainant, victim, or witness, the officer shall inform them that the participant is participating in a civilian ride-along and not a sworn law enforcement officer.
  - 1. Complainants, victims, and witnesses have the right to request that the participant remain in the police vehicle so as not to be included in any conversation or action.
- E. Officers shall not engage in vehicle pursuits while a participant is in the vehicle.
- F. In situations where it is reasonable to assume that the participant could be in danger, the officer shall drop the participant off in a safe place before responding.
- G. If an incident occurs during the ride-along where the participant may be asked to be a witness, the officer will inform the Patrol Commander via the chain of command of the circumstances of the event.

#### **V. Participant Feedback and Evaluation Process**

- A. Following the ride-along, the Captain of Engagement and Security Operations, or their designee, will send the ride-along participant a TUDPS ride-along Survey, via secure email that will assess the participant's experience and help to improve the TUDPS ride-along Program.
- B. The data collected from the TUDPS ride-along Survey will be maintained by the Captain of Engagement and Security Operations, or designee, and will be made available to the Vice President/Chief of Police, all command staff, and the Director of Messaging and Communication.