

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 – LAW ENFORCEMENT
GENERAL ORDER

December 9, 2014
INDEX NO. 3.10

**BAY CITY DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT
EXPLORER POST #2199 RIDE-ALONG PROGRAM**

I. AUTHORITY

The policy and standard operating procedures contained herein for the Bay City Department of Public Safety (hereafter referred to as BCDPS), Law Enforcement Explorer Post #2199 (hereafter referred to as Post #2199), Ride-Along program have been approved by the Public Safety Director or his designee and supplement the rules, regulations, policies and procedures for the BCDPS.

II. PURPOSE AND OBJECTIVES

The purpose of BCDPS Post #2199 is to provide a comprehensive training, competition, service, practical, and recreational experience to young adults interested in a career in law enforcement or a related field. Toward that end, the objectives of the Ride-Along program are to offer qualified Explorers the opportunity to accompany a law enforcement officer on patrol to observe and gain practical experience with regard to the methods and techniques used in patrol operations and related services. This program also provides Explorers with valuable knowledge of the challenges and benefits of patrol operations and a better understanding of the importance of law enforcement services within the City of Bay City.

III. RISK MANAGEMENT AND ACCEPTANCE OF LIABILITY

The BCDPS recognizes the potential risks to participants involved with Post #2199 activities, to include personal injury and/or inadvertent involvement with dangerous situations. All BCDPS personnel, or approved volunteers, involved with Post #2199 will make every effort to minimize risk to Explorers through training, supervision, adherence to policy and standard operating procedures, and proactive risk management. As a condition of acceptance into Post #2199, the parents or legal guardian of every Explorer, or the Explorer if of legal age to do so, must sign a hold harmless and release form acknowledging they have been advised of the risk potential and waive any right to initiate a legal cause of action against the City of Bay City, the BCDPS, and Learning for Life/Law Enforcement Exploring, or any of their representatives. In addition, a non-disclosure and confidentiality agreement along with the notification of criminal penalties and civil action for the misuse of LEIN must be signed by the Explorer.

IV. INSURANCE

The Learning for Life liability insurance policy provides liability insurance to participating organizations. All injuries to Explorers or situations that may result in legal action should be reported to the local Learning for Life office within 24 hours of the incident. All Ride-Along Programs must be certified in order to be covered by Learning for Life Insurance Plan.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 – LAW ENFORCEMENT
GENERAL ORDER

December 9, 2014
INDEX NO. 3.10

**BAY CITY DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT
EXPLORER POST #2199 RIDE-ALONG PROGRAM**

V. AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

Prior to participation in the program, the parents or legal guardian of every Explorer in Post #2199, or the Explorer if of legal age to do so, must sign a medical release form authorizing BCDPS representatives to approve emergency medical treatment.

VI. LEARNING FOR LIFE/LAW ENFORCEMENT EXPLORING POLICIES

The policies and standard operating procedures for BCDPS Post #2199 shall remain consistent with current policies established by Learning for Life/Law Enforcement Exploring with respect to Explorers driving patrol vehicles, covert activities, bloodborne pathogens, Hepatitis B vaccination declination, or any future policies pertaining to Law Enforcement Exploring (Go to www.learningforlife.com/exploring/lawenforcement/guidelines.html for current Learning for Life Policies). Except that Bay City Department of Public Safety policy states the Explorers will be 18yrs of age to participate in a ride-along.

VII. PARTICIPATION LIMITATIONS

Explorers under 18 years of age are not authorized to participate in the Ride-Along program. In order to ensure that Explorers partake in all activities of the Post, and to provide an equal opportunity for all members, Explorers will be limited to participating in the Ride-Along program based on the number of hours expended on other Post activities. Upon accruing eight hours of time involved in Post meetings, training, competition or other approved activities, an Explorer can spend an equal amount of time participating in the Ride-Along program. The Post Advisor, or his designee, can make an exception to this policy as needed.

VIII. PREREQUISITES FOR EXPLORERS

As a prerequisite for participating in the Ride-Along program, an Explorer must have successfully passed the BCDPS Post #2199 basic training course, completed the required probationary period, and not be the subject of any disciplinary action (to include not being on academic probation for failure to maintain a 2.0 cumulative GPA).

A. Basic Training Course includes the following:

- a.** Youth protection: Personal Safety video provided by Learning for Life
- b.** Basic radio/communications procedures
- c.** Basic patrol procedures
- d.** Basic traffic control procedures

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 – LAW ENFORCEMENT
GENERAL ORDER

December 9, 2014
INDEX NO. 3.10

**BAY CITY DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT
EXPLORER POST #2199 RIDE-ALONG PROGRAM**

- e. Basic crowd control procedures
- f. Familiarization training on all patrol vehicle systems and equipment

IX. OFFICERS

In order for a BCDPS Officer to be considered for the program they must have completed their field training program and probationary period, and be in good standing with no pending disciplinary actions or other adverse matters. BCDPS personnel approved for participation in the Ride-Along program must undergo an orientation that includes an overview of Law Enforcement Exploring, agency policy, and standard operating procedures for Officers and Explorers. Officers must also undergo the self-guided Youth Protection Training course for adults either on-line or with a video provided by Learning for Life.

X. UNIFORMS AND EQUIPMENT

- A. Uniform: Explorers will report for a Ride-Along well groomed in a clean and pressed Class B uniform (unless otherwise notified). Explorers should have other uniform items as dictated by weather or other factors (i.e. rain coat, coat, boots, etc, which may not be provided by the Bay City Public Safety Explorer Program), along with an OSHA approved reflective vest or other approved reflective clothing item to be used when in engaged in traffic control functions (which is provided by the Bay City Public Safety Explorer Program).
- B. Authorized Equipment: Explorers will have with them on every Ride-Along a notepad, pen, flashlight, whistle, and handcuffs contained in an approved carrying case. Explorers may wear a protective vest (personally owned) under their uniform shirt.
- C. Prohibited Equipment: Explorers may not carry any offensive or defensive weapons; to include firearms, Tasers, nightsticks, batons (collapsible or otherwise), saps, sap gloves, tactical flashlights (i.e., large metal or other heavy duty flashlights that may be used as a nightstick or baton), knives with blades in excess of four inches, chemical repellents or electrical shock devices.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 – LAW ENFORCEMENT
GENERAL ORDER

December 9, 2014
INDEX NO. 3.10

**BAY CITY DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT
EXPLORER POST #2199 RIDE-ALONG PROGRAM**

XI. STANDARD OPERATING PROCEDURES

- A. Reporting for a Ride-Along:** Explorers will report for their Ride-Along at least 15 minutes before their scheduled time in their complete uniform and with the required equipment. Explorers must not have any prohibited equipment as defined in section X. of this policy.
- B. Ride-Along Logbook/Release Records:** A Ride-Along logbook will be maintained in the Community Policing Division Office and will be completed by the advisors of the Explorer Program each time an Explorer accompanies an officer on a Ride-Along. The logbook will contain the following information about the Ride-Along: date, start time, end time, Explorer’s name, supervising officer’s name and any comments deemed appropriate by the supervising officer. This record book will also contain a current list of Explorers qualified to participate in the Ride-Along program, along with a copy of their hold harmless and release form, non-disclosure and confidentiality agreement, notification of criminal penalties and civil action for the misuse of LEIN and their medical release form that permits BCDPS representatives to approve emergency medical treatment. It is the responsibility of the Post Advisor, or his designee, to make sure the logbook is maintained properly and the release records book is up to date.
- C. Unacceptable Behavior on Ride-Along:** Explorers may not eat or drink (except while on a break with supervising patrol officer); use tobacco products; use any electronic device such as a cell phone, personal digital assistant, music device or game; or engage in any other behavior that would distract the supervising officer or interfere with the objectives of the Ride-Along program. The only exception to this policy is the use of a cell phone, or other communication device, in an emergency situation.
- D. Prohibited Actions:** Due to potential legal issues with federal and state statutes regulating criminal law and procedure, civil law, and privacy and confidentiality concerns, Explorers are not permitted to participate in interviews, interrogations, the handling or processing of evidence, viewing of any L.E.I.N information via the MDT or paper printout, or the intake or transfer of persons taken into custody. Further, Explorers are forbidden from responding to any opinion or judgment questions posed to them by the public (i.e., at a scene of a traffic accident someone asks, “Who do you think was at fault?” “What type of citation should be issued?” etc.). Conversations

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 – LAW ENFORCEMENT
GENERAL ORDER

December 9, 2014
INDEX NO. 3.10

**BAY CITY DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT
EXPLORER POST #2199 RIDE-ALONG PROGRAM**

with citizens will be limited to comments made necessary by direct inquiry and do not require an opinion or judgment, or as otherwise directed by the supervising officer. If avoidable, Explorers should not be placed in situations where they may be called as a witness in a criminal or civil proceeding.

- E. Supervision of Explorer:** At all times during a Ride-Along the Explorer will adhere to the commands and direction given to him/her by the supervising officer or, in the supervising officer's absence or incapacity, any other officer. The Explorer shall, to the extent possible, remain in the patrol vehicle as an observer during a Ride-Along unless otherwise directed by the supervising officer or other officer.
- F. Permissible Activities on Ride-Alongs:** Explorers, as directed by the supervising officer, may assist with telecommunications, traffic control, crowd control, perimeter control, and completion of incident report forms or any other activity that is considered by the supervising officer to be routine and low-risk for the Explorer. (Not the MDT)
- G. Prohibited Activities on Ride-Alongs:** Explorers are prohibited, due to the considerable potential for legal complications or for an aggressive or risk inherent response, from participating in arrests, felony-in-progress calls, high-speed traffic pursuits, foot pursuits, domestic crisis calls, civil unrest or drinking establishment disturbances, sobriety tests or any other high risk or legally precarious situation. Should, during the course of a Ride-Along, the supervising officer have enough advance notice of a high risk or legally precarious call as it relates to the Explorer, he/she will transport the Explorer to a safe location or make arrangements for the Explorer to be transported to a safe location.
- H. Spontaneous Emergency on Ride-Along:** Patrol operations and calls for service often involve spontaneous situations that require an aggressive and risk inherent response; or just as likely a routine call for service escalates into a situation requiring the same type of response. In that it is not possible to foresee every possible contingency for Explorers participating in the Ride-Along program the supervising officer responsible for the Explorer must, based upon the circumstances presented, use his/her best professional judgment with respect to the safety and security of the Explorer. As a general rule, if the supervising officer is confronted with such a situation and able, he/she should make arrangements for another officer to transport the Explorer to the Law Enforcement Center or other safe location. In some situations it may be safer for the Explorer to remain in the patrol vehicle. It is the responsibility

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 – LAW ENFORCEMENT
GENERAL ORDER

December 9, 2014
INDEX NO. 3.10

**BAY CITY DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT
EXPLORER POST #2199 RIDE-ALONG PROGRAM**

of the Explorer to remain as uninvolved as possible during a spontaneous emergency. In the event the supervising officer is in need of emergency assistance, the Explorer will contact Central Dispatch police radio or cell phone and relate as clearly as possible the location and situation. If the Explorer's safety is in jeopardy, and he/she can be of no further assistance to the supervising officer or other law enforcement personnel, the Explorer should remove himself/herself from the immediate area and, without unnecessary delay, report to the Law Enforcement Center. Subsequent to the spontaneous emergency, the supervising officer and the Explorer must each prepare a written report detailing the spontaneous emergency and the actions of the supervising officer and Explorer. This report must be prepared as soon as possible after the spontaneous emergency, but no later than 24 hours after the incident, and submitted to the Shift Commander and a copy to the Post Advisor.

- I. Injuries/potential legal situations:** The supervising officer, or any other BCDPS personnel or volunteer involved with Post #2199, must report to the Shift Commander and Post Advisor any injury that occurs to an Explorer, or any situation that may have legal consequences, arising from the Explorer's participation in a Ride-Along or any other Post #2199 activity. This report must be made as soon as possible, but no later than 24 hours after the injury or incident.
- J. Infractions of Policy:** The supervising officer shall immediately terminate the Ride-Along for any infraction of this policy. Infractions of this policy, or any other BCDPS policy and procedure, by an Explorer must be reported to the Post Advisor as soon as possible, but no later than 24 hours after the incident(s) so appropriate follow-up and/or disciplinary action can be initiated.

By order of:


Michael J. Cecchini
Public Safety Director

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 3 – LAW ENFORCEMENT
GENERAL ORDER

December 9, 2014
INDEX NO. 3.10

**BAY CITY DEPARTMENT OF PUBLIC SAFETY LAW ENFORCEMENT
EXPLORER POST #2199 RIDE-ALONG PROGRAM**