

## APPENDIX A

### Ride-along Guidelines for Participants

**Who Can Ride:** Ride along participants must complete the following and meet the following guidelines, prior to participating in the ride along program.

1. You must submit a completed ride along application.
2. You must be at least 17 years of age or a high school senior.
3. We are not able to accommodate all requests for ride-alongs that are required to complete a classroom assignment or to receive classroom credit; therefore each request will be considered on a case-by-case scenario.
4. You must have a signed and (if under 18) notarized release of liability waiver. If the ride along participant is under the age of 18, the release of liability must be completed and signed by the parent or legal guardian of the child.
5. A criminal history investigation, including negative police contacts, will be checked. A ride-along commitment is not authorized until the background investigation is cleared. A conviction record or pending arrest record does not constitute automatic exclusion from the ride-along participation and will be considered only if there is a reasonable concern to the safety or performance of the officer providing the ride-along, or for the safety of the citizens of Appleton. If a person is denied authorization to participate in the ride-along program for any reason, they may submit an appeal in writing to the Support Services Coordinator.

**Officers as participants in Ride-alongs:** We encourage officers from other departments and prospective officers of the Appleton Police Department (those active in a hiring process) to participate in the ride-along program.

1. While on duty and performing law enforcement functions for their agency, officers from other jurisdictions may be armed during the ride along.
2. Off duty officers participating in a ride-along are prohibited from carrying firearms.

**Attire:** Although we do want you to be comfortable while on the ride along, we must reinforce that this is a professional department and your clothing should reflect that. Clothing items that are not permitted on the ride along are:

1. Midriff or revealing tops
2. Revealing shorts/skirts
3. Baseball Hats
4. Gang-type attire
5. Facial jewelry
6. Low rise or overly baggy jeans

If the officer finds that the clothing you have worn does not represent the professionalism of the organization, he/she may ask that you reschedule the ride-along.

**Following Officer's Instructions:** Prior to the ride-along, ask the officer what he/she expects from you and what his/her preferences are relating to the different situations that arise on a ride-along. At all times, you must follow the officer's instructions.

1. Pursuit/Chase
  - a. While in the squad, it is possible that a pursuit can begin. If this situation arises, the officer will immediately terminate the ride-along.

- b. You will be required to get out of the squad. APD expects that you will do this quickly and without argument. The officer will arrange a ride back to the station for you.
2. Stops/Encounters:
  - a. Please do not converse with the person of the traffic/foot stop, without the permission of the officer.
  - b. If the officer instructs you to stay in the squad, you must do so. The officer will inform you when you can leave the vehicle.
3. Squads:
  - a. Do not touch any of the equipment in the vehicle unless the officer gives you permission.
  - b. Do not attempt to drive the vehicle.

**Confidentiality:** The citizens of Appleton have a right to privacy. Any and all information pertaining to police records, police stops or other privileged material is to be kept strictly confidential. The release of criminal information to the public could conceivably be considered a felony.

**Other Items to Note:**

1. Alcohol is prohibited.
2. Smoking is prohibited.
3. Foul language is prohibited.
4. Do not represent yourself as an officer or as an employee of the police department.
5. Arrive 15 minutes before the beginning of your scheduled ride-along. Metered parking is available on the surrounding streets of the department and also available in the nearby parking ramps.
6. If you need to cancel your ride-along, please call the Support Services Administrative Assistant at 832-5560. If canceling on the weekend or after normal business hours, please leave a message.
7. Although the ride-along is scheduled for a specific time frame, there may be a situation that arises while you are on the ride-along that would not permit you to return to the station on time. Please plan your schedule accordingly.
8. Should an emergency occur, the ride- along may be delayed or postponed.
9. At the officer's discretion, the ride-along can be terminated at any time.
10. Due to the number of requests received for ride-alongs, a participant is limited to one ride-along annually.

Our officers welcome and appreciate conversation and questions. Don't hesitate to inquire about their profession and the Appleton Police Department. Enjoy the ride along experience!