



Rochester Police Department General Order



EFFECTIVE DATE: April 20, 2015	SUBJECT: TRANSPORTING CIVILIANS	ORDER# 525
RESCINDS: G.O. 525 (07/06/12)	REFERENCE STANDARD(S): NYS: 42.3	PAGE 1 of 9
ATTACHMENT(S): (A) Release of Liability Form, RPD 1279; (B) Ride-Along Observer Badge; (C) Observer's Ride-Along Comments Form, RPD 1278		
Chief's Signature: <i>Michael L. Ciminelli</i>		

I. DEFINITIONS

- A. **Gender Expression:** Is a person's external representation or expression of gender identity to others, often through behavior, clothing, hairstyle, voice or body characteristics.
- B. **Gender Identity:** Is an individual's internal sense of being male, female, both, or neither. Individuals determine their own gender identity.
- C. **Sex:** The biological status as male or female (physical attributes).

NOTE: **Intersex Individuals** are individuals born with chromosomes, external genitalia, and/or internal reproductive system that varies from what is considered "standard" for either males or females.

- D. **Transgender:** A broad term that refers to any persons who do not conform or identify with traditional gender expectations associated with the sex they were assigned at birth. This term includes transsexual persons, androgynous individuals, individuals whose dress is typically associated with the opposite sex, and others whose appearance or characteristics are perceived to be gender atypical.

II. POLICY

- A. The Rochester Police Department (RPD) encourages civilian observation of police operations by providing ride-alongs with Department employees. Riding as an observer often provides individuals with more knowledge concerning the nature of police work and the community being served.

- B. RPD Probationary Police Officers are prohibited from participating in the civilian ride-along program until completion of their probationary period.
- C. Civilian ride-alongs will be limited to City of Rochester residents 18 years of age or older, employees, volunteers, police interns, potential police candidates, sworn members of other law enforcement agencies, or others as approved by the Section Commanding Officer or designee.
- D. RPD members are prohibited from participating in the civilian ride-along program with family members, significant others, acquaintances, or friends.
- E. Non-department persons may be transported when it is necessary to ensure their safety or well being, or for official business (e.g., witnesses, parents of juveniles, approved ride-along, etc.) and not simply as a convenience if other reasonable alternatives exist.
- F. Injured or mentally unstable persons will not be transported by police vehicle for the purpose of receiving medical or psychiatric care unless:
 - 1. Such transportation is necessary to preserve life and timely ambulance transport is not available, or
 - 2. Permission is granted by an immediate supervisor.
- G. Persons who are violent, disorderly, or who have been arrested will be transported in accordance with G.O. 520, Prisoner Transporting and Processing.
- H. Civilian passengers will wear seatbelts while being transported in a police vehicle.

III. TRANSPORTING PROCEDURES (EXCEPT APPROVED RIDE-ALONGS)

- A. Non-supervisory personnel will obtain permission from their supervisor prior to the transport of a civilian, unless dispatched for that purpose by the Emergency Communications Department (ECD) to continue a transport for another unit or agency, or in conjunction with a continued investigation. Supervisors may

transport without permission, but will adhere to all other procedures and policies specified in this order.

- B. Employees will transport, or arrange for the transportation of victims and children of domestic violence as outlined in G.O. 442, Domestic Disputes / Offenses; Family Offenses / Orders of Protection.
- C. In an emergency situation, the transport will be made without delay, and the reason for the transport will be conveyed as soon as possible to the employee's supervisor.
- D. Employees will proceed without delay, and by the most direct route, to their destination. Employees will notify the dispatcher immediately of any change in destination.
- E. Employees will not engage in any type of emergency or pursuit driving while conducting a transport, except when necessary to preserve life and when timely ambulance response is not available, as outlined in G.O. 530, Emergency Response Driving / Pursuit Driving.
- F. Family and Victim Services Section personnel need not receive approval from their supervisor to transport non-police personnel when required by their assigned duties.
- G. In the interest of employee safety, every person being transported is subject to a pat-down search, as outlined in G.O. 520, Prisoner Transporting and Processing.

IV. EMPLOYEES TRANSPORTING PERSONS OF THE OPPOSITE GENDER OR TRANSGENDER PERSONS

- A. Before commencing any transport (except approved ride-alongs), employees transporting persons of the opposite gender or who are transgender will notify the dispatcher of their location, destination, and mileage. Dispatchers will acknowledge with the exact time the message is received.
- B. Upon arrival, the dispatcher will be notified of the exact location and mileage reading. The dispatcher will acknowledge with the exact time the message is received.

NOTE: When using the police radio, members will refer to a transgender person in a manner consistent with the person's gender expression. If the gender expression is unclear, the member will respectfully ask how the person would like to be referred to.

V. REQUESTS TO RIDE WITH EMPLOYEES

- A. Employees who request to have a rider, as identified in Section II.C, will direct their request to their Section / Unit Commanding Officer or designee, who will approve or deny the request.
 - 1. Persons requesting permission to accompany an employee will be provided with a Release of Liability Form, RPD 1279 (Attachment A), which they will be instructed to complete and return to the Commanding Officer or designee. Civilian employees of the RPD, PAC-TAC, and ECD are not required to submit RPD 1279.
 - 2. PAC-TAC employees and volunteers under the age of 18 years will be allowed to ride as an observer in a police vehicle with permission of the Section / Unit Commanding Officer or designee. If permission is granted, the signature of a parent or legal guardian is required on the RPD 1279.
 - 3. Persons under the age of 18 years may be advised to participate in one of the RPD's Auxiliary Programs, as outlined in G.O. 270, Auxiliaries, in lieu of a ride-along.
- B. Prior to approving or denying a ride-along request, the Commanding Officer or designee will ensure that criminal record and Field Interview Form (FIF) history checks are completed for each person making the request. This check may be waived for City employees, police candidates, sworn members of another law enforcement agency whose employment can be verified, media representatives, Citizen Police Academy students / graduates, student interns, or other persons at the discretion of the approving Commanding Officer or designee. The date that the record check was completed and the ID number of the member performing the check will be placed on RPD 1279.
- C. After approving or denying a ride-along request, the Commanding Officer or designee will indicate the decision by signing the appropriate section on RPD 1279. If approval has been granted,

the riding date and platoon of assignment will be noted on RPD 1279. If the request has been denied, the reasons will be noted on the form.

- D. Completed RPD 1279 forms will be retained in the employee's section personnel file.
- E. Ride-alongs will be limited to marked patrol vehicles only, unless otherwise specifically approved by the Commanding Officer or designee.
- F. At all times while accompanying the employee, riders will wear an identification badge (Attachment B) on their outermost garment that will clearly identify them as an "observer".
- G. Riders will be instructed to:
 - 1. Observe only, and take **NO** action unless so directed by a member.
 - 2. Not carry or use any weapons (other agency authorized law enforcement officers are permitted to carry weapons as allowed by law).
 - 3. Remain in the police vehicle at in-progress calls, or as so directed by a member.
 - 4. Not be exposed or expose themselves to any unnecessary risks or dangers.
 - 5. Maintain confidentiality of police information.
- H. Safety of Ride-Along Observer
 - 1. When handling calls of a hazardous nature, or where the observer does not have permission to enter a premise, the member will instruct the observer to remain in the police vehicle, which will be parked in a safe location in relation to the call / problem.
 - 2. Members may also direct the observer to a safe public location outside of the police vehicle, if there is one available.
 - 3. Members will periodically check on the safety of the observer, when possible.

4. If the nature of the call requires prolonged separation from the observer, the member will advise their supervisor of the situation and request another member pick up the observer.
- I. Privacy of Premises
 1. Under no circumstances should police personnel invite a news media representative observer into private premises.
 2. Other observers should enter private premises only in furtherance of an employee's official business, or with expressed permission from the owner or resident of the premises.
 - J. At the conclusion of the ride-along, the observer will be given an Observer's Ride-Along Comments Form, RPD 1278 (Attachment C). The observer will be asked to complete this form, at their option, and submit it directly to the approving Commanding Officer in a sealed envelope. After review, the RPD 1278 will be retained in the employee's section personnel file.

Attachment

ROCHESTER POLICE DEPARTMENT RELEASE OF LIABILITY, RPD 1279

NAME _____ DATE OF BIRTH _____
ADDRESS _____ PHONE # _____
_____ SOCIAL SECURITY # _____

Reason for Ride-Along:

- Interested in a career in law enforcement School Project
 To better understand law enforcement functions Other _____

For, and in consideration of the undersigned being given the opportunity of observing police operations and functions of the Rochester Police Department by riding in a vehicle operated by employees of the Police Department and by any and all other means of observation, whatsoever, the undersigned, in order to avail himself (herself) of said opportunity, recognizes and assumes any and all risks pertaining thereto, and hereby releases the City of Rochester, its officials, employees, officers, and all other personnel of the City of Rochester from any and all liability whatsoever for any injuries, damages, and claims the undersigned, his/her heirs, dependents, and assigns may sustain in and about any patrol car or in any way during the course of the observation by the undersigned of the operations and functions of the Rochester Police Department. He/she also authorizes the Rochester Police Department to conduct a check of any and all criminal record and incident files which may pertain to him/her.

Further, the undersigned agrees and understands that they will:

1. not carry or use any weapons (other agency authorized law enforcement officers are permitted to carry weapons as allowed by law).
2. observe and take NO action unless so directed by a police officer.
3. remain in the police vehicle at all in-progress calls, or as so directed by a member.
4. not be exposed or expose themselves to any unnecessary risks or dangers.
5. maintain confidentiality of police information.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature at Rochester, New York, the _____ day of _____ 20_____

ACCEPTED AND WITNESSED BY:

ROCHESTER POLICE DEPARTMENT _____ L.S.
RIDER'S SIGNATURE

Criminal History Records Check:

Date / By (ID #) _____
PARENT OR LEGAL GUARDIAN (as required, for rider under the age of 18 years)

APPROVED DENIED _____

COMMANDING OFFICER / DESIGNEE _____
RIDING DATE / TIME



OBSERVER

ROCHESTER NEW YORK POLICE DEPARTMENT

Observer's Ride-Along Comments, RPD 1278

Our Department hopes that your Ride-Along has been informative, enlightening and has given you a better perspective of law enforcement in our community. Any comments you have, positive or negative, will be most welcome.

SECTION: _____ DATE: _____

NAME: _____ AGE: _____
(LAST) (FIRST) (M.I.)

ADDRESS: _____ OCCUPATION: _____
(NUMBER) (STREET) (CITY)

CAR NUMBER: _____ PLATOON: 1st 2nd 3rd 4th 5th

1. What is your reason for participating in the Ride-Along?

- Interested in a career in law enforcement School project
 To better understand law enforcement functions Other _____

Comments: _____

2. What impressed you the most?

- The patrol area The Police Officers Type of calls
 Citizens reaction toward Officer Other _____

Comments: _____

3. In what way did this experience affect your attitude about the Rochester Police Department?

- Favorable towards the Rochester Police Department Unfavorable toward the Rochester Police Department No change

Comments: _____

4. Overall how would you rate your experience?

- Very Worthwhile Worthwhile Not Very Worthwhile Not Worthwhile At all

Comments: _____

5. Please relate any suggestions/criticisms of the Department.

(Use back of page if necessary)