

Ride-Along Procedure

501.1 PROGRAM STRUCTURE

The Ride-Along Program is designed for career enhancement and to affirm the Probation Department's commitment to transparency. The Probation Department Ride-Along Program will accommodate requests from two categories of participants: *Internal and External*, and the event will be overseen by a *Host Officer*.

Internal Participant: Any current Probation Department employee (sworn or professional staff).

External Participant: Any member of the public, including members of the media, elected officials or candidates, potential recruits, students, and Probation and County employees participating in the capacity of a private citizen.

501.2 INTERNAL PARTICIPANT

An Internal Participant requesting a ride-along shall contact their supervisor, who will review and discuss the request with the employee. If approved, the request will be forwarded to requestor's Division Chief. The request will then be forwarded to the Division Chief overseeing the area of interest. The receiving Division Chief will review and assign the ride-along event to a Host Officer for coordination. It is intended for the timeframe to be ten workdays from time of application submittal to the employee being contacted by their supervisor with either approval or denial of the request.

The Host Officer will complete the "For official use only" section of the application. The completed packet, regardless of application outcome, will be scanned and emailed to the Engagement & Strategic Support Unit (ESSU) Supervising Probation Officer (SPO) for documentation/tracking purposes.

The Host Officer will contact the Internal Participant and arrange for a mutually agreeable ride-along date and time. The Host Officer will coordinate with Weapons and Training Unit personnel and the ride-along participant for ballistic vest fitting. The Host Officer will notify the Internal Participant's supervisor of the ride-along departure and return times.

Participation in the Department's Ride-Along Program is a voluntary opportunity for career enhancement, as well as hands-on, and on-scene orientation of practices employed by field personnel. It shall occur as part of one's normal working hours or off-duty as a private citizen. Employees participating in an off-duty capacity should follow the External Participant procedures in 406.3.

See attachment: [INTERNAL RIDE ALONG REQUEST WAIVER.pdf](#)

501.3 EXTERNAL PARTICIPANT

A completed request for a ride along can be received and processed by any regional probation office. All ride-along requests will be forwarded to the region's Division Chief. The Division Chief receiving the request will review it and make a recommendation to the appropriate Deputy Chief.

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The receiving Deputy Chief will review the request with the Chief Probation Officer, Assistant Chief Probation Officer, or designee for approval. Upon approval, the request will be forwarded to the Division Chief managing the unit of interest. The assigned Division Chief will review and assign the ride-along to a Host Officer for coordination. The Host Officer will complete the "For official use only" section of the application. It is intended for the timeframe to be fifteen workdays from time of application submittal to applicant contact by the assigned Division Chief or designee with either approval or denial of the request.

The completed packet, regardless of application outcome, will be scanned and emailed to the Engagement & Strategic Support Unit (ESSU) Supervising Probation Officer (SPO), including an attached copy of the applicant's valid California Driver License or California Identification Card for documentation/tracking purposes.

The Host Officer will contact the applicant and arrange for a mutually agreeable ride-along date and time. The Host Officer will coordinate with Weapons and Training Unit personnel and the ride-along participant for ballistic vest fitting. The Host Officer will notify their chain of command of departure and return times 24 hours in advance. A ride-along summary of the event will be completed by the Host Officer and submitted to the ESSU SPO for training purposes.

See attachment: [EXTERNAL RIDE ALONG REQUEST WAIVER.pdf](#)

501.4 REQUIREMENTS APPLICABLE TO INTERNAL AND EXTERNAL PARTICIPANTS

- (a) All participants must be 18 years of age or older.
- (b) The ride-along may be canceled if deemed necessary by any supervising probation officer.
- (c) The ride-along event will begin and terminate at a Probation Department regional or field office. Participants will not be picked up from or taken to other locations by Probation Department personnel.
- (d) Participants are required to wear a seatbelt at all times while riding in a County vehicle.
- (e) Participants must obtain all requisite approvals, documents and waivers prior to beginning any ride-along.
- (f) Internal and External Participants cannot "double-up" or ride together with another participant without prior approval from a Division Chief.
- (g) Participants are limited to one four-hour ride-along in any six-month period.
- (h) Host Officer will have all participants read and sign the "Waiver of Claims" form prior to entering the county vehicle.
- (i) Host Officer will instruct participant on safety precautions such as the use of the radio, use of the seat belt, and how to contact the supervisor.
- (j) Probation officers will admonish participants regarding the possibility of being called as a witness in any incident which occurs during the ride-along. As a result of *People v. Loomis*, 156 Cal.App.3d Supp.1 (March 28, 1984), the participant's name may

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be included in official reports as required. Reports may cause the participant to be subpoenaed in court as a witness.

- (k) Participants will only be included on routine field and office activities and not special field operations (i.e. planned arrests, multi-agency operations).

501.5 BOARD OF SUPERVISORS AND THEIR STAFF

Probation Department ride-alongs for the Board of Supervisors, Chiefs of Staff, and Board Aides will be requested by the Supervisor, Chief of Staff, or Board Aide directly to the Chief Probation Officer or Assistant Chief Probation Officer. The Chief Probation Officer, Assistant Chief Probation Officer, or designee will work with the Board office to provide the appropriate briefing, arrangements, and scheduling.

501.6 RIDE-ALONG GUIDELINES AND EXPECTATIONS

- (a) The assigned Host Officer may terminate the ride-along at any time, such as if the participant displays any unacceptable behavior or behavior that would discredit the San Diego County Probation Department.
- (b) The following is a (non-inclusive) list of prohibited activities for the ride-along participant:
 1. Participation will not be permitted if they arrive with the odor of alcohol on their breath, appear intoxicated, or have taken medication that may impair judgement or ability to follow directions.
 2. Participants must dress appropriately. Business casual/outdoor active wear and footwear (closed-toed shoes) is acceptable. Faded, cut-off or attire otherwise deemed inappropriate will not be permitted.
 3. Participants will not use social media platforms or any recording device or cameras during the ride-along, without prior approval of the Chief Probation Officer or Assistant Chief Probation Officer.
 4. At no time will a participant be left alone with a probation client or unknown person.
 5. Participants will not participate in any home entry or search.
 6. Participants will not serve as a cover officer.
 7. Participants may not be armed with any type of weapon (knives, guns, mace, etc.). Participants who qualify as off-duty peace officers are exempt. Off-duty peace officers must notify the Host Officer and/or Unit Supervisor they are armed and must carry their department identification and badge prior to beginning the ride-along.

501.7 CRITICAL INCIDENTS

In the event of injury or any other emergency involving a ride-along participant, the Host Officer shall:

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- (a) Immediately notify their supervisor, who will notify the Division Chief or designee and the law enforcement agency having jurisdiction in their area.
- (b) Actions consistent with Probation Department Policy and Procedure will be followed in the event that the injured person is an employee of the San Diego County Probation Department.
- (c) All Department employees involved will follow the guidelines set forth in policy sections regarding an Officer-Involved Shooting and Management of Critical Incident in the Field.

Attachments

**INTERNAL RIDE ALONG
REQUEST WAIVER 5-12-20.pdf**



San Diego County Probation Department

Post Office Box 23597 • San Diego, California 92193-3597
www.sandiegocounty.gov/probation



Adolfo Gonzales, Chief Probation Officer

COUNTY OF SAN DIEGO PROBATION DEPARTMENT RIDE-ALONG REQUEST

INTERNAL APPLICANT

Name:		Date Submitted:
Rank/Classification:	Assignment:	Supervisor:
Home #:()	Work #:()	Cell #:()
Date of Birth:	CDL#:	SSN#:
Reason for Request:		

For official use only – Do not write below this line

<input type="checkbox"/> Local Records	<input type="checkbox"/> NCIC	<input type="checkbox"/> ARJIS
Completed by:	Date Completed:	
<input type="checkbox"/> State RAP	<input type="checkbox"/> FBI RAP	
Completed by:	Date Completed:	

AUTHORIZATIONS

Approved by SPO:	Yes [] No []	Date:
SPO comments:		
Approved by Division Chief:	Yes [] No []	Date:
Division Chief comments:		

ASSIGNMENT

Ride-Along Assigned to:	Yes [] No []	Date:
Date of Ride-Along:	Yes [] No []	Date:

**Completed packets shall be scanned and submitted to the ESSU Supervising Probation Officer*

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Adolfo Gonzales, Chief Probation Officer

COUNTY OF SAN DIEGO PROBATION DEPARTMENT RIDE ALONG REQUEST

INTERNAL APPLICANT

I, _____, hereby request that the County of San Diego (“County”) allow me to ride as a passenger and/or observer in a County of San Diego Probation Department (“Probation”) vehicle to accompany Probation Officers while on duty (the “ride-along”).

I make this request with full knowledge that law enforcement and probation enforcement activities are inherently dangerous and that I may be exposing myself to serious bodily injury or death from various causes, including, but not limited to, the conduct of third persons, the operation of Probation vehicles, and the acts or omissions of County officers, agents or employees (collectively, “the COUNTY”). I further understand and acknowledge that the primary duty of the Probation Officers with whom I will be riding may prevent the Probation officers from making any provision for my personal protection and that the COUNTY cannot, and does not, guarantee the safety of my person or property.

In consideration of the permission granted to me by the COUNTY to ride-along with County Probation Officers, and with full knowledge and appreciation of the risks involved, I agree as follows:

1. I agree to hold the COUNTY harmless from, indemnify the COUNTY against, and waive all claims for death or injury to my person or for damage or loss to my property that may occur while on my ride-along regardless of cause, including but not limited to the conduct of third parties encountered during the ride-along and acts or omissions of the COUNTY.
2. I assume the risk of any and all dangerous conditions or occurrences which may be encountered during my ride-along. I waive all specific notice of the existence of such conditions or occurrences.
3. I agree to not sue the COUNTY for any claims arising out of any act or omission occurring during my ride-along. I understand that I may become a material witness to incidents or events that form the basis for a criminal or civil proceeding. In this event, I may be required by subpoena to testify as a witness. I certify that I am at least 18 years of age.

I CERTIFY THAT I HAVE READ THIS REQUEST AND WAIVER OF LIABILITY BEFORE SIGNING IT AND I FULLY UNDERSTAND ITS CONTENTS.

Signature: _____

Date: _____

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EXTERNAL APPLICATION

Personal Information:

Name:		Date Submitted:
Home Address:	State:	Zip Code:
Home #:()	Work #:()	Cell #:()
Date of Birth:	CDL#:	SSN#:
Occupation:		
Representing Club/Organization:		
Emergency Contact Name:		
Relationship:	Cell #:()	

Employment Information:

Employer Name:		
Employer Address:	State:	Zip Code:
Supervisor Name:	Supervisor Phone #:	

Agency Questionnaire:

Have you completed a Ride-Along with the San Diego County Probation Department w/in the last 6 months? Yes [] No []
Reason for Ride-Along Request:
Have you ever been arrested? Yes [] No [] (Please circle one) *If "YES", please explain:
Are you currently in hiring process with the San Diego County Probation Department? Yes [] No []
*If so, what position?
Do you have any disabilities?
Are you under the care of a physician?
Are you taking any medications?
*If you answered "YES" to any of the above, please explain:

Witness in Criminal Court Proceedings: Due to the court opinions in *People v. Loomis*, CR 66544 (March 29, 1984), all persons riding in department vehicles will, as required, be included by name in official reports. These reports may cause the rider to be subpoenaed to court as a witness.

Note: A Ride-Along participant may have his/her ride cancelled at any point if deemed necessary by on-scene Probation Department personnel

Adolfo Gonzales
Chief Probation Officer

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Adolfo Gonzales, Chief Probation Officer

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EXTERNAL APPLICANT

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<input type="checkbox"/> Local Records	<input type="checkbox"/> NCIC	<input type="checkbox"/> ARJIS
Completed by:	Date Completed:	
<input type="checkbox"/> State RAP	<input type="checkbox"/> FBI RAP	
Completed by:	Date Completed:	
Advise of Witness Obligation:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Waiver of Liability Signed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Advise of Safety Procedures:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy of Picture ID Card: Yes <input type="checkbox"/> No <input type="checkbox"/>

AUTHORIZATIONS

Approved by SPO:	Yes [] No []	Date:
SPO comments:		
Approved by Division Chief:	Yes [] No []	Date:
Division Chief comments:		

ASSIGNMENT

Ride-Along Assigned to:	Yes [] No []	Date:
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3. I agree to not sue the COUNTY for any claims arising out of any act or omission occurring during my ride-along. I understand that I may become a material witness to incidents or events that form the basis for a criminal or civil proceeding. In this event, I may be required by subpoena to testify as a witness. I certify that I am at least 18 years of age.

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Signature:

Date:

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