

COMMUNITY RELATIONS

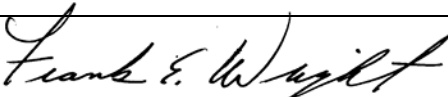


SUBJECT **Ride-A-Long Program**

REFERENCE NUMBER CR-06-01

EFFECTIVE DATE January 01, 2006

Signature of Approval


Frank E. Wright, Fire & Rescue Chief

TO: All Fire & Rescue Personnel

**FROM: L. A. Miller
Fire Chief**

During the Operational Officers' Meeting some discussion has been conducted relating to the maximum allowable time a non-member may ride-a-long with the Department. The discussions recognized the liability issues and as well as the important benefits of this program.

The results of these discussions are that the Ride-A-Long Policy has been modified to permit non-members to participate in the Ride-A-Long Program for up to 12 days per calendar year. This is applicable to all personnel except those participating within the recognized Preceptorship Program. Those individuals may participate as needed.

The following provisions of the program are to be maintained and/or completed prior to an individual's participation in the Ride-A-Long Program.

1. Authorization Form will be completed by the candidate and submitted to the Station Chief.
2. All information on the Authorization Form must be completed. All candidates will complete Sections I and II.
3. Juvenile candidates shall complete Sections I, II, having their parents or guardians complete Sections III, and IV, including notarizing Section III.
4. The completed Authorization Form shall be submitted to a Station Officer (Station Chief or Deputy Chief for review and approval or disapproval).
 - ◆ The Station Officer will: (Section V)
 - A. Review the completed Form.
 - B. Recommend whether the individual will be an observer or participate in limited activity.

- C. Check approved or disapproved.
- D. Sign and date.
- E. Forward completed form to Headquarters for review and approval.

- ◆ Headquarters will: (Section VI)
 - A. Date the Ride-A-Long Form upon receipt.
 - B. Review and approve or disapprove the request based on provided information.
 - C. Forward a photocopy of completed form to Station Chief.

NOTE:

- (1) ALL INFORMATION MUST BE COMPLETE. THE APPROVED FORM MUST BE RETURNED TO THE STATION WHERE THE RIDE-A-LONG IS TO TAKE PLACE PRIOR TO PARTICIPATION.
- (2) UPON RECEIPT OF THE FULLY PROCESSED FORM AT THE STATION, THE FORM SHALL BE PLACED IN THE STATION LOG BOOK AND RECEIPT LOGGED IN THE STATION LOG BOOK BY THE ON-DUTY PERSONNEL.
- (3) RIDE-A-LONG WILL BE VALID FOR NO MORE THAN TWELVE (12) DAYS FOR ANY CANDIDATE WITHIN A CALENDAR YEAR UNLESS SPECIFICALLY APPROVED BY THE FIRE CHIEF.