



<u>Policy Title</u>	Ride-Along
<u>CCMT Sponsor</u>	ACC Local Policing
<u>Department/Area</u>	Headquarters
<u>Section/Sector</u>	Local Policing

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1.0 Rationale

The Ride-Along scheme was designed to provide the opportunity for people who are not police officers to experience operational policing first hand, for a defined purpose that fits within the policing objectives, force aim and values:-

1. To strengthen neighbourhood policing to respond to local need and increase public confidence.
2. To develop Thames Valley Police's partnerships to reduce crime and disorder.
3. To develop Thames Valley Police's people to give the best service which will inform members of the public or interested police staff on the role of a police officer.

Thames Valley Police desires to be an open and trusted organisation enjoying the confidence of partners and wider public alike. In order to demonstrate and communicate the way that we work, we welcome members of local communities who could benefit from experiencing policing, to ride along with police officers as they do their job.

2.0 Intention

The intention of this policy is to ensure through effective administration that the safety of Ride-Along participants and police officers responsible for them is paramount and operational security and integrity is maintained.

This policy is to provide guidance to Basic Command Units and Operational Command Units on dealing with members of the public, police staff, members of the Police Authority and partner organisations.

The final decision lays with the BCU or OCU on the emphasis and priority they wish to give to Ride-Along participants. The balance will need to be managed between an individual development opportunity and the risk and demand placed on the supervising patrol staff.

TV crews and the media wishing to take part in the Ride-Along scheme are dealt with in a separate policy owned by the Corporate Information Department as often their requirements go beyond the remit of this policy.

3.0 General Principles

There is an over-riding need to ensure the safety of the public and Thames Valley Police's staff while maintaining an effective policing response.

A comprehensive risk assessment coupled with an operational overview strongly suggests that the best way for a Ride-Along participant to experience operational policing would be for him/her to observe a Neighbourhood team's patrol. The potential and likely operational restrictions on 24-hour core reactive staff during an attachment would be significant and would generally preclude them from a role within this policy.

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4.0 Guidance, Procedures & Tactics

Roles and Responsibilities

Ride –Along Participant,

- Participants in the Ride-Along scheme must have achieved the age of 18 years and make application in writing to the relevant BCU/OCU HR Manager.
- Vetting checks will be carried out on all applicants to inform a decision on their suitability and eligibility with a view to maintaining the security and integrity of Thames Valley Police systems and information.
- If an attachment is approved the applicant will be sent a letter indicating the date, time and location of the allocated shift and the name of the nominated officer supervising, along with an indemnity form, medical assessment form and copy of the Ride-Along policy and risk assessment. A Ride-Along participant will not be accepted without the necessary permissions.
- The completed indemnity form and medical assessment will be returned to the HR Department a week before the attachment.
- The Ride-Along participant must arrive 20 minutes before the start of the shift for a safety briefing and patrol overview.
- It is essential that the Ride-Along participant complies with the supervising officer's instructions at all times. It may be necessary to withdraw from a situation if the officer concludes safety is at risk.
- It must be acknowledged that the Ride-Along event may need to be cancelled at short notice for operational reasons.

BCU/OCU Human Resources Departments

When a request to take part in the Ride-Along scheme is received from a member of the public the following procedure should be followed:

- An application form ([Appendix A](#)) should be sent to the individual.
- On receipt of the application, appropriate security checks are to be carried out by the Area Intelligence Unit. These checks are to assess the suitability and eligibility of the applicant and the risk of compromising police tactics or sensitive information. These will be fully documented.
- If there is any doubt about the applicant, the matter should be referred to the HQ Vetting Unit who will make the final decision as to whether they are suitable. If the decision is that a Ride-Along applicant would be unsuitable it will be the HQ Vetting Unit who will inform the individual in line with current procedures.
- When it has been decided that the applicant is suitable for a Ride-Along event, an appropriate shift/supervising officer for the applicant must be identified. If the applicant is asking to patrol with the Special Constabulary, please contact the relevant Special Inspector.
- When the appropriate shift has been organised let the applicant know in writing informing them of the date, time and location. Enclose the following documents:
 - This Policy
 - The Risk Assessment and Indemnity Form (available from the below web link.)
http://onlineview/healthandsafet/risk_assessment/docs/Ride-along.doc
 - Medical Assessment Form ([Appendix B](#))

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- At the same time inform the applicant of the type of clothing that should be worn and recommended things to bring with them e.g. bottle of water/drink, snacks and money. Ask that they arrive 20 minutes before the start of the shift.
- If the medical assessment form discloses a medical condition which could impact on the safety of the ride-along or supervising officer, a further risk assessment will need to be done. It is likely that the Ride-Along participant will still be able to partake with reasonable adjustment which could include additional control measures or restrictions. If in doubt, contact the Occupational Health Department for advice.
- Ensure a record of the date and details of the Ride-Along arrangements, together with a copy of the relevant forms are kept.

Inspector/Sergeant and Supervising Officer of the Ride-Along Shift

- When the Ride-Along applicant arrives for the shift, go through the risk assessment and safe working procedure. The risk assessment and safe working procedure can be found on the on the Health & Safety Web page.
- Copy the signed copy of the safe working procedure to your HR Department.
- Provide the Ride-Along participant with a high visibility 'observer' jacket.
- Inform control room of the call sign of the officer/s that the Ride-Along participant will be with and ensure that the shift is aware that the control room must be updated each time there is a change.
- During the team briefing session explain the safe working procedure to the team and the responsibility of the accompanying officer to protect the Ride-Along participant in any situations which may give cause for safety concerns
 - The Ride-Along participant is inexperienced in policing and there is a duty of care to prevent the individual coming to harm.
 - The Ride-Along participant will not have experienced immediate response driving and speed so actions should be moderated accordingly.
 - Control measures from the 'patrol' and 'mobile patrol' risk assessments are to be complied with.
 - The Ride-Along participant must remain in the vehicle until it is safe for the individual to alight.
 - At road incidents, the Ride-Along participant shall remain in the vehicle until the scene has been made safe with cones and signs.
 - As the safety of the Ride-Along participant may be compromised in an emergency or violent situation the primary concern must be to protect the Ride-Along participant and remove them from the situation if appropriate. A dynamic risk assessment should be carried out.
 - Decline deployments which local knowledge might reasonably suggest could put the Ride-Along participant at risk of harm.
 - Vehicles containing a Ride-Along participant should not be used for the conveyance of prisoners where there is potential for violence or the prisoner is suspected of being affected by drink or drugs.
 - Patrols with a Ride-Along participant shall not be deployed to the immediate vicinity of an incident involving one or more of the situations listed below. It may be appropriate to utilise such patrols in an ancillary or back up role (e.g. cordons, traffic control):

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- Hazardous Materials (HAZMAT)
- Chemical, Biological, Radiological, Nuclear (CBRN)
- Terrorism
- Firearms
- Railway lines/property
- Deep water
- Building Sites (unless accompanied by a site safety officer)

5.0 Challenges & Representations

Challenges and representations relating to this policy should be made to:

Head of Local Policing
Thames Valley Police Headquarters
Kidlington
Oxford, OX5 2NX

6.0 Communication

6.1 Links to Police National Legal Database Other

No links to PNLD

6.2 Communications Strategy

6.2.1 This policy will be published on the Policy and Procedures intranet site, the Thames Valley Police website, Manager's Briefing and will be included in an All User E-mail.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

There is no specific legal basis for this policy other than those detailed under Health and Safety below. The policy is intended to facilitate people who are not police officers to experience operational policing whilst ensuring their safety, so far as is reasonably practicable.

(ii) Human Rights Articles Engaged

Article 14 – Prohibition of Discrimination

*Audited by: Sonia Ghatora
Audited on: 02-01-2007*

(iii) Prohibition of Discrimination

Any disability should not automatically prevent an individual from participating on the Ride-Along scheme. However, safety must be the

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primary consideration. When a disability is known an individual risk assessment must be completed and documented. The advice of the Health and Safety Department and the Occupational Health Department should be sought in all instances. If the risks are too great then the ultimate control measure will be the non-participation in the Ride-Along scheme.

7.2 Diversity Impact Assessment

The impact assessment has been completed in respect of this policy and has been graded as low.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI)

7.4.1 This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.5 Community Engagement Standards

7.5.1 This policy has no community engagement implications

7.6 Data Protection

Personal data processed as a result of this policy will be managed in accordance with the provisions of the *Data Protection Act 1998*. It is acknowledged that 'sensitive personal data' may be processed and this data will be protected in accordance with the requirements of the Act.

7.7 Freedom of Information Act

This policy is suitable to be made available to the public

7.8 Protective Markings

This policy is NOT PROTECTIVELY MARKED

7.9 Health & Safety at Work

Thames Valley Police has a duty of care under *Sections 2 and 3 of the Health and Safety at Work Act 1974* to those they employ and those not in their employment but who might be affected by their undertakings. A Risk Assessment and Safe Working Procedure which identifies the foreseeable significant hazards and their respective control measures are attached in Appendix A.

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8.0 Monitoring and Review

8.1 Links to Best Value/APAC/Priorities/Performance Indicators

This policy will help to contribute to the force aim “working in partnership to make our community safer”.

This policy will help to contribute to the Force Strategic Objectives:

No1 – To strengthen neighbourhood policing to respond to local need and increase public confidence.

No 2 – To develop our partnership to reduce crime and disorder.

No 6 – To develop our people to give the best service.

8.2 Review Process

A full review will be carried out annually by the Policy Authority and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with Association of Chief Police Officers Policy Unit
- Representations made by individuals and relevant organisations
- Diversity data

For use by the Policy Management Unit Only

<u>Policy Authorisation</u>	
Policy signed off by:	
_____	_____
ACC Local Policing	Date



APPLICATION TO BE CONSIDERED FOR THE THAMES VALLEY POLICE RIDE-ALONG SCHEME



Information Required:

1. Applicant

Title (Mr/Mrs/Miss/Ms etc.) Last Name

Forenames

Previous Last Name (if applicable)

Date of Birth Age Place of Birth

Nationality

Address

.....

How Long at Current Address

If less than 3 years Previous Address

.....

Tel Nos. Home Daytime



2. Wife, Husband, Partner or Next of Kin of Applicant

Title (Mr/Mrs/Miss/Ms etc.) Last Name

Forenames

Previous Last Name (if applicable)

Date of Birth Age Place of Birth

Nationality

Address if different from above.....

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Please indicate your police station of choice and which days of the week and what times are most suitable for you. Please stipulate if you are considering joining the Special Constabulary and wish to accompany a Special.

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Signed



**THAMES VALLEY POLICE RIDE-ALONG SCHEME
VOLUNTARY MEDICAL SELF DISCLOSURE FORM**



Disability or having a medical condition should not normally bar an individual from participating in the "Ride-Along scheme". If an individual does have such a condition, the organisation may need to make reasonable adjustments on the basis of an individual risk assessment to ensure the health and safety of the individual. Persons wishing to participate in the "Ride-Along scheme" are requested to submit this signed medical disclosure to the Personnel Department of the sponsoring Area or Department of the Thames Valley Police, at least one week prior to the "Ride-Along event". Thames Valley Police reserve the right to decline a "Ride-Along participant" if they believe the health and safety of an individual can not be assured to a sufficient degree.

Any queries relating to the information disclosed will be dealt with by secure e-mail or telephone with the Thames Valley Police Occupational Health Department.

All personal information shall be treated in the utmost confidence and is recorded for the sole purpose of ensuring the health and safety of the individual and the accompanying officer during the "Ride-Along event".

Have you, at anytime, experienced any of the following?

- | | |
|-----------------------|---------|
| Asthma | Yes/No* |
| Diabetes | Yes/No* |
| Epilepsy | Yes/No* |
| Raised Blood Pressure | Yes/No* |
| Heart condition | Yes/No* |
| Psychiatric Condition | Yes/No* |

**Please delete as appropriate*

- If 'yes,' please provide details below.
- If there is any other medical condition which you believe could be relevant to your fitness, please provide details below.

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I,(print name) declare that the above is true

Signed..... Date.....