



CITIZEN OBSERVER INSTRUCTIONS AND RULES

The Allen Police Department welcomes you to ride, as an observer, with one of our officers. As a professional law enforcement organization, we constantly strive to improve the level of service to our community. To that end, it is necessary to establish and maintain certain rules which govern the conduct and activities of citizens who ride with our officers to ensure the integrity of our Department is protected. In order for a citizen to ride, as an observer, with the Allen Police Department, he/she:

- A. Must be eighteen (18) years of age or older.
- B. Must complete and submit the Rider Information Form (APD-154) and the Release of Claims Form (APD-153) to the Patrol Division Deputy Chief or his designee, during normal office hours, a minimum of twenty-four (24) hours in advance.
- C. Must be willing to undergo a background check, by the Department, to ensure the rider does not have an unacceptable criminal record and/or outstanding warrants.
 - 1. Must never have been convicted of a felony or any criminal offense involving moral turpitude.
- D. The approved rider must present their picture I.D. to the on duty supervisor that accommodates the rider's request for an observation ride.
- E. Observers in the Ride Along Program are guests of the Police Department and shall conduct themselves in an appropriate responsible manner. Observers will:
 - 1. Not use alcoholic beverages immediately prior to or during the watch which they are to ride;
 - 2. Not use profane or abusive language or behave in any manner that would provoke or escalate tension;
 - 3. Not make known to unauthorized persons the identity of persons arrested, detained, confined in jail or suspected of an offense;
 - 4. Not operate or use any police equipment or vehicle or any item in police custody or control except in the case of an extreme emergency and when instructed to do so by a police officer;
 - 5. Not carry a firearm unless they are commission peace officers;
 - 6. Not convey the impression or state to anyone that they are police officers;
 - 7. Obey, without question, any instructions given by a police officer in the furtherance of police mission.
- F. Dress and Grooming Standards:



1. Observers in the Ride Along Program must dress and groom themselves in an appropriate and business like manner. The on duty supervisor or his designee, will be the final judge of whether or not an observer's attire and/or grooming is appropriate for riding in a police car.
 2. Minimum requirement are slacks or dress jeans and a shirt with a collar for males, slacks or dress jeans and a blouse for females. T-shirts and worn or unsightly blue jeans are not acceptable attire.
 3. Riders will be clean and neat in appearance, hair will be groomed in such a manner that it can be maintained under all, but the most adverse conditions and does not present a ragged, unkempt, bushy or extreme appearance.
 4. No observer shall wear, on his/her clothing, anything that advertises any product, business, or organization, or any sign, symbol, or word (s) that are inflammatory in nature.
- G. For your safety the officer may determine your presence at a scene is not advisable, in which case the officer may leave you at a location determined safe by the officer, where the officer will return later to pick you up and resume your observation period;
1. Remain in the police car during routine traffic stops and disturbance calls of a serious nature and they shall not enter a house, building, or other property, public or private, from which the public would be excluded because of a police incident or by the owner of the property;
 2. Refrain from involving yourself in any physical struggle or verbal arguments with any persons encountered by the officer; however, you are bound by law to render assistance to the officer should the officer request it of you; and
 3. Remain with your assigned officer for the duration of your observation period unless circumstances specified in section G require temporary interruption of your observation period or unless your conduct is determined to impair effective police operations, in which event your observation period will be immediately terminated.
- H. Citizen observers will be allowed to ride for a four (4) hour period, unless circumstances justify otherwise. Additional time must be approved by a supervisor.

On behalf of all the men and women of the Allen Police Department and myself, I hope that you find this as an educational, but enjoyable experience which services to provide you with a better understanding of the law enforcement profession.

Brian E. Harvey
Chief of Police



ACKNOWLEDGEMENT OF CITIZEN OBSERVER INSTRUCTIONS AND RULES

SIGNED this the _____ day of _____, 20__

Signature

Printed or Typed Name

Witness

Address



ALLEN POLICE DEPARTMENT
RELEASE OF CLAIMS

STATE OF TEXAS)
)
COUNTY OF COLLIN)
RELEASE

Known all men by these present that I, _____, of _____ County, Texas in consideration of being allowed to accompany the Allen Police on official patrols, do by these presents for myself, my heirs, executors, administrators, and assigns, hereby release and agree not to hold liable, the City of Allen, its officers, agents and employees from any and all actions, causes of action, claims, demands, costs or damages arising from or resulting from property damage, personal injuries or death sustained by me or my property while accompanying them.

I further agree by these presents for myself, my heirs, executors, administrators, and assigns, to indemnify, hold and save harmless the City of Allen, its agents, officers and employees, from any liability, action, claim, damage, award or judgment incurred or suffered by the City or individuals as a result of any act or omission by me or caused by me while accompanying any employee, agent or officer of the City.

In addition, I make the following representations and acknowledgments upon which I intend the City of Allen to rely:

1. I understand and agree that while accompanying any officer, agent or employee of the City during his law enforcement rounds, I am to be only an unarmed lay observer and bystander with no active role whatever and that I will have and am given no duties, rights, powers or authority whatever other than those conferred by law upon any other person in like or similar circumstances as may arise from time to time and will under no circumstances interfere with the officers or offer any advice or counsel to any person being questioned, investigated, taken into custody or arrested by any officer;

Neither will I be considered an agent, servant or employee of the City of Allen and thus, I will not be covered by the City for any worker's compensation, death or disability benefits;

I realize that I may and will, at unpredictable times, be placed in both foreseeable and unforeseeable positions of considerable danger that could cause injury, severe injury, permanent disability, death, mental anguish, stress disorder, mental disability, permanent mental disability, and agree that neither the City of Allen nor any of its officers or employees shall be obligated to take any steps or action to protect my person or provide a means of withdrawal or retreat for me, and I hereby release them of any duty to do so intending hereby to willfully and voluntarily assume all risk inherent in any situation and under any circumstances that may arise incident hereto;

I agree that any information I may gain will be used by me only for my personal educational purposes except where I am summoned as a witness in any administrative or court proceeding;



Release of Claims Form / APD-153

Witness my hand this the _____ Day of _____, 20 _____.

Signature

SWORN AND SUBSCRIBED TO BEFORE ME, this _____ Day of _____, 20 _____,

Notary Public in and for the State of Texas

Printed or Typed Name of Notary

My commission expires:



RIDE ALONG APPLICATION FOR PATROL OBSERVATION

Full Name: _____ Date of Birth: _____

Drivers License Number: _____ State of Issuance: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Emergency Contact 1: _____ Relationship: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Emergency Contact 2: _____ Relationship: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Please check the days of the week you are available to ride

Mon Tue Wed Thu Fri Sat Sun

Please check the shift you would like to ride

Day Shift Evening Shift Night Shift

Do you wish to ride with a particular officer? If yes, officer's name _____

Affiliation to Allen Police Department: Citizen's Police Academy Junior Police Academy
 Employee Friend/Family Member - Officer _____ Other/Specify _____

I hereby authorize the Allen Police Department to make any such inquiries as are necessary in order to determine the existence of any criminal record I may have.

Signature: _____ Date: _____

-----For Departmental Use Only-----

Application Received By: _____ Date: _____

Criminal History Check Completed By: _____ Date: _____

Date/Time Scheduled: _____ Forwarded to: _____

Below Information To Be Completed By Officer Administering Ride

*** PLEASE ASSURE RIDER HAS SIGNED RELEASE OF CLAIMS BEFORE RIDE***

Date Ride Completed: _____ Officer: _____

Officer's Comments/Optional: _____