

Hamden Police Department General Orders

Policy Number: 004-007

Effective Date: August 01,2005

Section: General Management

Rescinds:

Title: Non-Sworn Observers/Interns

Approved By:

Approval Date:

PURPOSE

An authorization for non-sworn observers to safely participate in police-related activities within the Department.

POLICY

The Hamden Police Department participates in these programs for the purpose of educating the public in the internal workings of the Department and to enhance community relations.

To further this goal, civilians are permitted to participate in the following:

- Civilian Academy
- Internship
- Ride Along

Under no circumstances, other than an emergency transport, is a civilian to ride along without prior approval.

Procedure

- A. The Office of the Chief of Police will assign a member of the Administrative Division to coordinate any and all approved participants in this program. Said Program Coordinator will meet with the participants and/or school/college advisors for the purpose of apprising them of the program, the Department expectations, acceptable number of applicants/participants and the Department's Policy and Procedures concerning participation in the program.
- B. The following are mandated requirements:
 - 1. Participants must be 18 years of age, except with prior approval of the Chief of Police.
 - 2. Application and background check (fingerprinting when applicable)

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3. Participant must complete a signed waiver form. Those approved participants, under the age of 18, must have a completed signed waiver by a legal guardian
 4. Adhere to Department's Rules and Regulations pertaining to:
 - a. Appropriate attire and appearance.
 - b. Professional behavior at all times during participation in the program.
 - c. Confidentiality.
- C. Authorized participants will be assigned to various division of the Department at the discretion of the Program Coordinator.
- D. Assignments may include ride along with various divisions however, any officer assigned shall have a minimum of two years experience and not under probationary status.
- E. The following is unauthorized activities:
1. No admittance to the cell block/prisoner booking area should arrestee(s) be present.
 2. No use of police radio and equipment.
 3. No participant, during a ride-along, will be allowed to exit the patrol vehicle during complaints being handled by the assigned officer.
 4. No use, or viewing of the Department's NCIC Collect System Computer
- F. All ride-along participants must wear a protective vest provided by the Department.
- G. Hi-Risk Situational Procedures.
1. During any high risk situation, in which an officer has an un-sworn observer/intern occupying his/her vehicle, has the authority to have the rider exit the vehicle at a safe location and MUST immediately notify Central Communications of said location prior to continuing on the call.

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- H. Transportation of Prisoners while vehicle occupied by un-sworn observer/intern:
1. Under normal conditions an observer/intern may remain in vehicle during transport of prisoner to Headquarters. There are situations where the safety of the observer/inter is compromised by remaining in the vehicle therefore Supervisors are authorized in these situations to remove the observer/intern.

 2. Supervisors should consider the following guidelines:
 - a. Time and location of incident
 - b. Nature of call
 - c. Behavior/actions of arrestee
 - d. Availability of second unit for transport
- I. Any violation of the policy and procedures of this General Order by un-sworn observers/interns are subject to removal from the program. Violations should be detailed in writing and forwarded to the Program Coordinator. The Program Coordinator will review the matter and take appropriate action.

PARTICIPANTS IN THIS PROGRAM ARE NOT PERMITTED TO POSSESS OR CARY ANY TYPE OF WEAPON OR FIREARM. THIS VIOLATION WILL RESULT IN AN IMMEDIATE REMOVAL FROM THE PROGRAM.