



**ROBINSON POLICE DEPARTMENT**

111 W. Lyndale, Robinson, Texas 76706  
Dispatch: (254) 662-0525 – Fax: (254) 662-2310



**RIDER REQUEST FORM**

This request is being made for a civilian rider with Officer \_\_\_\_\_  
on \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_.

The civilian rider understands that the City of Robinson and the Robinson Police Department  
are released from all responsibility of injury or civil liability which might result during the  
time of his/her time with an officer of the Robinson Police Department.

The civilian rider will be notified by telephone within ten working days after the request is  
received.

**Reason for request:**

Officer's relationship to rider: \_\_\_\_\_

Date: \_\_\_\_\_ Civilian's Printed Name: \_\_\_\_\_

Civilian's Address: \_\_\_\_\_

Civilian's Telephone No: \_\_\_\_\_ Civilian's D.O.B: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Officer Taking Request: \_\_\_\_\_ Date: \_\_\_\_\_

		Yes	No
Sergeant's Signature: _____	Date: _____	_____	_____
Lieutenant: _____	Date: _____	_____	_____
Chief of Police: _____	Date: _____	_____	_____



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### **RIDE AND OBSERVE PROGRAM**

#### **POLICY**

The Department is dedicated to the promotion of understanding and beneficial exchange of Information between the Department and the citizens, other agency officers, City employees and family members. The Ride and Observe Program is an educational process for concerned citizens and not for entertainment purposes. Department employees are not allowed to ride unless the ride is part of an approved program required as part of their normal job duties.

#### **PROCEEDURES**

##### **1. Waiver of Liability**

- a. Is signed by person requesting to ride and witnessed by authorizing supervisor.
- b. Indicates the date of the approved ride and is presented to the ranking officer on duty on the day of the ride prior to riding.
- c. Only City employees are exempted from waiver of liability requirements when the ride is part of an approved program required as part of their normal job duties. Such rides require approval of the shift commander and prior approval of the employees immediate supervisor.
- d. In addition to a waiver, the following must provide a waiver from their employing agency/entity signed by a person with authority to act for the agency/entity.
  - (1) Employees of other criminal justice agencies.
  - (2) Persons employed by any other entity sent to observe practices and procedures as the agencies representative of their employing agency/entity.

##### **2. Request Guidelines**

- a. The Rider Request Form is submitted a week in advance to allow for scheduling and supervisory approval.
- b. Officers submit the request to their immediate supervisor for approval.
  - (1) Supervisors note approval or disapproval and forward the request through the chain of command to the Chief of Police for approval.
  - (2) Supervisors note their reasons for disapproval.



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- c. Officers submitting requests for persons to ride state briefly the reason for the request and include a criminal history check on the person.
- d. Local and TCIC/NCIC criminal history checks are made on all persons requesting to ride. Persons with prior arrests may be denied. Approval will depend on the severity of the offense, disposition of the case and length of time since the arrest.
- e. No individual may be granted permission for a repeat observation within six (6) month period except:
  - (1) Spouses of officers may ride once a quarter.
  - (2) Department employees when such riding is part of an approved program essential to proper performance of their job duties and approved by their immediate supervisor.
- f. Observers may not ride more than four (4) hours at a time.

### 3. Ride and Observe Log

- a. Completed forms are forwarded to the duty supervisor.
- b. Is maintained by the Patrol Lieutenant.
  - (1) On receiving waiver form, the supervisor notes the date of the ride and the name and address of the rider.
  - (2) Forwards the forms to the Chief's office.
  - (3) Logs entries in chronological order by date (entries older than six (6) months are disposed of).
- c. Police Observer identification cards are maintained in the Patrol Room.

### 4. Observer Rules / Instructions

- a. Persons requesting permission to ride are given a copy of the rules when given a waiver form to sign.
- b. Failure to abide by these rules may result in denial of permission by the shift supervisor to ride.
- c. Personal appearance and grooming.
  - (1) Observers wear the Police Observer Identification Card in a visible place.
    - (a) The card is returned at the end of the shift.
    - (b) Officer receiving the card returns it to the Patrol Room.



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- (2) Male observers wear slacks and a dress shirt but are encouraged to wear a tie and jacket.
- (3) Females observe wear dresses or slacks and blouse; bras are required.
- (4) Males are clean shaven or have neatly trimmed beards or mustaches with hair neatly groomed.
- (5) Observers do not wear items on their clothing that advertise any product, business or organization that is inflammatory in nature.
- (6) Officers from other agencies comply with standards outlined for male or female observers.

### 5. Standards of Conduct

- a. Observers are guests of the Department and conduct themselves in an appropriate responsible manner. They do not:
  - (1) Use alcoholic beverages immediately prior to or during ride and observe duty.
  - (2) Use profane or abusive language or behave in any manner that would provoke or escalate tension.
  - (3) Enter into any investigation or converse with any citizen, witness or prisoner concerning a police incident or investigation.
  - (4) Make known to unauthorized persons the identity of persons arrested, detained, confined in jail or suspected of any offense.
  - (5) Operate or use police equipment, vehicle or any item in police custody or control except in case of emergency when directed by an officer.
  - (6) Carry a firearm or convey or state to anyone that they are police officers.
  - (7) Exit police vehicle during routine traffic stops and disturbance calls of a serious nature.
  - (8) Enter a house, building or property, public or private, from which the public would be excluded because of a police incident or by the owner of the property.
  - (9) Question any instructions given by the officer in charge.
  - (10) Officers from other agencies observe all standards of conduct unless exempted by the Chief of Police.
- b. Officers immediately report to their supervisor any interference with their duties or willful non-compliance with instructions, rules or regulations by the observer. Any supervisor may terminate the privilege to ride as an observer, regardless of the origin of the assignment authority, when the effectiveness of police operations is deterred.



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### RELEASE OF LIABILITY AND ASSUMPTION OF RISK – POLICE RIDER

The State of Texas  
County of McLennan

I, \_\_\_\_\_, being \_\_\_\_\_ years of age, for and in consideration of the privilege of riding in a Robinson Police Department vehicle, do hereby release and forever discharge the City of Robinson, the Robinson Police Department, and all employees, officials, and agents of the City of Robinson, from any and all claims, suits, liability, demands, or causes of action on account of personal injury or death or damage to property that may arise from or in connection with my riding in a Robinson Police Department vehicle and otherwise accompanying a Robinson Police Officer while that officer is on duty. In executing this release, I am expressly binding myself, my heirs, executors, administrators and assigns by the terms of this release for any claim or cause of action of any kind that may arise as a result of my riding in a Robinson Police Department vehicle or otherwise accompanying a Robinson Police Officer while said officer is on duty, whether caused by negligent, deliberate indifferent or intentional act of the City of Robinson, the Robinson Police Department, or its employees, officials, or agents, or any other person.

Police work by its nature involves certain risks and dangers. In riding in a Robinson Police Department vehicle and accompanying a Robinson Police Officer while that officer is on duty, I may be exposed to these risks and dangers. In executing this release I agree to assume the risks and responsibility that are involved in riding in a Robinson Police Department vehicle and accompanying a Robinson Police Officer for any bodily injury, death, or property damage that may result from the ride or accompanying an officer of the Robinson Police Department.

I agree to the following conditions in order to ride in a Robinson Police Department vehicle and to accompany a Robinson Police Officer while such officer is on duty:

- (1) I have been given a copy of the rules governing conduct of those riding with or accompanying Robinson Police Officers. I have read those rules and understand them. In executing this release I am agreeing to follow fully and comply with these rules.
- (2) I also agree to follow immediately the instructions given to me by the officer that I am riding with, as he or she may deem necessary for my safety, the safety of officers, or the safety of other persons.
- (3) I agree that any confidential, privileged, or other non-public information that I may receive while I am accompanying and riding with a Robinson Police Officer will be kept confidential by me and that I will not release such information without prior approval of the Robinson Chief or Police for the Robinson Police Department.



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Before signing this release, I read it fully and understand its terms. I understand that this release of liability and assumption of risk is intended to be as broad and inclusive as is permitted by the laws of the State of Texas. If any portion of this release of liability and assumption of risk is held invalid, I agree that the balance of it shall continue in full force and effect.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

In case of emergency, please contact \_\_\_\_\_ who is  
(Full Name)  
\_\_\_\_\_, at \_\_\_\_\_.  
(Relationship) (Phone Number)

\_\_\_\_\_  
Approving Authority

\_\_\_\_\_  
Date Approved

Rider / Requestor assigned to Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Shift: \_\_\_\_\_

