



## TALBOT COUNTY SHERIFF'S OFFICE

115 West Dover St.  
Easton, Maryland 21601



Office  
410-822-1020

Joseph J. Gamble  
Sheriff

Fax  
410-770-8110

January 28, 2016

### GENERAL ORDER NO. 16-007

**TO: All Talbot County Sheriff's Office Personnel**

**SUBJECT: Civilian/Sworn Personnel "Ride Along" Procedures**

#### PURPOSE

To delineate, clarify, and issue protocol for the participation of civilian and sworn personnel to ride along on patrol with deputies from this Office, or to participate in certain police activities.

#### BACKGROUND

The participation and inclusion of civilian personnel in a police environment helps provide an understanding of the roles, duties, and obligations of what a Deputy and a Sheriff's Office is expected to perform. This opportunity for persons outside of the office to see what we do is beneficial when performed properly and judiciously.

Central to the issue of any ride along program or opportunity is the risk management and control of any potential dangerous situation or civil liability that can come from exposure to police calls and experiences. Proper reasoning and use of good judgment by a Deputy providing a ride along are the key elements of enabling a person to see what we do, and yet protect them from the potential dangers and risks that we routinely assume.

#### POLICY

All Deputies will follow the protocol and policy as it applies to civilian and sworn members requesting to participate in the office ride along program. The proper use of procedural forms and mandated notifications will be used in all cases unless so exempted by this Order.

#### PROCEDURES

**A.** All members will be familiar with, and will have electronic and paper access to TSO Form 45 (revised 6-04), titled "Waiver of Claim and Release from Liability." This form will be used in all cases when a person has requested, and has been approved to participate in the ride along program. This form will be completed in its entirety and signed by the person participating in the ride along.

**B.** When completed and signed, a copy of TSO Form 45 will be provided to the person approved to participate in the ride along program. The original form will be placed in the Support Staff mailbox for filing and retention.

**C.** Persons requesting to participate in a ride along program must be cleared and have prior approval by a member of the Office Command Staff. After approval, the requestor will then be scheduled and assigned to participate with a specified Deputy, patrol, and limited work period of time.

*Office of the Sheriff of Talbot County*

**GENERAL ORDER NO. 16-007, Continued – January 28, 2016**

**SUBJECT: Civilian/Sworn Personnel "Ride Along" Procedures**

**D.** Persons requesting participation in the ride along program will be screened to determine their background, reason for request, and past participation and duration of previous ride alongs. A formal request may not be needed or required as it pertains to persons so solicited or designated as approved participants by the Command Staff. The TSO Form 45 will still be required in all cases involving civilians and police employees not participating in a joint police operation in a full duty status.

**E.** Sworn police officers in a duty status will not be required to complete a TSO Form 45. It will be verified that their command or agency has knowledge of their participation in a joint patrol operation. Ride along officers in a duty status will be prepared for duty and will understand their role, function and responsibilities as it pertains to the need for police action while on patrol. These members will be considered to have approved Mutual Aid enacted for the term of their participation in the joint patrol operation. A member of the Command Staff will be informed in all cases in which a joint police operation/ride along is being conducted.

**F.** Sworn police officers not in a duty status will complete a TSO Form 45. These members will be treated in somewhat the same fashion as a civilian ride along. Officers not properly equipped for the potential to revert to full duty to take police action will not be directly involved in, or encouraged to take primary police action.

**G.** Media representatives will be encouraged to participate in ride alongs and to gain first hand knowledge concerning the activities of the Deputies and the Office. The Office Command Staff will be the final authority and approval for media representatives wishing to participate in this program.

**H.** Events or activities that involve the potential for enhanced risk or danger will prompt the immediate termination and release of any person in the ride along program. Sworn police officers in an approved full duty status will be the exception to this policy. Events triggering termination of the ride along program may include, but are not limited to: high speed pursuits, shootings, assaults, certain alarms, joint police agency responses, the service of some high risk offender/arrest warrants, any and all search warrants, or any other action that a reasonable person may construe to be an unsafe condition for a private citizen to be exposed to.

**I.** In all cases except those exempted by the Command Staff, no person will be permitted or entitled to participate in any formally structured or designed drug arrest, search warrant, programmed felony arrest traffic stop, or other planned investigative event. Exceptions to this rule are the prior approved sworn police officers in a full duty capacity who are participating in a joint agency police action or investigation.

**J.** Duly appointed or assigned employees from this Office are considered to be exempt from the ride along approval and waiver process.

**RESPONSIBILITY**

**A.** Supervisors will ensure that their team members comply with this Order and the measures and provisions that impact the ride along program.

**B.** TSO Form 45 will be completed in its entirety. All notification requirements and signatures needed for this form will be part of this process.

*Office of the Sheriff of Talbot County*

**GENERAL ORDER NO. 16-007, Continued – January 28, 2016**

**SUBJECT: Civilian/Sworn Personnel "Ride Along" Procedures**

**C.** Completion of TSO Form 45 and all mandated notifications to the supervisor/senior person on duty, and Talbot Center will be made. Talbot Center will be notified at the beginning and end of a ride along period for a person participating in this program.

**D.** Any deviations or exceptions to this policy will be reviewed and exempted, approved, or disapproved by the Command Staff on a case by case basis.

This Order is effective immediately and supersedes General Order No. 04-003 and all orders and memoranda, in conflict therewith.

**Joseph J. Gamble  
Sheriff of Talbot County**

**JJG:tj**