

10 N. Water Street
847-741-2151
847-888-0052 Fax

Village of South Elgin Police Department

www.southelgin.com

Hours of Operation
Monday - Friday
8:30 am - 5:00 pm
24-Hour 911

RIDE ALONG PROGRAM REQUIREMENTS

Participants in this program will be required to be clean and wear appropriate clothing. No clothing will be allowed that is considered distasteful or contains any discriminator or distasteful logos or printing. Clothing, or lack thereof, which is not consistent with the proper image of the department, will not be tolerated. The Shift Sergeant will have the discretion to refuse or postpone participation in the program if the participant is not properly dressed.

Participants will not possess or carry firearms, batons, knives or other dangerous weapons while participating in the program. The exception to this would be participants who are authorized to carry a weapon by virtue of their office. In these incidents, the Shift Sergeant will be required to approve the carrying of the weapon.

Minors 10-15 years of age may accompany a parent or guardian participant of the program. Minors 16 and 17 years of age are required to have parental or legal guardian consent to participate in the program. Those parents or guardians must be present at the police station on the date and time the minor reports to ride in a police vehicle and at the conclusion of the ride along. Both the minor and parent or guardian must understand and sign the ride along waiver. Persons 18 years of age or old do not require parental consent.

Participants will be excluded from juvenile incidents where such arrests and records are confidential by law.

Participants will not enter into or upon a property or building or any private residence where officers are responding to a disturbance or other complaint. A participant may accompany the officer (at the officer's discretion) on minor calls where there is no danger involved, i.e.: theft or vandalism reports.

Participants will not be present during interrogations of criminal matters.

Participants must not interfere with or assist the officer unless their assistance is specifically requested by the officer or his supervisor.

Only one ride along participant will be assigned to ride in the police vehicle with an officer. All attempts will be made to schedule only one ride along during a given time period. More than one ride along may be scheduled during a time period at the discretion of the Shift Sergeant. Every attempt will be made to schedule female participants with female officers.

Circumstances may arise when the participant will witness events and be subject to subpoena by the States Attorney's Office; therefore, the participant's identification (name, address, phone etc.) must be included in the written incident report.

Participants will be allowed to ride for a maximum of four hours at a time, unless otherwise approved by the Shift Sergeant.

Participants must read and complete the CJIS Security Awareness Training Level 1 Information Sheet and Confirmation attachment.

RIDE ALONG APPLICATION

SECTION A: PARTICIPANT INFORMATION

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Date of Birth: _____ Age: _____ Sex: _____

SECTION B: REASON FOR RIDE ALONG

Please provide a brief explanation the ride along is being requested: _____

SECTION C: EMERGENCY CONTACT INFORMATION

Name: _____

Relationship: _____ Phone: _____

SECTION D: ACKNOWLEDGEMENT AND SIGNATURE

For and in consideration of the undersigned being given the opportunity to observe police operations and functions of the South Elgin Police Department and by any and all other means of observation whatsoever, the undersigned, in order to avail him/herself of ease of opportunity recognizes and assumes any and all risk pertaining thereto, and hereby releases the Village of South Elgin, its Officials and Officers and all other personnel of the Village of South Elgin from any and all liability whatsoever for any injuries, damages and claims the undersign, his/her heirs, dependents and assigns may sustain in and about any patrol car or in any other way during the course of observation and studies by the undersigned of the operations and functions of the South Elgin Police Department.

I/we further understand that signing below authorizing the South Elgin Police Department to conduct an in-house records check and a criminal history inquiry to verify the status for consideration of eligibility to participate in the South Ride Along Program. I/we also understand and agree to all program requirements and terms.

Signature of Participant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

For Office Use Only

Date Received: _____

Received by: _____

Date of Ride Along: _____

Officer Assigned: _____

Shift Sergeant Approval: _____

Security Awareness Training Level 1

In this Level 1 Training you will learn about the CJIS Security Policy requirements for personnel working in the vicinity of Criminal Justice Information.

This training is designed to meet the requirements of the CJIS Security Policy.

This training is for all personnel whose duties require them to have unescorted access to a physically secure location that processes or stores Criminal Justice Information, but does not work with the Criminal Justice Information as part of their job duties.

Verification of your training must be on file with the Criminal Justice Agency whose secure area is being accessed. The FIB CJIS Security Policy requires that all training records must be kept current and maintained by the State, Federal, or Local Agency Officer.

Criminal Justice Information

Criminal Justice Information is confidential data that consists of stolen cars, stolen guns, missing persons, etc. It also included criminal history and other data related to criminals.

Rules and Expected Behavior

You are NOT authorized to access, read, handle, or discuss Criminal Justice Information. It can only be used for authorized purposes.

Proper disposal of all Criminal Justice Information is the criminal justice agency's responsibility.

Impact of Misuse

Unauthorized access, handling or discussion of Criminal Justice Information could result in criminal prosecution and/or termination of employment.

Area Security

- The areas that process or store Criminal Justice Information should be a secure area.
- Doors should be locked to prevent unauthorized access.
- It is your responsibility to help ensure this area stays secure.
- Report any unusual activity to your Agency contact and supervisor immediately.
- Report any misuse of Criminal Justice Information that you might witness or hear about to your Agency contact and supervisor immediately.
- All Incidents should be reported.

Policy Questions

If you have any questions regarding the CJIS Security Policy or expected behavior around Criminal Justice Information, talk to your Agency contact for further information

**CJIS Security Awareness Training
Level 1
Confirmation**

I hereby confirm that I have read and am familiar with the content of the Level 1 CJIS Security Awareness Training as mandated by the CJIS Security Policy. Level 1 Security Awareness Training must be administered to all personnel who have unescorted access to a physically secure location. This training must be within six (6) months of initial assignment and repeated every two (2) years.

I understand and am aware of my responsibility regarding Criminal Justice Information and its security.

I understand that Criminal Justice Information is sensitive. Improper access, use, and dissemination of Criminal Justice Information is serious and may result in the imposition of penalties including termination.

Employee Signature

Date

Employee Printed Name

Employee Organization and Title

Training Completion Date (Training expires 2 years from this date)

This confirmation page is to be retained by the Criminal Justice Agency and available for viewing by the Office of the CJIS Systems Officer (CSO) upon request.