

**CITY OF SACRAMENTO**  
**RIDE ALONG PROGRAM**  
**RISK MANAGEMENT PROCEDURE**

A. GENERAL

The ride along program:

1. Is intended to acquaint citizens with the duties and responsibilities of the department and give them an overview of the department's operations.
2. Should benefit the mission of the department. The decision to allow ride along passengers is at the discretion of department head. Department specific ride along requirements may be implemented as approved by the department head.
3. May be terminated at any time by the host City employee. Host employees will instruct participants on expected behavior during the ride and that failure to comply with the host's directives will end the ride along.

B. REQUIREMENTS FOR RIDE ALONG PARTICIPANTS

Ride along participants shall:

1. Complete and sign an Indemnity and Hold Harmless Agreement, except as otherwise specified below.
  - a. If a City employee has a job related need to understand the operations of another department, they may ride along as necessary in the course and scope of their normal duties or as career development with permission of their own supervisor and the division manager in the other department. An Indemnity and Hold Harmless Agreement is not required as long as the ride along connects to the scope of a City employee's regular job duties or approved career development.
  - b. If a City employee wants to ride along out of general interest or personal development, the employee must complete the ride along application, sign an Indemnity and Hold Harmless Agreement and utilize personal leave to participate.
2. Be limited to one (1) ride along per year except for City employees as necessary in the course and scope of their normal duties or career development with permission of their own supervisor and the division manager in the other department.
3. Normally be limited to one (1) person per vehicle/apparatus.
4. Normally be limited to persons 18 years of age or over. Ride along participation by minors is discouraged and will not be approved without the minor's parent or legal guardian also in attendance. If an employee requests for their own school aged child to observe work or ride along, special attention should be given to assuring a safe environment. The employee must provide appropriate attention to supervision of the child. Supervision of the child should not be delegated to other City employees.
5. Be aware that the City's does not control the environments and circumstances which may be part of ride along activities. Access to locations where City personnel are required to provide service may be inaccessible to persons with mobility impairments. Events and activities witnessed by Ride Along participants can be graphic or disturbing.

6. Wear neat and clean clothing. Shorts, tank tops, halter-tops, or clothing that is faded, torn, soiled, or displays offensive language or symbols shall not be allowed.
7. Speak to your Ride Along Host before committing to the Ride Along if there are any questions or concerns regarding the activities and conditions related to this program.

C. REQUIREMENTS OF HOST EMPLOYEES

1. Selection and assignment of a City host employee for each ride along is the responsibility of the division manager. The host employee must instruct ride along participants that:
  - a. They are to follow the host employee's instruction at all times.
  - b. The ride may be terminated at any time due to emergency conditions or failure to comply with directions of Department personnel.
  - c. If applicable, the host employee will comply with the ride along participant's request to terminate the ride as soon as possible.
2. Ride-along safety shall be of primary concern.
  - a. Ride along participants shall be permitted to observe as much activity as is safely possible.
  - b. Host employees shall instruct ride-along participants where to stand or sit upon arrival at the scene of calls.
  - c. Ride along participants shall not be left in the vehicle unless the host employee determines that is necessary for safety.
  - d. Ride along participants shall wear appropriate personal protective equipment when necessary and as instructed.

Ride Along  
Procedure Approved: \_\_\_\_\_  
Geri Hamby, Director of Human Resources

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

**CITY OF SACRAMENTO  
RIDE-ALONG PROGRAM APPLICATION**

**APPLICANT**

NAME (Print:) \_\_\_\_\_ DATE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

AGE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

REASON FOR OR PURPOSE OF RIDE: \_\_\_\_\_

**PARENT / GUARDIAN (if applicant is less than 18 years old)**

NAME (Print): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

**RIDE ALONG REQUEST**

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

DATE AND TIME PREFERRED: \_\_\_\_\_

SPECIFIC INTERESTS: \_\_\_\_\_

**PLEASE LIST ALL PREVIOUS PARTICIPATION IN ANY CITY OF SACRAMENTO RIDE ALONG PROGRAM**

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

DATE: \_\_\_\_\_

**I have reviewed and understand the requirements for Ride Along participants. I agree to abide by the terms and conditions specified therein.**

\_\_\_\_\_  
**Signature – Ride Along Participant**

\_\_\_\_\_  
**Approval Signature – Parent /Guardian  
of Ride Along Participant**

\_\_\_\_\_ Date

**FOR DEPARTMENT USE ONLY**

Please circle as applicable:

APPROVED

DISAPPROVED

\_\_\_\_\_  
DIVISION MANAGER'S NAME (Print)

\_\_\_\_\_  
TITLE (Print)

\_\_\_\_\_  
DIVISION MANAGER'S SIGNATURE

\_\_\_\_\_  
DATE

**CITY OF SACRAMENTO**

**RIDE-ALONG  
INDEMNITY AND HOLD HARMLESS AGREEMENT**

Whereas the undersigned has made a voluntary request for permission to ride as a guest or observer in a City vehicle or in or about City machinery and equipment at a time when such vehicle, machinery, or equipment is operated and staffed by City employee(s) and has further requested permission to accompany a City employee during the active performance of their official duties:

Now, therefore, in consideration of the City of Sacramento, a municipal corporation, cooperating in making available to the undersigned the necessary personnel and the use of its vehicles, machinery, and/or equipment for the aforesaid purpose, the undersigned expressly agrees to and knowingly hereby does ASSUME ALL RISKS arising in the course of said activity, including personal injury, property damage, or death, on behalf of myself, my heirs, executors, administrators, and assigns, and does hereby voluntarily release, discharge, waive, and relinquish any and all claims and causes of action from personal injury, property damage, or wrongful death against the City of Sacramento, its officers, employees and agents, which may occur during my participation in the ride along.

The undersigned specifically agrees to defend, indemnify, and hold harmless the City, its officers, agents and employees from and against any and all claims, loss, damage and liability for injury to the undersigned person or property, including any such claim, loss, damage and liability caused by the negligence of the City, its agents, officers, and employees, or acts of others. The undersigned also specifically agrees to indemnify and hold harmless the City, its officers, agents and employees from and against any and all claims, loss, damage and liability for injury to the person or property of another or others, directly or indirectly caused by the undersigned's misfeasance or malfeasance occurring while riding as a guest or observer in any City vehicle or while accompanying a City employee in the use of City machinery or equipment and/or during the active performance of a City employee's official duties.

**READ THIS DOCUMENT COMPLETELY BEFORE SIGNING**

I have read and voluntarily signed this "Indemnity and Hold Harmless Agreement" and acknowledge the significance of it. I agree that no oral representations, statements, or inducements have been made to me which are not set forth in this Agreement.

NOTE: The approval and agreement of a parent or guardian is required for those guests or observers under the age of eighteen (18) years.

DATE: \_\_\_\_\_

NAME OF APPLICANT (Print): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN