

## 05-008 Court Services Division and Custody Services Divisions Personnel Patrol Ride-Along Programs

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Los Angeles County Sheriff's Department

### FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

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### COURT SERVICES DIVISION AND CUSTODY SERVICES DIVISIONS

### PERSONNEL PATROL RIDE-ALONG PROGRAMS

#### PURPOSE

The purpose of this directive is to re-establish policies and procedures to allow non-patrol-trained personnel assigned to Custody Services Division General Population, Custody Services Division Specialized Programs, Custody Services Administration Command, and Court Services Division (custody/court divisions) to participate in voluntary patrol ride-along programs at patrol stations/units while on-duty and in uniform.

These programs permit the custody/court division's deputy the opportunity to participate on a **voluntary basis** to gain familiarity with patrol procedures and requirements before transferring to a patrol operations unit.

At the conclusion of a ride-along shift, the participant (non-patrol trained deputy) will have a better understanding of basic patrol operations. The more the participant takes part in the ride-along program, the more depth and breadth of knowledge they will have. As they develop proficiency in basic skills, they will be able to move on to other, more complex skills and knowledge.

#### BACKGROUND

The sworn ride-along programs are designed for custody/court division's deputies who have no restrictions to participate in a **voluntary** ride-along program. Deputies who have successfully completed their respective training programs and are in good standing are encouraged to participate. Custody/court division's deputies on probationary status are NOT prohibited from participating in the patrol ride-along programs.

There are currently three programs which allow custody/court division's non-patrol trained deputy personnel to **voluntarily** work patrol assignments:

- **Radio Car Procedures for First Responder Correction Staff** allows deputies assigned to Custody Services Division General Population, Custody Services Division Specialized Programs, and Custody Services Administrative Command to participate in a ride-along as part of the Standards and Training

for Corrections (STC) training;

- **The Ambassador Program** provides the unit commanders of custody/court divisions and patrol stations/units the ability to mutually and temporarily loan personnel to one another for the benefit of both units; and
- **Volunteer Off-Duty Ride-Along Program** provides sworn personnel the opportunity to participate in this program during their off-duty hours. These ride-alongs shall occur during the deputy's off-duty hours and shall not interfere with his or her regular duties.

The intent of the sworn ride-along programs are not to provide patrol training, but rather to allow non-patrol trained deputy personnel to gain valuable insight into their future assignments. When a deputy transfers from a custody/court division assignment to a patrol assignment for training, the Department does not consider if the deputy has participated in these programs.

## **POLICY AND PROCEDURES**

In compliance with the Fair Labor Standards Act (FLSA) and applicable Memorandum of Understanding (MOU) provisions, employees who participate in the Radio Car Procedures for First Responder Corrections Staff or the Ambassador Program shall be compensated with overtime, when the employee is held over their prescribed ride-along shift hours.

Employees who participate in the Volunteer Off-Duty Ride-Along Program, shall have prior approval from their immediate supervisor and the host station before scheduling the ride-along. Supervisors approving the voluntary off-duty ride-along shall ensure that the deputy is compensated in accordance with FLSA standards, and applicable MOU provisions.

This policy does not alter voluntary and pre-assigned overtime procedures. Stations/units shall continue to offer overtime to their personnel in accordance with current Department, division, and unit policies prior to offering overtime to personnel from other units.

When participating in any of these programs, the participant shall wear a Class A or Class B uniform as prescribed by the host station/unit along with a complete gun belt as specified in the MPP, section 3-03/070.40. The participant shall also have his or her Department-issued helmet, protective vest, high visibility reflective vest, and side-handle baton immediately available.

Participants in these programs shall work as a second deputy under the approved direct supervision of a deputy from the host station/unit. The determination of allocation of minutes to either unincorporated area or contract city will be determined by the host station/unit. No one-person assignments/posts will be permitted for the participants.

### **Participant Responsibilities**

The custody/court division's deputy who is interested in scheduling a ride-along must initiate the ride-along process. Custody/court division's deputy personnel who participate in the sworn ride-along programs shall comply with all overtime regulations and policies while participating on a voluntary ride-along.

Sworn ride-along program participants shall complete an Authorization for Outside Overtime

memorandum and receive the endorsement of their unit commander. A separate memorandum must be completed for each station/unit the participant would like to participate in a ride-along. A current copy of the participant's Performance Recording and Mentoring System's (PRMS) Profile Report shall be attached to the memorandum and the participant must also obtain an endorsement from the unit commander of the host station/unit prior to scheduling a ride-along. After the approval of both unit commanders has been obtained, a ride-along may be scheduled as described in this directive.

The participant will be responsible for contacting the scheduling office at each station/unit in which they seek to schedule a ride-along and provide them with a copy of the completed Authorization for Outside Overtime memorandum. The participant shall indicate to the scheduling office which ride-along program they are participating in so the scheduling office will know if the participant is to be compensated with overtime (paid or saved) or their regular work hours.

The participant in the Volunteer Off-Duty Ride-Along Program shall have prior approval from his or her immediate supervisor and the host station (training/scheduling office or watch sergeant) to obtain authorization of overtime for the ride-along.

### **Host Station Responsibilities**

#### Scheduling Office:

- Station/unit scheduling offices shall be responsible for maintaining copies of the Authorization for Outside Overtime memorandum for all participants desiring to work at their station/unit. The scheduling office shall prepare a monthly approved participant list which shall be kept in the watch commander's office;
- At the discretion of each station/unit, participants may schedule less than the normal eight and ten hour patrol shifts, when applicable; and
- If possible, participants should be assigned to an available training officer or highly motivated deputy.

#### Watch Sergeant:

- Watch commanders and the scheduling sergeant shall be notified of any changes to an in-service roster for a previously scheduled ride-along.

#### Watch Commanders:

- Watch commanders shall ensure that participants are not assigned to work alone;
- Watch commanders have the discretion to cancel or reschedule a ride-along based on any reason they deem to be unsafe, or based upon the needs of the station/unit; and

#### Host Deputy:

- The assigned station/unit patrol deputy working with a participant shall determine the participant's skill and knowledge level, and assign tasks accordingly;
- The host deputy shall be the functional supervisor of the participant; and
- For patrol units assigned to unincorporated areas, the host deputy shall log on as a two-deputy unit in accordance with existing procedures. The host deputy may also be logged on as a two-person unit in a

contract city with the approval of the unit commander of the station/unit.

### **Unit Commander Responsibilities**

The participant's unit commander, as well as the unit commander of the host station/unit, shall have the authority to prohibit deputies from participating in any of the sworn ride-along programs. The participant's unit commander shall ensure the participant is compliant with overtime policies and procedures delineated in the Manual of Policy and Procedures, FLSA, and applicable MOU provisions.

### **AFFECTED DIRECTIVES**

MPP section 3-02/010.19 – This directive imposes supplemental overtime reporting procedures.

MPP section 3-02/290.10 – This directive defines an addition “specific guideline” for overtime

MPP section 3-02/010.16 – This directive defines filing vacancies with overtime

### **CITES/REFERENCES**

United States Code, Title 29, Section 201 (Fair Labor Standards Act)

### **ATTACHMENTS**

Custody Facility Outside Overtime Approval Request Memo (SH-AD-691, Rev 05/2016)

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