

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: CBC-HRU-12

Applicability: CBC

Policy Code: Public Access

Iowa Code Reference:

Chapter 12: COMMUNITY-BASED CORRECTIONS (CBC)

Sub Chapter: HIGH RISK UNIT (HRU)

Related DOC Policies: AD-CI-02, AD-GA-09, AD-GA-22, AD-PR-29

Administrative Code Reference: N/A

Subject: RIDE-ALONG PROGRAM

PREA Standards: N/A

Responsibility: Joel McAnulty

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Authority:

1. PURPOSE

To provide guidance to staff and the public regarding the provision of the Ride-Along Program with High Risk Unit personnel in Department of Corrections (DOC) vehicles.

2. POLICY

In recognizing the benefit that may be gained from the exposure of persons enrolled in a college or university internship program, prospective recruits, members of the news media, a legislative or judicial body, and other individuals who demonstrate an interest in understanding the day-to-day operations of the agency field operations, it is the policy of the Iowa Department of Corrections to permit ride-along participation in High Risk Unit vehicles when the request meets the conditions outlined in this policy.

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3. DEFINITIONS - As used in this document:

High Risk Unit (HRU) Supervisor (Sergeant) - A Department Supervisor who is a Certified Peace Officer and meets all the Iowa Law Enforcement Academy guidelines who will actively lead, monitor, train, and evaluate the HRU. This Supervisor shall be appointed by the District Director.

High Risk Unit (HRU) Officer - Probation/Parole Officers who are Certified Peace Officers and meet all of the Iowa Law Enforcement Academy guidelines.

4. PROCEDURES

A. General

1. During the regular course of duties, it may become required for non-DOC/HRU employees to ride in HRU vehicles. This policy does not limit an officer's actions in emergency situations or limit providing courteous service to individuals the officer may encounter during the regular course of duties.
2. HRU Officers shall not offer a ride-along without supervisory approval.
3. With advance, written permission from the employee's supervisor, spouses or family members may be authorized to travel in Department vehicles when the member is attending an official function on behalf of the Department. This may include awards ceremonies, retirement planning seminars, or funeral services.
4. Due to the potential hazards and possibility of civil liability, general requests by non-departmental persons to ride-along in state vehicles should be discouraged. However, riders may be permitted under certain conditions and by proper authority, such as requests:

- a. by persons interested in a law enforcement career;
 - b. particularly for those professionals involved in the to gain general knowledge of law enforcement duties, criminal justice system;
 - c. news media and others for purposes of public awareness of public safety initiatives.
5. Other than participants in the internship program, ride-alongs by members of the public shall generally be limited to one shift or less.

B. Media:

1. Media personnel may participate in a scheduled ride-along with advance, written permission from a district or area supervisor and the Chief of Staff or designee. See **AD-GA-09**, *Contact with the News Media and the Public*, for more guidance.
2. Media participants shall not be allowed to utilize video or photographs of anyone involved in a law enforcement encounter, unless the citizen's explicit written approval has been given. Absent this approval, images of the person stopped, license plates, and other readily identifiable objects may be used only if they are rendered indistinguishable.

C. Student/Intern/Non-Sworn Employees:

All ride-along requests for student interns, and non-sworn employees must be approved by the supervisor where they are assigned and the district or area in which the ride-along is to take place, if different from the intern or employee's assignment. See **AD-CI-02**, *Internship Program*, for more guidance.

D. Shift:

Ride-alongs will typically occur during the day shift unless documented reasons exist for the ride-along to occur during another time frame, such as a person interested in a law enforcement career and exposure to duties associated with different shifts would be beneficial.

E. HRU Supervisor or Designee

1. The supervisor will review the request and make a determination to approve or deny.

2. Participants must be at least 18 years of age in order to be approved for a ride-along.
3. The HRU Supervisor or designated staff will coordinate and set up all requests for ride-alongs. The following must be signed prior to being allowed to participate in a ride-along:
 - a. DOC Liability Release Form, **AD-GA-22 F-1**
 - b. DOC Confidentiality of Information Agreement, **AD-PR-29 F-1**.
 - c. The above signed waivers are to be maintained by the HRU Supervisor/Designee who shall keep them for 5 years past the separation from the engagement of the ride- along.
4. The supervisor or the HRU Officer providing the ride-along maintains the responsibility to terminate the ride-along at any time if they determine it is not in the best interests of the participant or the Department.

F. HRU Officer

1. The HRU Officer providing the ride-along will give the rider a short briefing of what to expect during the ride-along prior to departure, including, but not limited to:
 - a. use of the patrol unit's emergency equipment and use of the radio in case of an emergency situation.
 - b. the confidential nature of criminal justice information and activity that may be observed.
 - c. expected conduct of the rider (see Section G, below).
2. The HRU Officer providing the ride-along will advise the Radio Communications Operator that a rider will be present, including identifying the rider by full name and providing a telephone number to be used for notification in event of an emergency.
3. If an extremely hazardous incident is forthcoming, e.g., ordered to assist in riot/fight, to assist other law enforcement officer whose life is endangered, etc., the HRU Officer will transport the rider to a business establishment, law enforcement agency office, or other reasonable site and notify the Radio Communications Operator of the situation.

4. The HRU Officer maintains the responsibility to terminate the ride-along at any time if the participant is hampering, interfering, or hindering the performance of official duties. At the time of termination, the HRU Officer will transport the individual to an agreed upon location unless an emergency as outlined above exists.
5. The HRU Officer will abide by the HRU Vehicle Operations policy, CBC-HRU-08 for pursuit restrictions when passengers are present.
6. The HRU Officer shall not:
 - a. except when unavoidable, share information that is intended only for dissemination to law enforcement officers;
 - b. restrict participants to the confines of the patrol car unless the officer feels there will be some danger or that the participant may interfere with the investigation.

G. Ride-Along Participants

1. Participants shall understand that during the course of the ride-along they are under the direction of the HRU Officer.
2. By participating in a ride-along, riders shall:
 - a. Wear seatbelts at all times while the vehicle is in motion;
 - b. Dress in a neat and clean appearance and wear clothing suitable for contact with the public and weather conditions. At no time will participants be allowed to ride while wearing any clothing or accessory that has a negative or derogatory message. Participants will not wear any clothing, insignia, or item that may denote or cause a citizen to think the participant is a police officer;
3. Ride-along participants shall not:
 - a. Question or converse with arrested or detained persons;
 - b. Exit the vehicle unless instructed to do so by the HRU Officer;
 - c. Engage in photography, videography, or audio recording unless the rider is a member of the media and has prior approval from the supervisor, and:

- 1) has the citizen's explicit written approval to use the images, video, or recordings; or,
 - 2) renders any images of people stopped, license plates, and other readily identifiable objects indistinguishable if the citizen does not give written approval.
- d. Be allowed into a residence or any other location where the occupant has a reasonable expectation of privacy without having given consent;
 - e. Carry or access any weapons (firearms, knives, OC Spray, taser, etc.) except for US certified peace officers who are authorized to carry concealed firearms.
 - f. Use any type of tobacco products, including electronic cigarettes during the ride-along.
 - g. Have access to confidential materials such as criminal history. In the event the participant does learn confidential information, the participant agrees to not disseminate that information;
 - h. Drive the state vehicle, except as directed by a HRU Officer in an emergency;
 - i. Assume any police powers nor perform any police duties except as may be directed by the HRU Officer in order to protect the life of self or others.