



KENNEWICK FIRE DEPARTMENT

POLICIES & PROCEDURES

300.7

TITLE:	Ride-Along Program
EFFECTIVE DATE:	November 9, 2022
OWNER:	Deputy Chief of Operations
REAUTHORIZATION DATE:	2025
FORMS AND ATTACHMENTS:	300.7.A: Ride-Along Application Form 300.7.B: Ride-Along Liability / Release Form 300.7.C: Ride-Along Rules of Conduct 300.7.D: Ride-Along Observer Safety Vest Logistics

INTENT:

To establish a standard that allows approved individuals to ride-along with the Kennewick Fire Department.

1. DEFINITIONS

- 1.1. **Approved Program:** Formalized program approved by the Fire Chief that has a practical need for individuals to ride with the fire department crews (i.e. EMT Training Programs, Paramedic Programs, etc.).
- 1.2. **Open-ended Approval:** Approval granted by the Fire Chief to specific individuals (i.e. a chaplain or mental health professional).
- 1.3. **Productive Hours:** Hours identified in the Collective Bargaining Agreement.
- 1.4. **Ride-Along Application Form:** A form that allows for approval or denial of a request to ride-along with a crew by the Deputy Chief of Operations.
- 1.5. **Rules of Conduct:** Conduct defined by the Fire Chief as appropriate for riders.
- 1.6. **Liability/Release Form:** A form that shall be signed by the rider.

2. POLICIES

- 2.1. Individuals in approved programs may be permitted to participate in ride-alongs.
- 2.2. The Fire Chief or Designee may authorize exceptions.
 - 2.2.1. For example, individuals that are researching the fire service as a career choice, employees from other fire agencies seeking professional development, or pre-approved public relations opportunities.
- 2.3. Riders under the age of 18 are prohibited unless they are enrolled in the Tri-Tech Firefighting Program.

3. PROCEDURES

- 3.1. A written request for a ride-along will be submitted to the Kennewick Fire Department Deputy Chief of Operations. This written request shall be waived for students enrolled in the

Columbia Basin Fire Science Program, Tri-Tech Firefighting Program, approved EMT programs and approved Paramedic programs where proof of a background check has been completed.

- 3.2. All applicants must complete a Ride-Along Application packet for review in advance of their ride-along; see 300.7.A: Ride-Along Application Form, 300.7.B: Ride-Along Liability / Release Form and 300.7.C: Ride-Along Rules of Conduct.
- 3.2.1. Ride-along requests and packets must be completed two weeks prior to the desired ride along date in order to provide the department with sufficient time to evaluate the request.
- 3.2.2. Ride-Along Applications that have not completed a background check through an approved program will be required to complete one at their own expense.
- The preferred method of completing a background check is through the Washington State Patrol (WSP) Washington Access to Criminal History (WATCH) portal.
 - Send results to the Deputy Chief of Operations.
- 3.2.3. The Application Form will be sent to the Deputy Chief of Operations. The Deputy Chief of Operations will communicate with the Battalion Chiefs to schedule the day of the request.
- 3.2.4. If the ride-along is approved, the Deputy Chief of Operations will notify the applicant and the event will be entered into the KFD Department Calendar(s).
- 3.2.5. If the ride-along is denied, the Deputy Chief of Operations will notify the applicant of the denial and the reason(s) for the denial.
- 3.2.6. The On-Duty Battalion Chief/Deputy Chief of Operations reserves the right to make changes and notifications based on the needs of the Department.
- 3.3. The Deputy Chief of Operations shall forward approved Application Forms to the Fire Department Administrative Assistant for storage in OnBase.
- 3.3.1. All signed Ride-Along Applications and forms shall be retained for the required retention period specified in the Washington Administrative Code (WAC).
- 3.4. An officer has the authority to revoke or terminate a ride-along for any safety concerns or violations of the Rules of Conduct.
- 3.4.1. The On-Duty Battalion Chief shall be notified immediately if a ride-along is terminated.
- 3.5. All ride-alongs will occur during productive hours of work with the exception of ride-alongs that involve Paramedic students in approved programs.
- 3.6. Dormitory and bedroom facilities are off limits to ride-along participants with the exception of Paramedic students that need to work a 24-hour shift as part of an approved program.
- 3.7. Use of fitness equipment will not be permitted for riders.
- 3.8. Riders are not permitted to engage in any emergency service activities unless they are emergency medical students (EMT's or Paramedics) that are participating in the delivery of emergency medical care as part of their requirements for the program they are enrolled in.

- 3.8.1. EMS students who perform emergency services activities must be properly trained in the PPE, tools and equipment they will be using to perform said activities.
- 3.9. Officers may restrict the rider from entering scenes that might be of a sensitive or dangerous nature.
- 3.10. Officers will ensure the rider has proper PPE for the activities being observed.
- 3.11. Uniform/Apparel
 - 3.11.1. When responding to emergency incidents, all riders not enrolled in an approved program (EMT or Paramedic) shall wear a department provided "Observer" reflective vest that visibly indicates they are not a member of the Kennewick Fire Department.
 - 3.11.2. EMT and Paramedic students are expected to wear their program's uniform to clearly identify the school/program they are enrolled in.
 - 3.11.3. Riders not affiliated with a structured program shall adhere to the following dress code:
 - Collared shirt or plain t-shirt.
 - Pants shall be neat and clean without any holes.
 - Shoes shall be in good condition without any holes and must completely cover the foot (no open toed shoes or sandals allowed).
 - No clothing worn by the rider shall have pictures or obscene/graphic language.
- 3.12. Officers will ensure ride-along participants understand that all patient information is strictly confidential.
- 3.13. Personal Protective Equipment (PPE):
 - 3.13.1. EMT and Paramedic students must provide their own eye protection that meets the requirements of state and federal law.
 - 3.13.2. EMT and Paramedic students must provide N95 masks that have been fit-tested.
- 3.14. Riders will not be allowed in IDLH areas.
- 3.15. Riders are limited to one ride-along per year unless they are enrolled in an approved EMT program, Paramedic program, the Tri-Tech program, or have received open-ended approval.
- 3.16. Individuals that have open-ended approval will provide department-issued documentation to the company officer.
 - 3.16.1. Open-ended approval riders will request to ride by calling the on-duty Battalion Chief.

4. REFERENCES

None



 Fire Chief

11/9/2022

 Date