

		<b>MUKWONAGO FIRE DEPARTMENT</b>  <b>OPERATING PROCEDURES</b>	
Civilian and Media Ride Along Program		Approved by: Chief Jeffrey R. Stien	
POL #43	Draft Date: 09/22/16	Revision Date:	Effective Date: 9/22/16

**PURPOSE:** The purpose of this policy is to provide a system of control and standardization to any interested party that wishes to experience the tasks associated with the Fire, Rescue, and EMS services conducted at the Mukwonago Fire Department.

**SCOPE:** This policy/procedure is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure is the Fire Chief or designee of the incident.

**A. Requirements**

1. Applicants must be at least 18 years of age or older.
2. Applicants must not have any felony convictions and be of good moral character (A background check may be accomplished via information provided by the applicant on the application form).
3. Applicants need to fill out the ride along application form. (Not all applicants will be automatically accepted)

**B. Procedure**

1. Ride along hours should be conducted between 0700 and 1900 hours unless special circumstances exist
2. Ride along participants will need to fill out an application form at least 1 week before the beginning time of the ride along period.
3. All ride along requests shall be submitted to the Fire Chief or designee for approval. If a request is approved, the Duty Officer and 3488 Senior Medic will be notified of the request for the ride along at least 72 hours in advance of the shift.
4. Ride alongs shall comply with the standards for proper attire and professional demeanor throughout the duration of the shift.
5. Ride alongs will conduct themselves in a professional manner and any negative activity will not be tolerated.

6. Ride alongs are to be “observers” only and shall not participate in firefighting, rescue, or any other departmental operation throughout the entirety of the ride along. Ride alongs must remain with the unit they are assigned to, keeping clear of the emergency operations.
7. Ride alongs will not be allowed to wander around the emergency scene unless you have the permission of the incident commander, and are accompanied by fire department personnel.
8. Applicants must have completed training with regards to the Federal Privacy Rule, “Health Insurance Portability and Accountability Act of 1996” (HIPAA), prior to the Ride Along. (If training completed through another entity, documentation of such must be attached to this form, or a training session will be provided.) A confidentiality statement must be signed, and forwarded to the Privacy Officer or Fire Chief.
9. All participants in the ride along program shall read and sign the Confidentiality Form, and Liability Waiver Form before the beginning of their ride along shift.
10. All ride along personnel shall receive a safety briefing by the respective Company Officer on duty prior to beginning the shift. The briefing shall include but not be limited to what is expected of the ride along during the shift, vehicle operation, mandatory seat belt use, high visibility safety vest use, and his/her responsibilities during the shift.
11. The on duty officer has the authority to extend or terminate the ride along at any time.