



RIDE ALONG PROCEDURES AND DOCUMENT IMPLEMENTATION

PURPOSE

The purpose of this Training Bulletin is to inform of the new Ride-Along Assessment Form and the implementation of the Ride-Along Documentation Procedures.

The following form and procedures have been implemented to better assist the Background Investigation and Recruitment Units with the hiring selection of potential Port Police candidates.

POLICY

Refer to the Los Angeles Port Police Department, Ride-Along Policy, Section 410.

PROCEDURES

Officers assigned to Ride-Alongs should follow department policy (LAPP, Section 410) and complete the Ride-Along Assessment Form.

The Ride-Along Assessment Form will be accessible to all Officers involved in Ride-Alongs, including Watch Commanders/ Supervisors.

A hard copy of the Ride-Along Assessment Form will be located next to the Ride-Along Request Form & Waiver in the Report Writing Room at Port Police Headquarters. An electronic version can also be located on the "G Drive" under G:\Training Group and MLETC\RECRUITMENT\RIDE ALONG FORMS

At the completion of the Ride-Along, the Officer should fill out the form thoroughly and submit to Watch Commander or Watch Supervisor.

SUPERVISOR'S RESPONSIBILITY

Once the Watch Commander has approved the Ride-Along Request Form & Waiver and the officer has completed the Ride-Along Assessment Form, the forms need to be forwarded to the Records Unit. Records Unit will scan and forward a copy to Recruitment Unit and Research & Discovery Unit.

RESEARCH & DISCOVERY / RECRUITMENT UNIT RESPONSIBILITY

Research and Discovery will insert a copy of the Ride-Along Assessment Form into the candidate's background file.

Recruitment Unit will retain all submitted forms in a Ride-Along File until the candidate has completed the hiring process.

If the candidate is SELECTED and HIRED, we will transfer the assessment form to his/hers Recruit Academy File.

In the event, the candidate is NON-SELECT, we will discard the assessment form based on the NON-SELECTION.

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