

## 4010.02 Ride-Along Standard Operating Procedure



*This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.*

**Related Policies:** Chief's Memo 2011-032, Chief's Memo 2015-061

**Applicable HI Statutes:**

### I. PURPOSE

To establish the procedures for the public to request "ride along" with members of the Hawaii Fire Department (HFD) Operations Branch (OPS).

### II. APPLICABILITY

This policy is applicable to all personnel.

### III. POLICY

In an effort to enhance the mutual understanding and respect between firefighters and the community we serve, Hawai'i Fire Department has established a ride-along program. This program will provide participants with a greater understanding of the fire department. At the same time, through interaction between our personnel and members of the community, lines of communication will be established.

### IV. PROCEDURES

#### 1. Participation:

Participation is open to those persons who are at least 18 years of age (16 years old if presently enrolled in career education pathway class), complete the Hawai'i Fire Department Release and Waiver Liability Form, and are:

- a. Student doctors, nurses, EMT's, and paramedics who need ride-along credit as part of their course study.
- b. Hawai'i County elected officials and members of the Hawai'i County Fire Commission who are interested in broadening their knowledge of fire and emergency services within Hawai'i County.
- c. Volunteer firefighters, students of an accredited Fire Science Program, a career pathway student who aspires to work in the fire or emergency medical services field, or any other person authorized by the Fire Chief to ride along with an on-duty fire fighter to educate the participant about the day-to-day operations of medical response and services provided within the community, and to obtain a better understanding of the role of the fire department.
- d. Media representatives who wish to conduct a ride along for purposes of developing a news story or other documentary. This category includes the print and electronic media. Media representatives must complete all documents required of any other participant. In addition, members of the media must have express written authorization from the Fire Chief before recording, by any means (audio, video, film, photo), any portion of the ride-along.



2. Selection Process:

- a. Applicants requesting to participate in the Ride-Along program shall write a letter of request to the Fire Chief and include the following:
  - First and Last Name.
  - Contact information (phone number, e-mail)
  - A business reason why you would like to participate in a Ride-Along.
  - Date(s) that you would like to schedule the Ride-Along for.
- b. All applicants must complete a “Release and Waiver of Liability (Fire Department Ride-Along Application)” Form.
  - The form may be obtained from the Hawai‘i Fire Department Administration office.
  - The applicant must complete the form and have it notarized prior to participating in a ride-along.
- c. Applicants must read and acknowledge receipt of Hawai‘i Fire Department Ride-Along Rules. A signed copy must be forwarded to the Fire Chief.
- d. A Letter of Request, completed “Release and Waiver Liability (Fire Department Ride-Along Application)” Form, and a copy of a photo identification shall be forwarded to the Fire Chief for review.
- e. Applicants review may include a criminal record check. An applicant who has a felony record or a misdemeanor record that involves moral turpitude or dishonesty may be excluded from participation in this program.
- f. Once approved for ride-along, the applicant shall be notified by phone and/or e-mail.
- g. The request to ride-along will be forwarded to the Assistant Fire Chief of Operations.
- h. The Battalion Chief or his/her designee will finalize the request for ride-along and coordinate arrangements and assignment.
- i. The applicant shall be notified when and where to report and whom to report to.

1. CONDUCT:

- a. VFF shall dress appropriately: HFD T-shirt, HFD duty boots, long pants. Dress shall be clean, serviceable, and without holes or defects.
- b. VFF shall be neatly groomed and abide by applicable HFD standards.
- c. VFF shall bring all issued PPE, including ID and PAS cards.
- d. VFF shall bring their own meal(s) or make arrangements with on duty shift prior to ride along.
- e. VFF shall bring shower supplies and extra clothes (*if needed to decon*).



- f. VFF shall assist with station routines and participate in company drills.
  - g. VFF shall obey all orders and instructions given by the OIC or his/her designee.
  - h. VFF shall wear appropriate PPE on all alarms.
  - i. VFF shall take no video or photographs at emergency scenes.
  - j. VFF shall not talk about or divulge any sensitive information gained during the ride along with anyone outside the station and the shift they were present for.
2. DAY OF RIDE ALONG:
- a. VFF shall arrive at least 15 minutes prior to the designated time/date. If the VFF is going to be late or cancelling the Training Ride, as much prior notification as possible should be given to the station.
  - b. VFF shall report to the officer in charge (OIC) and receive instructions, expectations, and assignments for that day.
  - c. VFF shall assist with all station duties and routines.
  - d. VFF is restricted from SCBA use and interior fire attack.
  - e. VFF shall follow all instructions/orders by OPS personnel, especially while on emergency scenes.
  - f. Absolutely no freelancing is allowed.
  - g. Upon completion of the designated ride along time, the VFF shall collect their things and let the OIC know that he/she is leaving – for accountability purposes.
  - h. The VFF shall be well groomed and in serviceable and clean clothing, presenting a professional appearance.
3. RESTRICTIONS:
- a. VFF shall not be allowed to drive HFD vehicles regardless of rank or licenses held.
  - b. VFF shall not be left alone/behind at the Station.
  - c. VFF shall not be allowed to conduct interior firefighting or be in IDLH atmospheres.
  - d. VFF shall not use SCBAs.
  - e. VFF shall not be allowed to ride on Ambulance Units (*If an Ambulance ride along is desired, please see memo 2015-061*).
4. OTHER CONSIDERATIONS:
- a. In the event that the VFF is exposed to a traumatic response that requires the activation of the CISM Team, the VFF will be offered the same CISM considerations as the crew they were responding with.
  - b. Following the ride along, the VFF shall submit a “Lessons Learned” and any other observations and/or recommendations to the ACV through their chain of command.
  - c. The Company Officer that was on-duty with the VFF shall provide the respective Training Captain a general impression of the VFF’s performance and any special information the Company Officer feels pertinent.
  - d. Any negative interactions with the VFF shall be handled by the Company Officer and referred to the ACV and BC of Trng.



- e. The Company Officer at the location of the Training Ride shall be responsible for any required documentation (i.e. Accident Report, Exposure Report, Injury Report, etc.).
- f. The Company Officer has the authority to end the ride along at any time if it is in their opinion negatively effecting the safety or normal operations of the shift. If the ride along is curtailed, the Company Officer shall provide, in writing, the reason for the curtailment, the pertinent facts, and factors that led to the decision, to the ACV and BC of Trng.
- g. In the event of an injury to a VFF while participating in the Training Ride session, the OIC shall thoroughly document the incident and submit any required reports in a timely manner (i.e. Incident/Accident and Election of Compensation, Exposure Reports etc.)

#### 5. REQUIRED TRAINING:

The following list of training can be accessed through Vector Solutions. The listed training below shall serve as a minimum level of required training the VFF must complete before being qualified to participate in this program.

- a. NFPA 1001: Nozzle Types Overview
- b. NFPA 1001: Overview of Automatic Nozzles
- c. NFPA 1001: Firefighter Orientation and Safety
- d. NFPA 1410: Evolution 1
- e. Fireground Survival: Firefighter Down CPR
- f. Courses: Back Injury Prevention
- g. Courses: General First Aid 1&2
- h. CAPCE: HIPAA Awareness
- i. Policies: IT Policies
- j. Policies: Alcohol Free Workplace
- k. Policies: Drug Free Workplace
- l. Policies: Violence in the Workplace
- m. Policies: Anti-Discrimination and Harassment Policies and Procedures
- n. Policies: Vehicle Backing SOP 7004.01