

Volunteer Handbook





POLICE DEPARTMENT
Lorne C. Kramer
Chief of Police

CITY OF COLORADO SPRINGS

Welcome
to the
Colorado Springs Police Department!

You are joining a group of dedicated men and women who strive to uphold our motto "To Protect with Honor, Serve with Pride." The policing business makes many demands on both officers and support staff alike. It is through a cooperative effort that this department has obtained a reputation for excellence both locally and nationally. I know you will soon feel a part of this team; and if I, or any member of my staff, can be of assistance, please feel free to contact us

Sincerely,

A handwritten signature in black ink that reads "Lorne C. Kramer".

Lorne C. Kramer
Chief of Police



**COLORADO SPRINGS POLICE DEPARTMENT
MISSION STATEMENT
1994**

Our mission is to promote the quality of life in Colorado Springs by providing police services with integrity and with a spirit of excellence, in partnership with our community.

OUR VALUES

We believe that the police derive our powers from the people we serve.

We will never tolerate the abuse of our police powers.

We recognize that our personal conduct, both on and off duty, is inseparable from the professional reputation of the Police Department.

We are committed to protecting the constitutional rights of all individuals.

We view the people of our community as our customers who deserve our concern, care and attention.

We believe our basic missions are to prevent crime and to deliver vigorous law enforcement services when crime occurs.

We are committed to efficient resource management and superior service delivery.

We believe in open communications and partnerships with the community.

We believe we can achieve our highest potential by actively involving our employees in problem-solving and improving police services.

We support an organizational climate of mutual trust and respect for one another.

We encourage the pursuit of higher education by our employees. We are committed to contributing to the advancement of the police profession.

Colorado Springs Police Department

V.I.P.s

CHIEF OF POLICE

Lorne C. Kramer

DEPUTY CHIEFS

J. Patrick (Pat) McElderry
Luis Velez

Patrol Bureau
Operations Support Bureau

COMMANDERS

Dave Felice
David Glenn
Robert (Bob) Kean
Harry Killa
Rick Millwright
Robert (Bob) Ownbey
Kurtis Pillard

Central Division
Falcon Division
Investigations Division
Gold Hill Division
Sand Creek Division
Professional Standards
Metro VNI

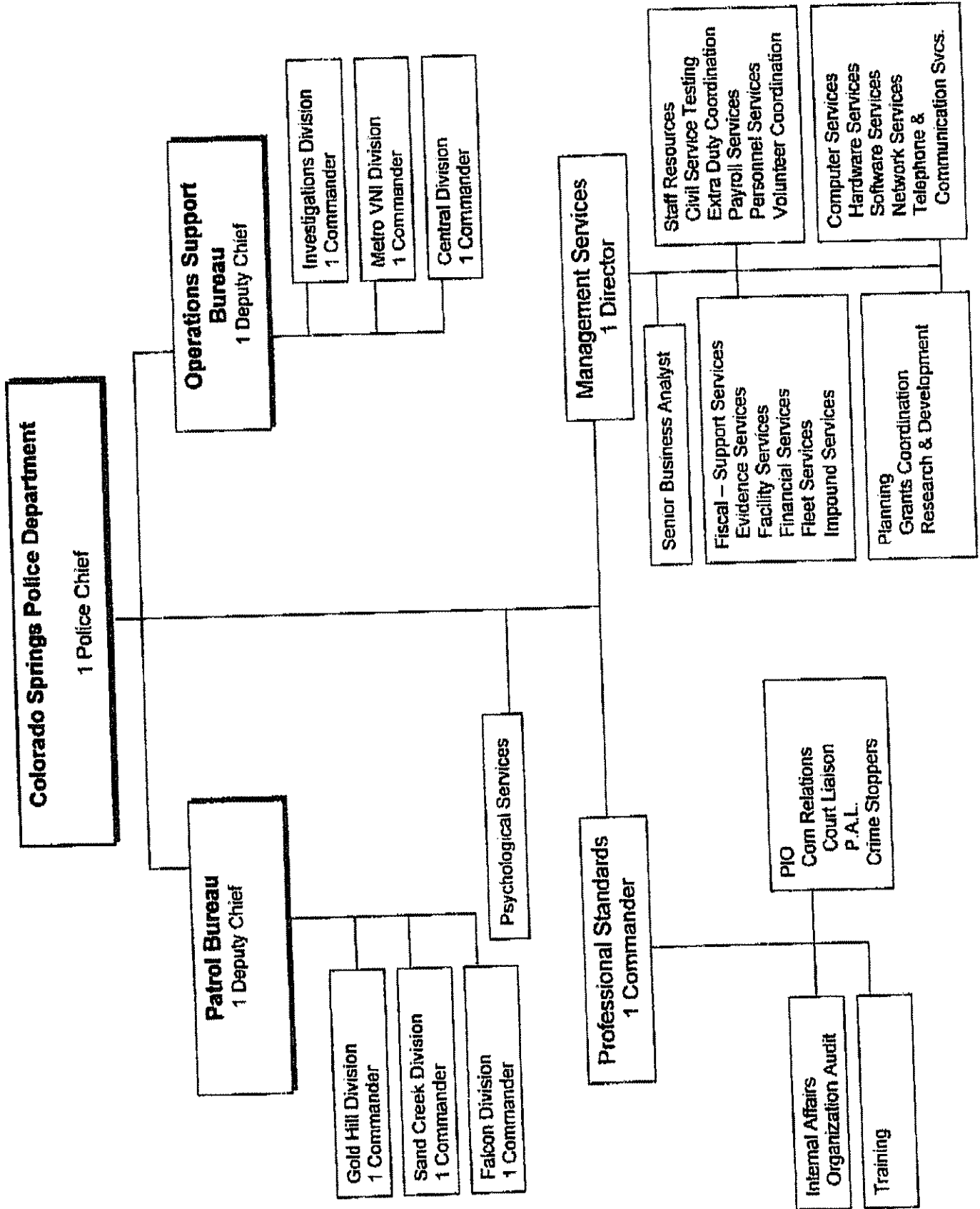
DIRECTOR

Jerry Bentrrott

Management Services Division

OFFICER RANKS

Chief of Police
Deputy Chief
Commander
Lieutenant
Sergeant
Police Officer
 Patrol Officer
 Administrative Officer
 Detective



WELCOME!

The staff of the **Colorado Springs Police Department**, appreciates your response to the need for volunteer services in our Department. Last year over 37,000 volunteer hours were recorded.

As Co-Coordinator of Volunteers, we want to be sure each placement is mutually agreeable to both you and the team leader. If at any time you are not satisfied or your available time alters and you would like to change your assignment, please advise both your team leader and the Volunteer Office so we may have an opportunity to make whatever adjustments are necessary.

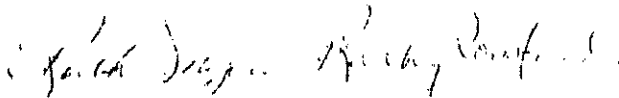
At the end of your commitment, let the Volunteer Office know of your intent to continue as a volunteer or notify me in writing of your resignation. If you are terminating your services, I ask that you return your ID card to the Volunteer Office. You will be sent a confidential survey to complete and return.

Confidentiality, dependability, loyalty, dedication and professionalism are the by-words under which the Police Department operates. We ask that you accept these qualities as your own. Respect the confidentiality of all information gained through your work. This means not only outside the Department but also within. Any information contained in the records or received by personal communication should not be divulged to personnel outside of the unit to which you are assigned.

Please read carefully the enclosed orientation information. You are responsible for knowing the information it contains.

Thank you for choosing to be a member of the Colorado Springs Police Department!

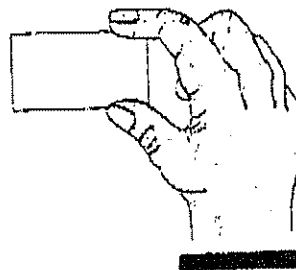
Sincerely,



Ruth Myers and Kathy Rowlands
Co-Coordinator of Volunteers
Colorado Springs Police Department
705 S. Nevada Avenue
Colorado Springs, CO 80903
(719) 444-7441
myersru@ci.colospgs.co.us or rowlanka@ci.colospgs.co.us



Volunteers, although they are not employees of the City of Colorado Springs, must abide by the City Charter, ordinances, rules and regulations, and all written and verbal guidelines, directions and instructions of their Police Department team leader. Copies of Personnel Policies and Procedures, City of Colorado Springs, and Colorado Springs Police Department Operations Manual, and The Code of the City of Colorado Springs are available in the Volunteer Services Office.



ID CARDS

Volunteers will be given an ID card allowing them access within the Police Department buildings. When arriving at the POC, hold your ID card at shoulder height so that the Police Service Representative (PSR) at the front desk can see it readily. The PSR will buzz you in the door to the elevator, Gold Hill Division or Central Division as appropriate. You do not need to wait in line (if there is one). At the substations show your ID card to the PSR. ID cards should be worn visibly when working in a police facility. Police volunteer ID cards are not to be used for personal benefit.

Some volunteer programs within the Police Department are given access cards which must be signed in and out at the front desk. Your team leader will instruct you if such a system is available.

Between the hours of 8 a.m. and 5 p.m. employees and volunteers are able to move freely throughout most of the Police Operations Center. Areas not accessible are the Crime Lab, Evidence, Communications, Records and ID and VNI. If you must do business with these areas, your team leader can give you instructions.

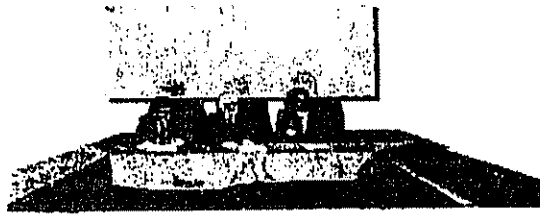
If you feel you need a Cardkey for easier access to a work area, discuss it with your team leader. The team leader will make the determination of need in conjunction with the Coordinator of Volunteers.

If you lose your ID card, notify your team leader in writing immediately. Call the Police Staff Resources Section, 444-7447 to arrange to have another card made. When getting your new ID card, bring the memo that should be signed off by your team leader. If you have a Cardkey, in addition to the above, call 444-7457 immediately so that your access can be taken off the system. If you get voice mail when you call, leave your name, phone number and Cardkey number.

You are responsible to return your ID card and/or Cardkey to the Volunteer Office (fourth floor, office 4427) when you terminate your volunteer status with the Colorado Springs Police Department.

CONCEALED WEAPONS

Volunteers are not to carry weapons within any police facility or when acting in a CSPD volunteer capacity even if a concealed weapons permit was applied for and received.



ORIENTATION/TRAINING

Volunteer positions will have clear, concise job descriptions, or a job description will be written within two months of a volunteer assuming a position.

Volunteers will receive the training and supervision necessary to handle the job and work together with staff to provide meaningful and rewarding experiences for the public and the volunteers.

Semi-Annual Orientations for new volunteers and new employees are held twice a year. You will be notified of the date and time, and you are encouraged to attend. A tour of the Police Operations Center, including the lab is arranged at that time.

Periodically the Volunteer Office will notify you of training available free of charge through the Police Department. It is recommended that volunteers participate in these training opportunities. It will give you more familiarity with the operations of the Police Department and other community agencies.

In addition, a quarterly volunteer newsletter will be mailed to you advising you of upcoming events and information relevant to CSPD volunteers.

VOLUNTEER TIME



The time you give to our Department is valuable to us. As part of your orientation with your team leader, you will be given a Volunteer Time Sheet. Using this Sheet you will indicate the date, time and number of hours (to closest quarter hour segment) each time you work. At the end of each month, make sure there is a cumulative total and turn the Time Sheet in to your team leader. Your team leader is responsible for getting your Time Sheet to the Volunteer Office.

Each year the volunteer time is compiled after December 31, and an Appreciation Event is held the following April to recognize levels of volunteer service. The awards presented in April (for the previous year) are as follows:

100 Hours	Silver badge lapel pin
250, 500, 750, 1,000 1,500 and 2,000 Hours	Certificates
2,500 Hours	Gold badge lapel pin
5,000 Hours	Special Award

The Appreciation Event is a fun way to visit with other volunteers and staff, and possibly win a door prize!



VEHICLE USAGE



Volunteers who are required to drive a City-owned vehicle, their own vehicle or the vehicle of a third party must: 1) possess a valid driver's license; 2) possess liability insurance coverage on their vehicle which meets the minimum requirements set forth by Colorado law; and 3) certify that their vehicle has a current automobile emissions certificate.

VOLUNTEER LIABILITY

Pursuant to the Colorado Governmental Immunity Act, the City will provide liability coverage for volunteers who are performing within the scope of their volunteer position and exercising reasonable and prudent judgment and care.



The City provides medical insurance coverage for volunteers while performing volunteer duties. The insurance covers all reasonable, customary and usual out-of-pocket expenses not covered by the volunteer's personal medical insurance up to \$250,000. The out-of-pocket expenses include any deductible the volunteer may be responsible for through the personal policy. (There is also a \$10,000 death benefit.) This insurance compensation does not include worker's compensation benefits. This compensation does not apply to Chaplains and Reserve Officers who are covered by worker's compensation.

A volunteer who is injured on the job must report the injury to the team leader as soon as possible. An injury report form should be filed with Volunteer Office within 48 hours. Submit copies of bills and payments to the Volunteer Office for payment or reimbursement.

VOLUNTEER TAX BENEFITS



A volunteer may deduct out-of-pocket expenses incurred while doing volunteer work for certain groups approved by the Internal Revenue Service. This may only be done if you itemize your return.

The following are representative types of expenditures that volunteers may wish to deduct: direct gifts of money to an organization, automobile mileage and expenses, bus and cab transportation expenses, parking and tolls, special uniforms, telephone bills, entertainment and meals given to others, costs of meals and lodging if away overnight, travel expenses above per diem allowance, and tickets to charity benefits above intrinsic value.

The following may **not** be deducted: the value of donated volunteer time, dependent care expenses, your own meals (unless away overnight), and your own entertainment.

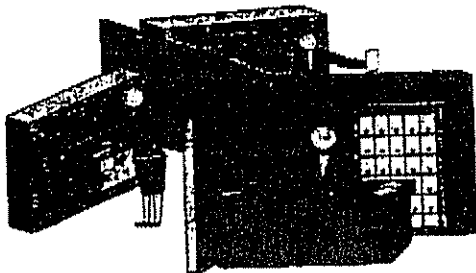
Automobile-related expenses may be deducted at a 32.5 cents per mile standard rate or an actual expenses basis if you are eligible to itemize deductions.

The "out-of-pocket" requirement eliminates from deduction any amount that is to the direct benefit of the taxpayer (or the taxpayer's family) rather than to the organization. Thus, for example, most meals and entertainment are excluded.

Items for which a volunteer receives reimbursement may be deducted only to the extent that actual expense exceeds the amount of compensation.

In general, the following requirements apply to the above deduction:

- They must be the amount actually paid during the taxable year, not just a pledge.
- They must be made to a qualifying organization.
- They must be an actual out-of-pocket amount. For example, if a banquet ticket is bought, the deduction is the amount in excess of the meal's actual value.

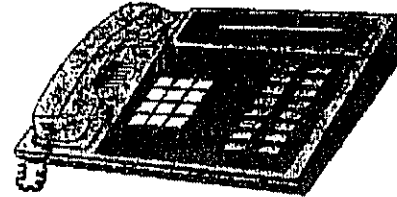


WORK SPACE

It is the responsibility of the team leader to assign a work area for the volunteer. If the volunteer needs additional equipment or space, the volunteer should speak with the team leader. Volunteers

need to remember that the work space to which they are assigned is usually used by two or more people. Due to space and equipment limitations, areas must be shared. Your own personal belongings will need to come and go with you. (Team leaders may find room for your coffee cup, etc.)

TELEPHONE SYSTEM



The phone system for the POC has many helpful features. You may request training on the system from your team leader if you feel it would help in your position. The following are the major features of the system:

- **HOLD:** Put a call on hold.
- **TRANSFER:** Send call to another extension or outside number.
- **CONFERENCE:** Add another party to a call (total of 6 parties).
- **DROP:** Drop a party from a conference call.
- **ABBREVIATED DIALING:** Store selected number for quick dialing
- **AUTO CALLBACK:** Three-burst ring lets you know a previously busy number is now available.
- **CALL FORWARDING:** Forwards calls to another extension or outside phone number.
- **LAST NUMBER DIALED:** Automatic re-dial of the last number dialed.

AUDIX VOICE MESSAGING: This feature is available for all personnel. You are able to leave a message for any employee by knowing their voice mail number (available from your team leader).



FITNESS CENTER

The POC is equipped with a modern fitness center located in the basement (room B309). The intent of the fitness center is to enhance the well-being of the workers by providing a place where employees and volunteers can follow a program of training in aerobic and strength training. The fitness center is equipped with aerobic machines, "Nautilus" type equipment, and some free weights. The use of the center is open to all employees, volunteers and interns who work in the POC, and to

all other Police Department members. Important rules have been established for use of the fitness center:

1. Machines and equipment must be used in the way that they were intended. If you are unfamiliar with any of the equipment, do not use it until you have read the instructions or have had someone familiar with the equipment show you how to use it.
2. Report damage to the equipment to Fiscal Services, 8 a.m. to 5 p.m. (444-7445) or to the Sergeant on duty.
3. Leave the fitness center clean and orderly.
4. Volunteers and interns will make way for employees if there is a usage conflict. Sworn employees have priority in the use of the equipment.
5. **SAFETY IS IMPORTANT! THOSE USING THE FITNESS CENTER MUST USE ALL EQUIPMENT PROPERLY, NOT EXCEED THEIR ABILITIES AND NOT ENGAGE IN HORSEPLAY.**
6. Volunteers will use the fitness equipment at their own discretion. The Colorado Springs Police Department is not responsible for accident or injury. The medical insurance for volunteers does not apply to the use of the fitness center. (Reserve Officers are the exception.)

The locker rooms (Men's B302 and Women's B306) may be used by the volunteers and interns. However, locker assignments are reserved for employees.



BREAK AREAS

The POC has both break areas and break rooms located throughout the building. The division or group where a break area is located have probably formed a "coffee club" for the coffee that is available there. Check with your team leader about your participation in such a system if you're interested.

There is one main break room in the basement of the POC, and it is for all workers in the building. It contains tables and chairs, and a variety of vending machines for sandwiches, pastries, juices, soda, etc.

SEXUAL HARASSMENT/ DISCRIMINATION

It is the policy of the City of Colorado Springs that all employees and volunteers shall be provided a work environment free from sexual harassment and discrimination because of race, color, national origin or ancestry, sex, age, religious convictions, veteran status, disability or political beliefs. Sexual harassment and discrimination are viewed as serious issues and will not be tolerated.

If you feel you are being harassed or discriminated against, the Volunteer Services office recommends the following procedure:

1. If you are comfortable doing so, talk with the person you feel is doing the harassment or discrimination, letting the person know that his/her behavior is unacceptable to you.
2. If you are not comfortable talking with the person, discuss the situation with your team leader.
3. If you feel the situation is not remedied, talk with the Coordinator of Volunteers, Office 4427, phone 444-7441.

CITY EMPLOYMENT

Many people think that volunteering with an organization is a good way to full-time employment by the organization. And it may be. However, when you volunteer with the Police Department, **you are never guaranteed employment.**

If you are interested in becoming a Police Officer, contact the Police Recruiting Office at 444-7555 for requirements and procedure.

If you are interested in other City employment including the police department, job postings are kept on the bulletin board at the employee elevator lobby on each floor. Applications are available at the front desk of the Police Operations Center and can be put in the box in the POC lobby. Those applications will go to the City's Employee Services Office, 105, 30 S. Nevada. Applications are purged every three months. Applicants for job openings are pulled from the applications on file. If you have questions on civilian positions with CSPD and positions with the City, call Ginger Cullen at 444-7442.

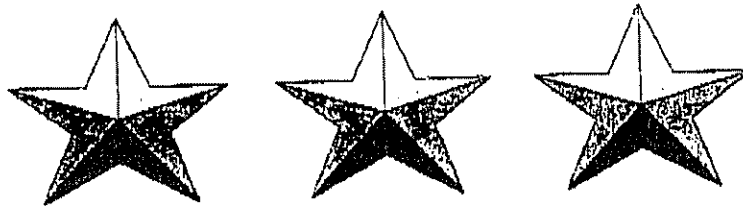
All applicants conditionally accepted for employment with the Police Department must successfully complete a polygraph examination. If an applicant who is also a volunteer does not successfully complete the examination, there are two courses of action that may be taken by the Department: 1) the volunteer will not be able to continue volunteering in the location for which polygraphed but may be placed in another area of the Department; or 2) the volunteer will no longer be allowed to volunteer anywhere in the Department. The decision is made by the Deputy Chief or Director of

Management Services. The fact that you may have been volunteering for quite a while will not make a difference.

In order to volunteer in some areas, a polygraph examination may be required. The Coordinator of Volunteers will let you know when you are placed in such an area.

VOLUNTEER EXPECTATIONS OF THE DEPARTMENT

- To be treated as a co-worker.
- To receive sufficient information, orientation and training for the assignment.
- To be given a meaningful assignment which utilizes and develops his or her skills.
- To be given adequate supervision, a written job description and a suitable place to work.
- To be free to discuss problems, suggestions, or changes with staff.
- To receive affirmation and recognition for a job well done.



DEPARTMENT EXPECTATIONS OF A VOLUNTEER

- To abide by his or her commitment.
- To discuss any problems pertaining to being a volunteer.
- To cooperate with the team leader.
- To request clarification of an assignment if needed.
- To keep a record of hours for monthly reporting.
- To be punctual.
- To maintain professional standards.

COLORADO SPRINGS POLICE DEPARTMENT
LAW ENFORCEMENT ACCREDITATION OVERVIEW

Thursday, August 05, 1999

The Colorado Springs Police Department was just reaccredited for a three-year period of time. The status was conferred at a ceremony during the National Conference of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) in Montreal, Quebec, Canada on July 31st 1999.

This is the third time that CSPD has undergone the accreditation process. In July 1991 the Department became the 185th agency in the nation to gain "accredited" status from CALEA. The initial accreditation period was for five years and the Department received its first reaccreditation in July 1996. The agency underwent a thorough review in May of this year when an "on-site" assessment team conducted a field audit of CSPD for "reaccreditation" and reported the successful completion of that review to the Accreditation Commission.

This overview will familiarize you with the accreditation process.

WHAT IS ACCREDITATION?

The Commission (CALEA) was formed in 1979 through the combined efforts of representatives from the four major law enforcement executive membership associations in the United States:

- International Association of Chiefs of Police;
- National Organization of Black Law Enforcement Executives;
- National Sheriffs' Association; and the
- Police Executive Research Forum.

With assistance from many law enforcement agencies, CALEA drafted hundreds of standards with which an individual agency must comply to be awarded accreditation. Based upon the size of the applicant agency, a standard may be mandatory or other-than-mandatory. The agency must meet all of its mandatory and 80% of its other-than-mandatory standards.

The body of standards was designed to meet the goals of CALEA, as follows:

- Increase law enforcement agency capabilities to prevent and control crime;
- Increase agency effectiveness and efficiency in the delivery of law enforcement services;
- Increase cooperation and coordination with other law enforcement agencies and with other agencies of the criminal justice system; and

- Increase citizen and employee confidence in the goals, objectives, policies, and practices of the agency.

In addition, the CALEA was formed to develop an accreditation process that provides state and local law enforcement agencies an opportunity to demonstrate *voluntarily* that they meet professional criteria.

There are approximately 12,000 law enforcement agencies nationwide, of these; just over 400 are now fully accredited, with almost 1,000 others at various stages in the process.

Accreditation; therefore, has become a yardstick by which an agency can be measured in terms of policies, procedures, responsibilities, and organization.

There are now some 400 accreditation standards in the process, and virtually every aspect of law enforcement is covered by a group of standards. The standards are organized into 41 chapters, which are grouped into nine topic areas, as follows:

1. Law Enforcement Role, Responsibilities, and Relationships
2. Organization, Management, and Administration
3. The Personnel Structure
4. The Personnel Process
5. Law Enforcement Operations
6. Operations Support
7. Traffic Operations
8. Prisoner and Court-Related Activities
9. Auxiliary and Technical Services

Some of the issues covered are:

- Public Information
- Community Relations
- Crime Analysis
- Grievance Procedures
- Recruitment
- Training
- Promotion
- Patrol
- Internal Affairs
- Traffic Law Enforcement
- Communications

As you can see, the accreditation system covers a wide range of police responsibilities. Compliance with the standards is not always easy, but the end result is a Department,

which has demonstrated readiness and competency to better handle the tasks, which challenge it every day.

THE BENEFITS OF ACCREDITATION

Accreditation is consistent with this Department's goal to become as effective and efficient as possible. It provides us the opportunity to review our policies and procedures under positive circumstances, and make progressive changes for improvements.

In addition, accreditation strengthens our position in both criminal and civil courts, and enhances our overall reputation as one of the premier law enforcement agencies in the country.

The benefits for a department obtaining accreditation are numerous. A few are listed below:

1. It enhances the reputation of our Department and helps attract the most qualified and suitable applicants.
2. It increases the confidence of individual officers, civilian employees, and the general public in the effectiveness of the Department.
3. It requires the Department to commit policies and procedures to writing so that all agency personnel know exactly what is expected of them, and promotes evenhanded application of those policies.
4. Compliance with the standards enhances our Department's reputation with other components of the criminal justice system, and with state and local governmental agencies.
5. It provides for a uniform and equitable distribution of services our jurisdiction, a streamlining of services to avoid duplication, and more effective use of the available manpower.

This status is a wonderful honor for the Department and reflects the highest tradition and reputation that we enjoy as one of the premier law enforcement agencies in the country. The process allows improvement while striving for professional excellence. For example, accreditation works hand-in-hand with the problem/community oriented policing philosophy, which has earned the Department local, state, and national recognition. It also provides the opportunity to critically examine the manner in which services are provided and make improvements where necessary.

Additionally, accreditation provides recognition that our agency's managerial and operational policies and procedures are in accord with a body of nationwide standards - and that our agency has made a concerted effort to obtain professional status.

Attachment: P1-32A

COLORADO SPRINGS POLICE DEPARTMENT
RIDE-ALONG PROGRAM

Dear Citizen,

As a courtesy to the citizens of this community, the Colorado Springs Police Department has established a policy of allowing a limited number of persons to observe operations of the Police Department.

We are pleased to be able to extend this courtesy to you. Please keep in mind that while participating as an observer, you will be under the direct control of your host officer at all times.

Due to our concerns for your safety, the safety of our officers, and to assure that we can continue to deliver effective service to all of our citizens, we must place certain restrictions on this privilege. These restrictions are as follows:

- ◆ To participate in the program you must be 16 years of age or older, or a Police Explorer.
- ◆ Prior to your ride, you will be required to sign a waiver of liability form. This form is intended to release the City of Colorado Springs, the Colorado Springs Police Department, and any individual officer from civil liability for any and all injuries suffered by you as a result of your association with the Department as an observer. In the case of persons between the age of 16 and 18 years, this waiver must be signed by both the individual wishing to ride and a parent or legal guardian.
- ◆ The Police Department requires that you be physically able to perform the observation function without assistance from your host officer.
- ◆ You will be required to maintain a neat, clean, and businesslike appearance. Please keep in mind that your appearance while in the company of our officers will be a reflection upon the Police Department. If a question arises about the suitability of your appearance, a decision about your continuation in the program will be made by the Watch Commander. **HIS DECISION WILL BE FINAL.**
- ◆ Under no circumstances may you be armed with a weapon.
- ◆ You may accompany the officer during prisoner transport and booking processes if, and in the officer's opinion, it would not constitute a hazard to any of the persons involved or interfere with an investigation.
- ◆ You shall not participate in any police activity or converse with any prisoner, suspect, witness, or any other person contacted on police business unless permission has been granted by your host officer.
- ◆ You shall not inquire as to why an officer handled a complaint as he/she did until after the completion of the call.

Now that we have discussed the restrictions placed upon the riders, we would like to familiarize you with certain procedures which may help keep you safe and may assist the officers with whom you are riding.

- ◆ Become familiar with the operation of the radio linking you with dispatch - - **IT IS YOUR LIFELINE!** Know your officer's unit designation number (i.e. 2-Adam-11), or at the very least his name. In case the officer is incapacitated, you need to know how to use the radio to call for help.

- ♦ Know where you are by street name and approximate hundred block. This could be crucial should you need to call for help. Be aware of the street signs as you turn from one street to another and watch for landmarks, such as major businesses which will pinpoint your location.
- ♦ Be self-sufficient. Do not become a liability to the officer with who you are riding. Keep in mind that they have important duties and should not have to be constantly concerned with your welfare.
- ♦ Establish a rapport with your host officer. Make sure that you both understand what is, and is not, expected of you. Know ahead of time if you are expected to stay in the car on particular calls or incidents.
- ♦ Think ahead. Your host officer might like you to jot down the license number, time and other pertinent details while he/she is making the initial contact on traffic stops. Double check the license number for accuracy. This small contribution might help all concerned if something unexpected happens.
- ♦ Enjoy yourself. We hope this will be a learning experience for you and give you an insight into the duties of police officers.

We wish to thank you for giving us the opportunity to demonstrate the services performed by our Police Department; and hope that when you turn in your "Ride-Along Guest Badge" at the end of your tour of duty, you will leave with a new appreciation of what it means to be an officer of the Colorado Spring Police Department.

ATTACHMENT: SOP P1-32B

**COLORADO SPRINGS POLICE DEPARTMENT
RIDE-ALONG PROGRAM APPLICATION**

**TO BE COMPLETED BY POLICE DEPARTMENT
DIVISION: _____**

RIDE AUTHORIZED	RIDER NOTIFIED	CSPD TRAINING	BACKGROUND CHECK	
<input type="checkbox"/> YES	<input type="checkbox"/> YES	1. _____	HISTORY	WANTS
<input type="checkbox"/> NO	<input type="checkbox"/> NO	2. _____	<input type="checkbox"/> LOCAL	<input type="checkbox"/> NCIC
BY: _____		3. _____	<input type="checkbox"/> QH NCIC	<input type="checkbox"/> CCIC
DATE: _____		4. _____	<input type="checkbox"/> QH CCIC	<input type="checkbox"/> MIC
ASSIGNED OFFICER: _____		5. _____	OPERATOR: _____	
DATE: _____		6. _____	DATE: _____	

TO BE COMPLETED BY RIDER

NAME: _____
 (FIRST) (MIDDLE) (LAST)

ADDRESS: _____
 (STREET) (CITY) (STATE) (ZIP)

HOME TELEPHONE: _____ WORK TELEPHONE: _____

PLACE OF EMPLOYMENT: _____
 (NAME) (ADDRESS)

AGE: _____ DATE OF BIRTH: _____ RACE: _____ SEX: _____ SS#: _____

LIST ANY HEALTH PROBLEMS: _____

WHO SHOULD WE CONTACT IN CASE OF EMERGENCY? _____

NAME: _____ ADDRESS: _____

RELATIONSHIP: _____ HOME TELEPHONE: _____ WORK: _____

REQUESTED DATE OF RIDE: _____ STARTING TIME OF RIDE: _____

REQUESTED OFFICER (IF ANY): _____ DATE SUBMITTED: _____

Please complete the information on this form. Your notarized signature on the release and indemnification agreement on the back side of this form must be completed prior to submitting the form. A notary is available at the Falcon and Sand Creek Patrol Divisions, and at Police Operations Center. Return this completed form to the Patrol Division where you want to ride at least three (3) days prior to the date of the ride.

Unless you are notified that your application to ride has been disapproved you should report to the Watch Commander at the Division you have selected to ride approximately 15 minutes prior to the start time of the ride. The Watch Commander will brief you, and will assign you to an officer. The Department trusts that you will have an interesting and informative experience which will provide you with an insight into the police function. Please read the Release and Indemnification Agreement on the back side of this form and sign in the presence of a notary. Thank you for your interest in the program.

COLORADO SPRINGS POLICE DEPARTMENT RELEASE AND INDEMNIFICATION AGREEMENT

I, _____, in and for the consideration of the City of Colorado Springs permitting me to ride as an observer in a Colorado Springs Police vehicle, while such vehicle is used for on-duty police functions, do hereby release and forever discharge and covenant to hold harmless, for myself and my heirs, personal representatives, administrators, successors and assignees, the City of Colorado Springs Police Department and any of their officers, agents or employees, any and all other officers, agents or employees, and any and all other persons, firms and corporation of and from any and all liability for any and all claims, demands, damages, costs, liabilities, losses and causes of action, which may arise incidental to my accompanying such City employees or agents in such vehicle on any occasion on which I ride as an observer.

I further understand that police activities, by their very nature, can and will in all probability, involve some danger. I hereby fully assume the risk for any of the potential dangers which are associated with police patrol activities as a condition to being granted this privilege.

I further agree to fully indemnify the City of Colorado Springs, the Colorado Springs Police Department and any and all of their officers, agents or employees from any and all third party claims, demands, or causes of action for damages, costs, liability and losses of any kind which result from an injury due to acts or omissions on my part at any time upon which I am a participant in the Colorado Springs Police Department Ride-Along Program.

I understand that the privilege and authorization which is granted to me by the approval of this Release and Indemnification Agreement may be revoked at any moment, if in the opinion of the supervising officer or any Police Department member, my actions constitute a hazard or hindrance to any aspect of police duties or safety.

I further warrant that no promise or inducement has been offered except as herein set forth that this Release and Indemnification Agreement is executed without reliance upon any statement or representation by the persons or parties released, or their representatives, concerning the nature or extent of any potential damages or legal liability therefore.

I warrant that I am legally competent to execute this document. (This paragraph applies only to those 18 years of age or older.)

Dated this _____ day of _____, 19____.

(Signed in presence of notary)

Sworn to and subscribed before me this _____ day of _____, 19____.

Notary Public

PARENTAL PERMISSION AND AGREEMENT

(Necessary for All Persons Under 18 Years of Age)

I, _____, am the parent or legal guardian of _____, who is a person under 18 years of age. I have read and understand this release and Indemnification Agreement.

_____ has my permission to ride as an observer in a Colorado Springs Police vehicle as provided above. It is hereby agreed that I am a party to this Release and Indemnification Agreement and that said agreement is binding upon me, said child, and any and all our legal heirs and successors of whatever kind. I further warrant that I am legally competent to execute this document.

Dated this _____ day of _____, 19____.

(Signed in presence of notary)

Sworn to and subscribed before me this _____ day of _____, 19____.

Notary Public