


HR LF	HR HF	Fire Department Town of Belmont NH 03220	GENERAL ORDER	GO NO: GO 10-005-1
LR LF	LR HF			
			Title: Call Division Ride-Along program	EFFECTIVE DATE: 12/01/2010 Revised 03/12/2013
				REVISION NO: 01

I) PURPOSE, SCOPE, APPLICATION

- A) The purpose of this General Order is to establish the procedure for Call members to arrange ride along time with Career shifts.
- B) This General Order shall pertain to all Call members requesting ride along time.
- C) All Call members arranging ride along time with a Career shift shall utilize this General Order.

II) REFERENCE DOCUMENTS

- A) N/A

III) DEFINITIONS

A) Ride-Along Program

- 1) This program is designed to provide additional knowledge and training to the Call and EMS personnel. It will also provide a method of communication to help the Career personnel get to know the Call personnel better and provide better utilization of their services at an emergency incident.

IV) ROLES AND RESPONSIBILITIES


- A) It shall be the responsibility of the Call member requesting the ride along time to ensure the completion of the Ride-Along Request Form. Once this form is completed, it is to be given to the individual's assigned Call Lieutenant.
- B) It shall be the responsibility of the Call Division Lieutenant to review and approve for further action any ride-along request.
- C) It shall be the responsibility of the Station Shift Officer to review and approve for further action any ride-along request, prior to the actual Ride-Along time.
- D) It shall be the responsibility of the Deputy Chief to approve or deny all ride-along requests.

V) SAFETY

- A) It is also the responsibility of the Call member to adhere to all safety rules, regulations, and procedures of the Belmont Fire Department.

VI) ENFORCEMENT

- A) Failure to understand and follow this Standard Operating guideline may result in disciplinary action.
- B) Any deviation from this guideline shall require a written report to the Officer in Charge and the Deputy Chief.


HR LF	HR HF	Fire Department Town of Belmont NH 03220	GENERAL ORDER	GO NO: GO 10-005-1
LR LF	LR HF			
			Title: Call Division Ride-Along program	EFFECTIVE DATE: 12/01/2010 Revised 03/12/2013
				REVISION NO: 01

C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy 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 policy, 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.

VII) GENERAL ORDER

A) Requesting Ride-Along time

- 1) There shall be two types of ride-along times available
 - (a) Monthly Ride-Along Program
 - (1) Call Division members shall be paid at their hourly rate for four (4) hours of ride-along time each month, This would equate to a total of 48 hours annually per Call member.
 - (2) A call member may participate in two ride-along events per month given that;
 - (a) The second ride along takes place after the 15th of the month and
 - (b) The budget allows for additional ride along events so as to not exceed the total budget hours allotted for ride along events (48 hrs per year per member x number of members) and
 - (c) The second ride along is approved by the Deputy Chief
 - (b) Paid per-incident response Ride-Along Program
 - (1) Call members shall be paid at their hourly rate for each incident that is responded to while on duty during Ride-Along Program
 - (2) Call members are responsible for completing appropriate time slips
 - (c) Both programs are voluntary programs; however, it is strongly recommended that all members of the call division make an effort to participate in a ride-along at least six times a year.
- 2) Call Member responsibilities include:
 - (a) Locate, complete and obtain all required signatures on a ride along request form, which shall be available in the forms folder on the department computer network.
 - (1) Ride along times shall be from 0800 through 2300 hours daily
 - (b) The Ride-Along Request Form must be submitted at least four (4) days prior to the requested ride along date

HR LF	HR HF	Fire Department Town of Belmont NH 03220 	GENERAL ORDER Title: Call Division Ride-Along program	GO NO: GO 10-005-1 EFFECTIVE DATE: 12/01/2010 Revised 03/12/2013
LR LF	LR HF			REVISION NO: 01

(1) Example: If you wish to ride along on Friday June 14th, the Ride along Request Form must be submitted to the Station Shift Officer on duty on Friday June 14th no later than Monday June 10th.

- (c) A short notice ride along will be allowed in special circumstances and only with the approval of the Shift Officer, the Division Chief, the Deputy Chief or Fire Chief. This approval can be obtained by means of the phone.
- (d) The Call member shall report for ride along times in clean, neat, appropriate department uniform and be prepared to fully participate in all activities, incident responses, and training with the shift.
- (e) In the event that a ride-along request is denied at any level the requesting member may appeal this decision to the Chief of Department.

B) At the completion of the Ride-Along, the Call Member shall complete a yellow time ticket(s) for the appropriate time and or calls that the Call Member responded on. The time ticket shall be signed by the shift officer and placed in the appropriate location for the Call Division

VIII) RECORDS, REPORTS, CHARTS

A) Call Division Ride-Along Request Form

<p><u>AUTHENTICATION</u></p> <p>GO NO: <u>10-005-1</u></p> <p>Number of Pages: 3</p> <p>Approved By: <i>dlp</i></p> <p>Revision: <u>01</u></p>

GO Review Dates: 03/12/2013 dlp
--