



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

### Section 100- Management and Administration

General Rules and Administration - 100.00		
S.O.P. # 100.32	<b>Department Ride -Along Policy</b>	PAGE: 1 OF 2
EFFECTIVE: 10/25/05	Authorized: John Filer, Chief	
REVISED: 09/04/18	Authorized: William Stephens, Director	

#### 100.32.01 Purpose

To advise personnel of the Department's policy and procedures for civilian "ride-alongs".

#### 100.32.02 Definitions

1. **Civilian** - For the purpose of this SOP, a civilian is defined as any person who is not an employee of Charles County Government, the Department of Emergency Services, or a member of the Charles County Volunteer Fire and/or EMS Association/s and/or respective company therein.
2. **Ride-Along**- For the purpose of this SOP, a ride-along is defined as an arrangement for a civilian to act as an observer alongside Department of Emergency Services personnel to witness/review their day-to-day duties and activities.
3. **Student Ride-along** - For the purpose of this SOP, a student ride-along is defined as any student who has credentialed affiliation with a certified fire, rescue and/or EMS instructional institution. Such institutions may include but are not limited to MFRI, College of Southern Maryland - Paramedic Program and the Prince George's Community College - Paramedic Program.

#### 100.32.03 Policy

1. Civilians may participate in a "ride-along" with the Department of Emergency Services as an observer when they have expressed written permission from the Division Chief and Director.
2. Civilians who request to ride as an observer are limited to three (3) ride-alongs per month.
3. Student ride-alongs may have arrangements via a memorandum of understanding (MOU) to ride with the Department for a period of time that is prudent to the completion of their course of study.
4. Civilians permitted to ride as observers may NOT participate in the following activities:
  - a. Operating any Charles County Government emergency vehicles,
  - b. Operating the stretcher or stair chair;
  - c. Operating rescue tools and /or equipment;
  - d. Administering medications;
  - e. Performing patient care;
  - f. Operate the county radio system;
  - g. Wear a county issued uniform or jacket.
5. Student ride-alongs may operate within the scope of their arrangement as set forth in the MOU between the County and the instructional institution.



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6. Civilians may not perform their ride-along until they have completed the *Observer Form/Release of Liability Waiver* and it has been approved by the Division Chief and Director.

### 100.32.04 Procedure

1. All civilians requesting to participate as an observer must submit a letter or email to the Division Chief as to their intent and reason for participating in a ride-along.
2. In conjunction with the letter of intent, the requesting civilian will also need to complete an *Observer Form/Release of Liability Waiver*.
3. Should an observer perform any of the above functions and/or become injured, the following documents must be completed in addition to immediately contacting the On-duty Medical Duty Officer:
  - a. General Liability Loss Report,
  - b. Incident Reporting Form.



**CHARLES COUNTY DEPARTMENT of EMERGENCY SERVICES  
STUDENT RIDE-ALONG OBSERVER PROGRAM  
WAIVER OF LIABILITY**

In consideration of my receiving permission to participate in the Student Ride-Along Observer Program with Charles County Department of Emergency Services (CCDES), wherein I will be riding in Department vehicles, the undersigned hereby releases CCDES, and any and all agents, officers, servants, employees, attorneys, or other representatives of the foregoing from any and all liability, claims, demands, actions, and causes of actions, whatsoever, arising out of or related to any loss, property damage, physical injury, contagious disease, or death that may be sustained by me while, in, on, or upon any premises, vehicles or apparatus owned, occupied, or used by the foregoing, or which may be sustained by me while at the scene of any real or apparent emergency situation requiring a response of the CCDES, or while commuting to and from the Department of Emergency Services property and other points.

I hereby certify that I am duly aware of the risk and hazards, including serious physical injury or death, inherent, upon participating in the Student Ride-Along Observer Program that such risks and hazards may exist even in non-emergency situations, and being duly aware of such risks and hazards, I hereby elect, voluntarily, to participate in the Student Ride-Along Observer Program. I hereby assume all risks of loss, damage, and/or injury, including death that may be sustained by me or by any of my property while participating in the Student Ride-Along Observer Program.

I understand at times the assigned County Employee may request that I remain in the vehicle for reasons of safety. I will honor any such request without question or my privilege to participate in the Student Ride-Along Observer Program with CCDES can be terminated immediately, and may not be granted again in the future.

This waiver shall be binding upon my relatives, spouse, heirs, distributees, next of kin, executors, administrators, and any other interested parties.

**AUTHORIZATION FOR MEDICAL TREATMENT**

Should \_\_\_\_\_ be injured while participating in the program, permission is hereby given for the above named student to be transported to the nearest medical facility for treatment. I further understand that the Student Ride-Along Observer Program does not carry medical coverage and that my insurance coverage and that of my insurance carrier will be the primary insurance. Listed below is the information concerning insurance coverage.

