



## TRANSPORTATION OF PASSENGERS

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### **I. Purpose**

The purpose of this Written Directive is to provide guidelines and establish procedures for the transportation of passengers in departmental vehicles.

### **II. Policy**

It shall be the policy of the University of Maryland, Baltimore Police Force (UMBPF) for all members to adhere to the guidelines for the transportation of passengers, to include the Ride-Along Program, as described in this Written Directive.

### **III. General Information and Definition**

#### **A. Authorized Transport**

The UMBPF recognizes that in order for some matters of business to be successfully expedited, there are circumstances which require non police personnel to be transported in police vehicles that otherwise would not be authorized to do so. Affected members shall adhere to the guidelines regarding the appropriateness of transporting unauthorized persons in police vehicles.

#### **B. Ride-Along Program**

The agency shall establish guidelines under which citizens are permitted to participate in the UMBPF Ride-Along Program with trained, designated, and qualified members to develop public relations and provide observational and educational experiences for members and citizens.

#### **C. Passenger Safety**

All passengers, regardless of age and seat location, shall be restrained by seat belts. Except in the performance of duty, members shall not allow persons other than those authorized by the UMBPF to ride in a departmental vehicle under the member's control. All transportations shall receive a CAD event number.

#### **D. Child Safety Seat**

The child safety seat is sometimes referred to as an infant safety seat, a child restraint system, restraining car seat, booster seat, or ambiguously, as a car seat. A child safety seat is designed specifically to protect passengers under the age of eight (8) years from injury or death during collisions.

#### **IV. Transportation of Passengers Under the Age of Sixteen (16)**

##### **A. Officer Responsibility**

1. Sworn members shall **not** transport children in child safety seats in the rear seats of departmental vehicles equipped with prisoner security screens.
2. Sworn members shall be knowledgeable of Maryland's child passenger safety law, Transportation Article 22-412.2, Child Restraints:
  - a. Any child under eight (8) years of age must be secured in a child safety seat, unless the child is 4 feet, 9 inches or taller.
  - b. Any child under sixteen (16) year of age must be secured with the vehicle's seat belt or a child safety seat.
  - c. Transportation Article 22-412.2, Child Restraints may be reviewed in **Appendix 9.7.1**.
3. When the need arises to transport a child under the age of eight (8) years, the sworn member shall:
  - a. Obtain a child safety seat, appropriate for the age and size of the child, from the Pine Street Operations Center (Annex);
  - b. Position the child safety seat in the rear of the departmental vehicle; and
  - c. Secure the child safety seat in the center seating position of the rear seat of the departmental vehicle, utilizing the vehicle's seat belt.
4. When the need arises to transport a child over eight (8) years of age, yet under the age of sixteen (16):
  - a. Position the child in the rear seat of the departmental vehicle, and
  - b. Properly secure the child in the combination seat belt and shoulder harness of the departmental vehicle.
5. For custody related transportations, refer to **WD 6.5, Juvenile Procedures** and **WD 6.11, Persons with Mental Health Issues**.

##### **B. Supervisor Responsibility**

The shift or patrol supervisor shall be familiar with the above Maryland law, this policy, and shall ensure the compliance of those he/she supervises.

## **V. Transportation of Passengers of the Opposite Sex in Departmental Vehicles**

### **A. Officer Responsibility**

1. When it is necessary to transport a passenger of the opposite sex, such as a complainant or a witness, advise Communications and provide the dispatcher with:
  - a. Your current location, the beginning mileage at the start of the transport and the intended destination;
  - b. Request the starting time of the transportation;
  - c. The ending mileage and the actual location at the end of the transport; and
  - d. Request the ending time of the transportation.
2. The above information shall be recorded in the CAD entry for the call for service.

### **B. Communications Operator Responsibility**

1. At the start and conclusion of a transport of a passenger of the opposite sex, inform the member of the time.
2. Enter the data into ARMS CAD to record the event.
3. All passenger transportations shall receive a CAD event number.
4. If the transportation is part of another CAD event, notes regarding the transportation shall be placed into the event log/Police Notes area of the event.

## **VI. Departmental Ride-Along Program**

### **A. Program Guidelines and Information**

1. Participants in the program shall:
  - a. Sign the UMBPF Form 17-008, Release and Indemnity Agreement, found in **Appendix 9.7.2**;
  - b. Be at least eighteen (18) year of age or older, with a valid state/government issued identification;
  - c. Must have a warrant check conducted with negative results;
  - d. Are prohibited from carrying or possessing weapons of any kind, unless approved by a sergeant or lieutenant; and

- e. Must wear body armor (vest) throughout the duration of the Ride-Along.
  2. Citizens, including off-duty and non-uniformed members wishing to be Ride-Along participants, shall submit a written request to the Operations Bureau Commander for approval.
  3. No single Ride-Along participant shall ride more than one tour of duty in a 24-hour period.
  4. A separate, signed, and dated Release and Indemnity Agreement is required for each Ride-Along participant.
- B. Sworn Member Responsibility
1. Obtain clearance for the Ride-Along from the Bureau Commander or designee:
  2. Ensure participants of the Ride-Along Program properly wear a seatbelt throughout the duration of the patrol.
  3. Do not transport any prisoners in the same vehicle as the Ride-Along Program participants.
  4. Conduct identification verification and warrant checks on all Ride-Along Program participants.
  5. Photocopy the participant's identification and staple the photocopy to the Release and Indemnity Agreement.
  6. Indicate the results of the warrant check on the Release and Indemnity Agreement.
  7. If needed, remind Ride-Along participants that they are observers, and they are not to become involved with normal law enforcement operations and procedures.
  8. When receiving an emergency call for service while transporting a Ride-Along Program participant:
    - a. Advise the participant to remain inside the departmental vehicle, or
    - b. Leave the participant temporarily in a secure area, such as the Annex or a UMB building until the emergency assignment is complete and/or the potential for danger to the participant has passed. If the participant is left at a secured location, advise the dispatcher of the location where the participant has been discharged.
- C. Shift Supervisor Responsibility
1. Forward all Ride-Along Program requests to the Shift Commander for review.

2. Ensure proper approvals have been obtained before allowing an individual to participate in the Ride-Along Program.
3. Ensure a Release and Indemnity Agreement is completed, signed by the Ride-Along participant, and is in your possession before the participant enters the vehicle.
4. Ensure the Release and Indemnity Agreement specifically states the date and time the participant will be accompanying the member, who has been trained and certified as a Field Training Officer (FTO).
5. Select the FTO from your shift to transport Ride-Along Program participants. When feasible, have members accompany the Ride-Along participant of the same gender.
6. Forward all signed Release and Indemnity Agreements to the Bureau Commander for review and retention.

D. Bureau Commander (Captain)

1. The Bureau Commander shall approve or disapprove all requests for Ride-Along Program participation.
2. The Commander shall maintain the documentation related to each participant's request and participation for one (1) year after the date of the event.

**Written Directive System Impact**

Upon approval and publication, this new written directive, WD 9.7, Transportation of Passengers, supersedes all previous published information on this subject.

Martinez Quteaz Davenport, Sr., MS  
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CALEA Standard (s): 41.3.3, 61.1.5