

## CITY OF SURPRISE EMPLOYEE CITIZEN OBSERVER REQUEST / WAIVER OF LIABILITY

**Appearance:** As a citizen observer riding with uniformed personnel in a Surprise Police Department vehicle, members of the public may assume the citizen observer is in some way affiliated with the department. As such, all citizen observers are required to wear, at minimum, business casual attire (i.e., dress slacks, dress shirt, polo shirt, dress shoes, etc.). Citizen observers must not exhibit an appearance that is detrimental to the image of the Surprise Police Department. Failure to conform to these appearance guidelines will result in the cancellation of the ride-along.

**Requirements:** Citizen observers that do not complete and sign the "CITIZEN OBSERVER REQUEST/WAIVER OF LIABILITY", which is printed on page two, will not be authorized to take part in the Citizen Observer Program. This form shall be maintained by the Surprise Police Department.

- Citizen observers who are on criminal probation or parole will not be permitted to ride with an officer.
- Unless the citizen observer is a certified Arizona peace officer and has permission from the on-duty/on-call Command Officer, no citizen observer may carry any type of weapon.
- Citizen observers are not allowed to participate in the Citizen Observer Program more than two (2) times during a calendar year and no more than once in a calendar month. In addition, a citizen cannot participate in the program for more than one complete patrol shift (10 hrs.). (Exceptions to this section may be made by the Chief of Police or designee).
- The citizen observer will not become involved in any police action at any time; unless the observer is a current Arizona certified peace officer or immediate action is deemed necessary to assist the host officer. Once additional Surprise officers have arrived on scene, the observer will assume the role of an observer only.
- Citizen observers are not permitted to make any recordings, visual or audio, while participating in the Citizen Observer Program, unless prior permission has been obtained from an on-duty/on-call command officer.
- Citizen observer will not be permitted to use cellular phones without the permission of the host officer.
- Host officers may request a supervisor terminate a ride-along due to the citizen observer's willful non-compliance with rules and regulations. Any supervisor, at his/her discretion, may cause or permit the termination of the ride-along at any time at the request of either the host officer or the citizen observer.
- Citizen observers may only enter a residence/business when directed by the host officer.

**PLEASE COMPLETE PAGE TWO OF THIS FORM**



POLICE DEPARTMENT  
CITY OF SURPRISE  
14250 W. STATLER PLAZA, SUITE 103  
SURPRISE, AZ 85374  
T. 623-222-4000

## CITY OF SURPRISE EMPLOYEE CITIZEN OBSERVER REQUEST / WAIVER OF LIABILITY

Last Name		First Name				Middle Name			
Date of Birth					Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female				
Department					City, State, Zip				
Cell Phone #			Work / Business Phone #			Email Address			
Reason for ride-along request (i.e. employment, school, civic engagement)									
Do you require disability accommodations? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please describe)									
Have you ever been arrested? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please provide details)									
Are you on probation and/or parole for any criminal offense? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please provide details)									
Please indicate your shift preference(s) below. If you list more than one, please indicate your 1st choice, 2nd choice, etc. Because a ride-along begins 20 – 30 minutes after the shift start time, check-in is encouraged at the shift start time as listed below. <b>NOTE: This form must be received at least ten (10) working days in advance of the requested ride-along date.</b>									
Shift	Time	Day of Week (check preference)						Date(s) Requested	Preference (1st, 2nd, etc.)
I	6:00 a.m. - 4:00 p.m.	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	
II	11:00 a.m. - 9:00 p.m.	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	
III	3:00 p.m. – 1:00 a.m.	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	
IV	9:00 p.m. – 7:00 a.m.	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	
<p>In consideration of my being permitted to ride in the motor vehicles of the City of Surprise Police Department, I hereby release and agree to hold harmless the said Department, its employees and agents from any and all liability for any damage or injury, which I may receive while riding upon said motor vehicles, or receive accompanying City of Surprise Police Officers from any cause whatsoever. This release of liability and agreement given by me to the Surprise Police Department, its employees and agents shall apply to any right of action that might apply to me, my heirs, and my personal representatives. Further, I agree to assume all risks in riding in the said Surprise Police Department vehicles and in accompanying its officers, and am fully aware personal damage may be involved. I acknowledge that the police officers will be engaging in a variety of law enforcement activities during the Citizen Observer Program. I fully understand the requirement to comply with the directions of the law enforcement officer. Additionally, I understand and accept the risks of riding with a law enforcement officer who may be performing activities which include a degree of risk to my personal safety.</p>									
Signature: _____ Date: _____									
If applicant is under the age of 18 years, I, the parent, guardian, or legal custodian of the minor signing above, do hereby assent to the above waiver and agree to the terms stated above.									
Witness Signature: _____ Date: _____									
CITY OF SURPRISE POLICE DEPARTMENT USE ONLY									
PARTICIPANT ELIGIBILITY									
Local Files:		<input type="checkbox"/> Negative	<input type="checkbox"/> See Attached	Communications Operator Signature / PIN:					
ACIC/NCIC:		<input type="checkbox"/> Negative	<input type="checkbox"/> See Attached						
Crim. Hist. (III):		<input type="checkbox"/> Negative	<input type="checkbox"/> See Attached						
HOST OFFICER AVAILABILITY									
Availability of Host Officer:		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		Approved by Field Operations Sergeant:		Shift / Squad:			
Scheduled Date of Ride-Along:				Officer Assigned:					
CITIZEN NOTIFICATION									
Date / Time Notification Made:		Notification Made by:			Comments:				

ADM-006B, New 05/18