

Roseville Police Department

Policy Manual

Sit-Along Policy

PURPOSE AND SCOPE

The Sit-Along Program provides an opportunity for citizens to experience public safety dispatch. It encourages community involvement in law enforcement and to educate the public by opening the lines of communication within the community. The Sit-Along Program promotes a better understanding of the challenges, risks, and rewards of the dispatcher's role in the community. This policy provides the requirements, explains the approval process, and hours of operation for the Sit-Along Program for the communication unit.

ELIGIBILITY

The Roseville Police Department Sit-Along Program is offered to the following individuals:

- (a) Residents of the City of Roseville.
- (b) Police Department applicants or potential applicants.
- (c) Visiting law enforcement personnel from another agency.
- (d) Students of the Roseville Joint High School District who have a valid student body card.
- (e) Any nonresident who possesses a city business license.
- (f) City of Roseville employees and their families.
- (g) Valid news media representatives.
- (h) Other persons specifically authorized by the Chief of Police, Watch Commander, or Communications Manager.

Every attempt will be made to accommodate interested persons; however, any applicant may be denied a sit-along. The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under the age of 15
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor
- Gang affiliations

AVAILABILITY

The Sit-Along Program is available on most days of the week, with some exceptions. The Sit-Along times are from 06:00 a.m. to midnight. Exceptions to this schedule may be made as approved by the Chief of Police, Division Manager, Watch Commander, or Communication Supervisor.

DEPARTMENT EMPLOYEE REQUESTED SIT-ALONG APPLICANTS

Department members may request that family or friends participate on a sit-along as long as the applicant falls within the categories listed under Policy 410.1.1. The Watch Commander, Communication Manager, or Communication Supervisor may approve these types of sit-along requests on short notice without the full background check; however, every effort should be made to verify there are no disqualifying factors in the individuals background. The applicants must still adhere to the CORI/DOJ requirements and fill out a Sit-Along Application prior to the sit-along.

If a department member has a family member or friend visit the communication center and they will not have a visual of their CLETS screen, they will not have to complete the Sit-Along Application.

PROCEDURE TO REQUEST A SIT-ALONG

Generally, sit-along requests will be scheduled by the Communication division employee assigned to oversee the program. The participant will complete a sit-along waiver form; and provide requested information including a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must grant permission and sign the Sit-Along Form.

The Communication division employee will schedule a date, based on availability, at least one week after the date of application. If approved, the sit-along waiver will be retained in accordance with the city's retention policy.

If the sit-along is denied, a representative of the Department will contact the applicant and advise him/her of the denial. The application will be maintained in the records division in accordance with the city's retention policy.

SUITABLE ATTIRE

All participants must wear presentably attired in clean, neat, and suitable clothing, including footwear. Business casual attire is recommended. Jeans that are suitable for the office

environment are permitted. Wearing clothing that doesn't meet the departments requirements will cause the sit-along to be cancelled and possibly rescheduled.

SIT-ALONG CRIMINAL HISTORY CHECK

All sit-along applicants are subject to a criminal history check prior to their approval for a sit-along. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS. Members of allied agencies as well as current employees of the Roseville Police Department are exempt from the criminal history check. (CLETS Policies, Practices and Procedures Manual 1.6.1.D.3. & 1.6.4).

COMMUNICATION EMPLOYEE'S RESPONSIBILITIES

The dispatcher shall advise their supervisor or the watch commander that there is a sit-along present in the Communication Division. The sit-along's safety shall be considered at all times. Dispatcher's shall use sound judgment when their sit-along is being exposed to calls that are potentially sensitive or dangerous in nature. The sit-along may be continued or terminated at this time.

At the end of the sit-along, it is the responsibility of the dispatcher overseeing the Sit-Along Program to complete the after action information of the application and file the form for record keeping purposes.

CONTROL OF THE SIT-ALONG

The assigned employee shall maintain control over the sit-along at all times and provide instructions to him/her to limit their participation. These instructions should include:

- (a) The sit-along will follow the directions of the dispatcher.
- (b) The sit-along will not become involved in discussions with the callers, or handle of the dispatchers' equipment.
- (c) The sit-along may terminate the sit-along at any time.
- (d) No tape recordings, cameras, or similar devices are allowed without prior approval from the Chief of Police or his/her designee.
- (e) All sit-along's must agree to hold all matters pertaining to the names of suspects, victims, or witnesses: issues relating to evidence gathered in the course of an investigation; or victim and witness statements as **confidential**.

