



**HIGHLAND PARK FIRE DEPARTMENT**  
**POLICY MANUAL**  
**POLICY # 13**



<b>RIDE-A-LONG PROGRAM</b>	<b>EFFECTIVE</b>	25/OCTOBER/2016
	<b>REVISED</b>	28/OCTOBER/2020

**1.0 Purpose**

1.1 The purpose of this Policy is to establish guidelines for the ride-a-long program.

**2.0 Responsibility**

2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

**3.0 Policy**

3.1 The following individuals will be allowed to participate in the Highland Park Fire Department ride-a-long program.

- 3.1.1 Highland Park Hospital System paramedic students
- 3.1.2 Lake County Technology Campus students
- 3.1.3 Other personnel granted permission through the Fire Chief's office

3.2 The following conditions apply to those participating in the ride-a-long program.

- 3.2.1 Prior notification and approval by the Fire Department Medical Officer for EMS students.
- 3.2.2 Completion of the applicable liability waiver and/or Hold Harmless form(s) by the appropriate individuals. For EMS students, a copy of the completed form is to be sent to the Fire Department Medical Officer with the original sent to the Fire Chief.
- 3.2.3 Ride-a-longs are restricted to the hours of 08:00 until 20:00 Monday through Friday. Saturday may be approved at the discretion of the Fire Chief and/or Fire Department Medical Officer.
- 3.2.4 Individuals that ride-along will be assigned to a specific apparatus during the visit.
- 3.2.5 Strict adherence to all Fire Department rules, regulations, policies, guidelines, and/or direction from Fire Department personnel is required.
- 3.2.6 Participation on emergency incidents will be limited to those tasks which the individual is authorized to perform. EMS students are to adhere to the Highland Park Hospital Emergency Medical System's guidelines and policies. Otherwise, participation shall be limited to observation only. It shall be the responsibility of Fire Department personnel to prevent the individual from being subject to any hazardous duty while participating as a ride-along.

3.3 All ride-a-longs shall receive the appropriate HIPAA training as covered in section 7.0 of Policy #31 HIPAA.

- 3.3.1 HPFD Form HIPAA-CRL-4-03 (Acknowledgement of Rules – Compliance for Ride-A-Longs) shall also be completed prior to participating in the ride-along program.

**4.0 Reference**

4.1 Highland Park Fire Department

Approved:  Fire Chief