

	<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
	<b>Subject:</b>	Non-Departmental Riders
	<b>Reference Number:</b>	ADM 03-004
	<b>Effective Date:</b>	16-Nov-04
	<b>Last Revision Date:</b>	N/A
	<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

To establish a policy for allowing non-departmental riders to ride-a-long for a shift.

**Policy:**

Any person wishing to ride-a-long to observe the Fire or Rescue Department must fill out a Request Form.

The Request Form may be downloaded from the department's website or picked up at each station.

The filled out form shall be submitted to the Fire and Rescue Chief or designee for his/her approval.

The person will be assigned to a shift and that shift captain will be notified.

Employees must make sure that the non-departmental rider is not put into a situation that will cause harm or unsafe practices.

The Request Form will be kept on file.