



## Durham Police Department External Project Request Form



Thank you for your interest in public safety and the operations of the Durham Police Department. This *External Project Request* form must be completed so that police department administrators understand the nature and scope of your project. Provide as much detailed information as possible to help staff determine appropriate accommodations if your *External Project Request* is approved.

It is important to be aware that submission of a completed *External Project Request* form does not grant authorization to participate in the *Police Ride-Along* program. To participate in the *Police Ride-Along* program, a separate form, *Assumption of Risk of Injury or Damage Waiver and Release of Claims*, must be submitted to, and approved by, the department in advance. Department General Orders (4055 R-3) stipulate limitations and conditions for all ride-along participants. Most notably, participants are “prohibited against possessing and/or operating any audio recording device, cameras, video cameras or any other electronic devices during the ride-along, unless approved by the Chief of Police or designee.”

It is strongly recommended that the *External Project Request* be received by the Department at least three (3) weeks in advance of the preferred start time for project. This lead time allows for required internal review of the request; data and statistics gathering as necessary; and scheduling of staff, if approved. Also, be aware of the possibility that emergencies can potentially impact staff accessibility and scheduling.

**Submit completed request (at least three weeks in advance) to:** Public Information Office, Durham Police Department, 505 W. Chapel Hill Street, Durham, NC 27701. For more information, call the Executive Officer to the Chief of Police at (919) 560-4322 extension 29202. Be sure to sign and date your completed request before submitting.

### Requestor Information

**Requestor Name** (*Individual*):

**Title:** (*student, reporter, etc.*)

Address

City

State

Zip

Home Phone

Cell Phone

Email

Organization/Business/School:

Address of Organization/Business/School:

City

State

Zip

**If you are a student, provide professor information as follows:**

Name:

Phone:

Email:

**Nature of Project**

**Project Subject/Title:**

**Project Due Date:**

**Project Description** *(Use a separate sheet if necessary):*

**Project Duration:** *(specify preferred days/week/month of Durham PD assistance)*

**Project Format:** *(Check all that may apply)*

- Research Paper       PowerPoint       Video/TV       Radio       Print
- Social Media       Other: \_\_\_\_\_

**How will the project help to enhance the relationship between the department and the community?** *(Use a separate sheet if necessary):*

**Guidelines**

*Initial each statement below to indicate your awareness of, and agreement to, the following:*

**External Project Review Process**

- The Durham Police Department promotes *External Projects* that aim to educate the public in police operations and enhance the relationship between the Department and the community it serves.
- External Project Requests are reviewed by members of the department’s Executive Command Staff in collaboration with staff of the department’s Public Information/Public Relations Unit.
- The Police Department reserves the right to deny (or terminate participation in) an *External Project*.
- Advance review of final project by Department, before public release or submission, is required to provide feedback.
- The use of final project (or any parts of the project) beyond the approved request is not permissible without written consent from the Department.

**Police Ride-Along (GO 4055 R-3)**

- If approved, participation in the Ride-Along Program is limited to two ride-along occurrences per 12 months.
- Each ride-along will be restricted to a maximum of four (4) hours per ride-along.
- Ride-along participants must be neatly dressed (no shorts, t-shirts, sandals, flip flops, etc)
- News Media is specified as full-time, bona fide members (current employees) of a news media organization.
- All persons authorized to ride in police vehicles will participate in a passenger/observer capacity only.
- Possessing and/or operating any audio recording device, cameras, video cameras or any other electronic devices during the ride-along is strictly prohibited. Appeals for an exception to this rule must be made in writing to the Chief of Police. The Chief of Police (or designee) will provide a written response as to the decision.

**Requestor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For Internal Use Only***

Received by PIO Unit (Date & Initial):

Date Reviewed by Executive Command Staff:

Approved?     YES     NO