




# Clayton County Police Department

# PROCEDURES

Subject <b>BICYCLE PATROL UNIT</b>		Procedure # <b>E9</b>	
Authorizing Signature 	Effective <b>10-23-2023</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>3</b>

## I. PURPOSE

The purpose of this policy is to provide general policies and procedures for the administration and operation of the Clayton County Police Department's Bicycle Patrol Unit.

## II. POLICY

The Clayton County Police Department shall implement and staff a Bicycle Patrol Unit. The primary purpose and function of the Bicycle Patrol Unit is to supplement patrol operations by utilizing police bicycles to establish and maintain a police presence in areas of the County not conducive to standard vehicle and/or foot patrols, e.g., parks, trails, etc. The duties and responsibilities of this unit include but are not limited to, the reduction and prevention of crime; the detection of crimes in progress; providing assistance for the Uniform Patrol Division; and providing general and/or specialized patrol for special events and/or areas as directed.

## III. SELECTION

- A. Announcement for the selection of Bike Officers will be made to all officers within the Department as positions become available. Only those officers who have completed the probationary period for new hires will be considered. Those officers who apply for the Bicycle Patrol Unit should be physically and mentally prepared to perform the assignment.
- B. The officer must have no adverse disciplinary action resulting in a suspension of more than three (3) days in duration or in total, within the last twelve (12) months of service, prior to consideration for appointment.
- C. Officers may be considered based on their individual work performance, disciplinary history and/or fitness level.
- D. Selection to the Bicycle Patrol Unit will be at the discretion of the Chief of Police, or authorized designee.

#### **IV. TRAINING**

- A. Officers will demonstrate their physical endurance operating a CCPD bicycle (henceforth referred to as police bicycle) prior to their selection to the Bicycle Patrol Unit.
- B. Each officer should have a basic knowledge of the maintenance necessary to maintain the safe operation of their police bicycle.
- C. Upon selection to the Bicycle Patrol Unit, officers will complete Department approved, specialized training in the operation of a police bicycle prior to assuming duties in the Bicycle Patrol Unit. Only Bike Officers who successfully completed the training are permitted to operate police bicycles.
- D. Officers of the Bicycle Patrol Unit should also attend formal training courses and refresher training when available.

#### **V. UNIT COMMAND AUTHORITY**

- A. The Uniform Patrol Division (UPD) Commander (Major) is in charge of operations for the Bicycle Patrol Unit.
- B. The Bicycle Patrol Unit is staffed by sworn personnel and assigned to the UPD Division.
- C. Besides their normal shift assignment, Bike Officers might be required to work other hours, weekends and holidays based on the needs of the Department.
- D. Bike Officers shall report to a UPD Sector Commander, or authorized designee, for their assignment. The Bike Officer's supervisor shall assign and deploy Bike Officers whenever they are needed.

#### **VI. PROCEDURES**

- A. Bike Officers will operate their police bicycles in accordance with the *Official Code of Georgia Annotated (OCGA)*.
- B. Only designated Bike Officers are permitted to handle or ride police bicycles, unless extenuating circumstances exist.
- C. When left unattended, and when practical, the police bicycle will be secured to an immovable object by use of a bicycle lock, locking chain, handcuff, or other such device to prevent theft.
- D. When not in use, the police bicycle will be secured on a patrol vehicle using a bicycle rack, or securely stored within a departmental building.
- E. Bike Officers are responsible for the daily care and maintenance of their police bicycles. Damages and needed repairs shall be reported in accordance with departmental policy.
- F. Bike Officers may be required to conduct bicycle patrols at designated special events and functions attended, participated or sponsored by the Department.
- G. Bike Officers will complete bicycle patrols during their weekly shift and/or duty assignment hours as workload, call volume and time permits. It will be the responsibility of the concerned shift and/or unit supervisor to inform the E911/Communications Center anytime Bike Officers are conducting bicycle patrols.

While conducting bicycle patrols, Bike Officers:

1. Will be under the direct supervision of their Sector's chain of command.

2. Will not ride their police bicycles in inclement weather that presents a safety or health hazard.
3. In the interest of safety, Bike Officers need to evaluate current and pending weather/road conditions. The decision of whether or not to ride will be determined by the Bike Officer.
4. In the event that a Bike Officer notices a situation and/or conditions that could adversely affect their ability to perform their duties, they shall notify their supervisor of the situation and/or conditions. The supervisor has the right to relieve the Bike Officer from the operation without recourse.
5. Will conduct bicycle patrols together with a minimum of two (2) Bike Officers at a time.
6. Will use their assigned radio numbers for all radio communications.
7. Will not be dispatched to calls for service outside their designated bicycle patrol area.
8. May respond to any calls within their designated area of a bicycle patrol, but may turn the call over to a patrol officer as circumstances dictate.
9. May work and investigate motor vehicle accidents, or direct traffic, but are prohibited from blocking, directing or controlling traffic flow using their police bicycle.
10. Will request a patrol officer driving a marked patrol vehicle to respond to the incident scene to provide detainee transportation for all detainees and/or courtesy runs.
11. Will comply with all departmental regulations, rules and directives regarding safety when handling calls.

## **VII. EQUIPMENT & UNIFORMS**

- A. Bike Officers are responsible for the care, control and maintenance of all County equipment permanently and/or temporarily assigned to them. Bike Officers shall inspect all assigned County equipment prior to each use to ensure operational readiness. In the event any County equipment is lost or stolen, damaged or unusable, Bike Officers will notify their supervisor in accordance with CCPD SOP: B14: *Agency Property Control*.
- B. Prior to assignment, Bike Officers will be inspected by a supervisor for compliance with grooming and dress standards, general appearance, readiness for duty, and to ensure the general condition of equipment are in a state of operational readiness as set forth by CCPD SOP: D2: *Dress Code*.
- C. Bike Officers will only utilize and wear the authorized equipment and uniforms issued to them for the Bicycle Patrol Unit while operating their police bicycles.
- D. Bike Officers are required to wear the approved bicycle helmet while operating their police bicycles.
- E. The police bicycles are assigned to the UPD. Bike Officers shall inspect their police bicycle prior to operation for signs of damage and/or to correct minor problems. Any damage or maintenance shall be reported to their supervisor and noted on the appropriate form and/or report.
- F. Bike Officers will notify their supervisor of any motor vehicle accident involving police bicycles, or of any damage occurring to a police bicycle or equipment, assigned to them, in their care or occurring in their immediate presence.

## **VIII. CANCELLATION**

This procedure amends and supersedes the following standard operating procedure: *E9: Bicycle Patrol*, dated February 10, 2020.