

A. **PURPOSE.** To outline the Bicycle Program and detail responsibilities of employees

B. **GOALS**

1. Encourage officers to meet and work directly with residents to identify and correct neighborhood problems
2. Control criminal activity in assigned neighborhoods

C. **ORGANIZATION**

1. The Support Service Division Commander is responsible for the general management of the Bicycle Program.
2. The Bicycle Program Coordinator is an officer who coordinates training for the Bicycle Program, assists in purchasing equipment, and is responsible for maintaining equipment.

D. **SPECIFIC RESPONSIBILITIES**

1. Service Area Commanders:
 - a. Shall direct authorized sworn personnel to operate police bicycles.
 - b. Shall determine the specific responsibilities of bicycle officers under their command (i.e., foot patrol posts, selected beat patrols, etc.).
2. The Bicycle Program Coordinator shall:
 - a. Function as a liaison on all matters pertaining to the Bicycle Program.
 - b. Coordinate all bicycle training activities.
 - c. Be responsible for routine inspections, scheduled maintenance, and light repair of police bicycles and related equipment.
 - d. Arrange any necessary off-site repairs as needed.
 - e. Maintain and manage the bicycle equipment storage area.

3. Bike Patrol Officers shall:
 - a. Successfully complete the Department's mandatory bicycle training course to be authorized to participate in the Bicycle Program.
 - b. Comply with all applicable sections of the Michigan Vehicle Code and Grand Rapids City ordinances while operating a Grand Rapids Police bicycle.
 - c. Ride with due regard for the safety of persons at all times including exigent circumstances (i.e., bike pursuits, medical emergencies, etc.).
 - d. Document the number of the bike taken on the patrol activity log under "Additional equipment".
 - e. Perform a safety inspection prior to riding to ensure the bicycle is in proper working condition. This shall include:
 - (1) Brake inspection
 - (2) Bottom bracket/crank assembly inspection
 - (3) Determination that all quick-releases are secure
 - (4) Air pressure check – both tires must register 45 psi
 - f. Document needed repairs on the "Bike Repair Request" form.
 - g. Charge front/rear lights after use.
 - h. Be responsible for the security of their assigned bicycles at all times.
 - i. Always secure the bike with the cable lock when it is left unattended, except in exigent and justifiable circumstances (i.e., foot pursuits, medical emergencies, 10-39, etc.).
 - j. Ensure the bicycle rack is properly attached to the cruiser.
 - k. Secure the bicycle to the bicycle rack with the cable lock when using the bicycle rack.

- l. Use an open hose, rag, and mild detergent to wash the bicycle. *(Never use a pressurized water hose or nozzle to wash the bicycle.)*
- m. Complete a “Damage to City Property” report for any damage to the bicycle.
- n. Respond to calls for service in their assigned beats
- o. Not wear any portion of the bike uniform unless assigned to bike patrol. (Community policing specialists and personnel assigned to Youth Commonwealth can be excluded from this directive by their respective commander.)
- p. When riding a police bicycle, wear:
 - (1) The issued helmet and protective eye wear.
 - (2) The issued gun belt and equipment.
 - (3) Only bicycle apparel authorized in section E. of this procedure.
 - (4) The badge and name plate on the outermost garment.
 - (5) Black athletic shoes with black or navy blue socks.

E. AUTHORIZED BICYCLE UNIFORM

1. Protective helmet
2. Issued bicycle cold weather/rain police jacket and pants
3. Issued bicycle shorts/long pants
4. Long or short sleeve bicycle shirt
5. *Exceptions:*
 - a. Long sleeve shirts shall be worn with the cuffs down and buttoned.

- b. If personal sunglasses are worn, they shall have only gold, silver, black, or brown colored frames. No multi-colored or mirrored sunglasses shall be worn.

- c. If gloves are worn they shall be black in color.