

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number CPS-002
	Subject Capitol Police Section Bicycle Patrol - Utilization, Selection and Training	
	Special Instructions Replaces CPS-002 dated June 20, 2019	Effective Date April 17, 2023

I. PURPOSE

Establish guidelines and procedures for the utilization, selection, and training of Indiana State Police (ISP) Capitol Police Section (CPS) Officers as members of the CPS Bicycle Patrol.

II. POLICY

Officers assigned to the CPS Bicycle Patrol shall be selected and shall operate as outlined in this procedure. This program is available to eligible CPS Officers only.

III. DEFINITIONS

- A. CPS Commander – A CPS Officer appointed by the Superintendent to oversee the CPS.
- B. Bicycle Coordinator - A CPS Command Officer who shall oversee the CPS Bicycle Patrol.
- C. Assistant Bicycle Coordinator – A CPS Command Officer who shall assist with the CPS Bicycle Patrol.
- D. Bicycle Patrol Officer – A CPS Officer assigned and trained for bicycle patrol to perform first line police services.

IV. WORK DUTIES

- A. Only CPS Officers assigned to and trained for this program are authorized to utilize the bicycles or their assigned equipment without permission of the CPS Commander;
- B. Officers shall utilize the Bicycle Patrol to perform first line police services;
- C. Bicycle Patrol Officers shall ride when the weather permits and the temperature is above 40 degrees or when assigned by the CPS Commander, First Sergeant, Sergeant, or as requested for Special Events;
- D. Be expected to participate in a minimum of one (1) Special Event which could include multiple dates;
- E. Must successfully complete an annual recertification course.
- F. Bicycle Patrol Officers are prohibited (while utilizing the bicycle) from:
 - 1. Being the only officer investigating a vehicle crash on a main thoroughfare without additional lighting from a marked commission;

2. Initiating vehicle stops; or
3. Transporting prisoners or other persons.

G. When a Bicycle Patrol Officer makes an arrest which requires incarceration they shall:

1. Have all prisoners transported by a patrol commission or prisoner transport vehicle;
2. Complete all related criminal incident and arrest reports before the end of each shift.

H. A Bicycle Patrol Officer shall be temporarily suspended from the CPS Bicycle Patrol when recommended by a commander or supervisor due to unsatisfactory job performance by the employee. All disciplinary action against a Bicycle Patrol Officer shall be reviewed by the CPS Commander, CPS First Sergeant, and CPS Bicycle Coordinator to determine continued eligibility for the CPS Bicycle Patrol.

V. SELECTION PROCESS

A. When an opening on the CPS Bicycle Patrol exists, the CPS Bicycle Patrol Coordinator shall cause notification of all applicable personnel of the vacancy via e-mail a minimum of ten (10) days prior to the closing date. Interested personnel shall submit a memo requesting consideration with appropriate endorsements and recommendations, through channels, to the CPS Bicycle Patrol Coordinator.

1. All applicants must:

- a. Be in sufficient physical shape to ride a Department bicycle for extended periods of time;
- b. At a minimum, have met all baseline performance standards on their last evaluation;
- c. Have successfully graduated from the Indiana Law Enforcement Academy (ILEA) with a minimum of six (6) months completed in their probationary status;
- d. Be available to work special details as assigned by a member of CPS Command; and
- e. Be able to successfully complete the CPS Bicycle Patrol physical abilities/training course test as outlined by the International Police Mountain Bike Association (IPMBA). All training and testing shall be administered by the CPS Bicycle Patrol Coordinator or a certified IPMBA Instructor.

B. The screening procedure shall consist of the IPMBA four-day course.

VI. TRAINING AND MAINTENANCE

A. CPS Bicycle Patrol Officers shall be properly trained and utilized in accordance with the standards set forth by the IPMBA.

B. All CPS bicycles shall be maintained by the CPS Bicycle Patrol Coordinator. General maintenance (i.e. tire changes, battery replacement and general debris cleaning from chain and frame) shall be completed by the riding officer.

VII. UNIFORMS

A. All CPS Bicycle Patrol Officers will be required to wear issued bicycle equipment and protective eyewear.

B. All CPS Bicycle Patrol Officers shall adhere to the Department's Tattoo Policy as outlined in [Regulation 6 - Official Responsibilities, Personal Conduct and Relationships of Employees](#) while operating a CPS bicycle.

VIII. CHECK SHEETS

A. Officers utilizing CPS bicycles shall complete an electronic "check sheet" before the end of their shift and submit it to the CPS Bicycle Coordinator.

B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.