

***P.O. 703 DPS Bicycle Patrols***

Effective From:	7-15-2012	Effective To:	Current
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**C. *P.O. 703 - DPS Bicycle Patrols***

**1. POLICE BICYCLE PATROL UNIT**

- i) The DPS Police Bicycle Patrol Unit is established for the purpose of providing additional police services to visitors, employees and elected officials of the Capitol and Headquarters Complex.
- ii) The goal of the Bicycle Patrol Unit is to provide:
  - a) Police service to the community.
  - b) Anti-crime patrols.
  - c) Community policing to bring the police and citizens together.
  - d) Specialized services to the community.
  - e) Plainclothes services on special assignments.
  - f) Community awareness regarding bicycle safety.

**2. GENERAL PROCEDURES**

- i) The Bicycle Patrol Unit is a high profile assignment within DPS Police. All members are to be mindful of this while working the bicycle patrol. The bicycle patrol officer should attempt to speak to the public and develop a positive relationship. The community policing aspect of the bicycle patrol should be foremost on every officer's mind. Bicycle patrol officers shall maintain a professional image.
- ii) Bicycle patrol officers shall not work any bicycle patrol assignment until he has successfully completed the Department-approved certified Police Cycling Course.
- iii) The Bicycle Patrol Unit shall work assignments as assigned by the Section Commander. Each bicycle patrol officer is considered an individual unit for the purpose of patrol coverage.
- iv) Bicycle patrol officers shall report the assignment worked to the Section Commander so that records may be maintained. This shall include number of hours worked, the number of miles ridden, the bicycle ridden and such other information as needed.
- v) Bicycle patrol officers shall obey all traffic laws while operating their patrol bicycle.
- vi) The law governing the operation of an emergency vehicle shall apply to all bicycle patrol officers.
- vii) Bicycle patrol officers shall use hand signals for turns, lane changes, and stopping, according to the IPBA PC training and state law.
- viii) During night operations, bicycle lighting requirements shall be obeyed, except in surveillance operations.
- ix) Bicycle patrol officers shall not patrol during periods of weather where the operation of the police bicycle is deemed unsafe (i.e., rain, sleet, ice, etc.).
- x) Every crash/incident involving a police bicycle, including those involving personal injury or damage to the police bicycle, shall be reported the shift supervisor.

**3. MAINTENANCE AND CARE OF THE POLICE BICYCLE**

- i) The police bicycle requires special tools and training for most of its maintenance. Therefore, no bicycle patrol officer will add or replace any accessory, device, part, decal, lettering, or make any alteration to their issued police bicycle without written authorization of the Section Commander.
- ii) All requests for modification to the police bicycle shall be in writing, and shall be forwarded to the Section Commander. The request shall list the reasons for the request, the manner in which the modification or accessory will be used, how the modification or accessory will be made/added and other information as is necessary.
- iii) It is the bicycle patrol officer's responsibility to make sure that the police bicycle is secure

- when not being ridden.
- iv) The police bicycle is issued with a metal U-lock and plastic coated cable for locking. The police bicycle should be securely locked as condition and training dictate.
  - v) The police bicycle shall not be left unattended or unsecured except in an emergency situation.
  - vi) The police bicycle is not a recreational vehicle but rather a police emergency vehicle. It is marked as such and will not be used off-duty.
  - vii) When required repairs go beyond the ability of the bicycle patrol officer, the officer shall take the bicycle to the bicycle shop under contract.
  - viii) The bicycle patrol officer shall notify the Section Commander if the bicycle requires more than minor repairs. The maintenance contract provides that several things will be done to the bicycle each time it is presented for service.
  - ix) Routine repairs such as flats, minor adjustments of the cable, etc., should be done by the officer to whom the police bicycle is assigned.
  - x) Damage to the patrol bicycle other than normal wear and stress of police work shall be reported to the Section Commander as soon as possible.
  - xi) Abuse and neglect will not be tolerated. A bicycle patrol officer found abusing or neglecting his police bicycle is subject to disciplinary action and may be dismissed from the Bicycle Patrol Unit.
  - xii) The police bicycle will be cleaned and maintained in the manner recommended in the IPMBA training class. Each bicycle patrol officer will perform an "ABC" check daily before riding the bicycle.
  - xiii) No bicycle patrol officer shall ride a police bicycle that is malfunctioning, has a safety defect, or requires repair to prevent further damage.
  - xiv) When the patrol bicycle tire gets a flat tire, the bicycle patrol officer shall repair the punctured tube if possible. Each officer will carry at least one extra tube on the bicycle for flat repair.
  - xv) It is the responsibility of the bicycle patrol officer assigned to make sure that all of the equipment is functional and operational at the start of his shift. This includes but is not limited to, a fully charged night lighting system and correct tire pressure. Maintaining a clean water bottle is also the responsibility of the bicycle patrol officer.
  - xvi) The battery for the night light system should be removed during daylight hours of patrol. Removal of the battery will prevent it from being subjected to unnecessary vibration and will free space in the front cage for an additional water bottle.

#### 4. POLICE BICYCLE OFFICER UNIFORM

- i) The police bicycle patrol officer uniform shall be designated by the Section Commander and shall not be altered without permission.
- ii) The police bicycle patrol officer uniform will be worn only when the officer is riding the bicycle or when the officer is in route to or from a police bicycle patrol assignment.
- iii) Footwear will be round toed, black shoes or the approved cycle shoes. No other footwear (i.e., white tennis shoes, sandals, etc.) will be worn with the police bicycle patrol uniform.
- iv) The police cycle helmet will be worn while riding the bicycle. Should the officer be off the bicycle for an extended period, such as working traffic detail, the officer may wear the approved baseball cap. The cap will be carried inside the trunk of the bicycle when not in use. The cap will not be hung from the bicycle or its accessories. It will be the responsibility of the officer to secure his police helmet so that it will not be stolen. Extreme heat may damage the police bicycle helmet.
- v) During the hours of darkness, the officer may also wear reflective Velcro leg devices around the ankle.
- vi) Black bicycle riding gloves should be worn while operating the patrol bicycle.
- vii) Body armor is optional, but its use is encouraged.
- viii) Eye protection shall be worn at all times when the bicycle is in motion. Eye protection

shall include prescription glasses that are impact resistant or other impact resistant eyewear that conforms to uniform policy.

- ix) In winter months the use of full head covering is approved. It must be black, fit under the helmet, and not obstruct the view of the officer. Use of black or navy blue neck warmers and ear warmers are approved.
- x) The use of a scarf is prohibited due to the danger of being snagged on an object while riding.

5. POLICE BICYCLE OFFICER USE OF FORCE

- i) The police bicycle patrol officer will identify himself as a police officer to any suspect/person who may be the target of an investigation. In addition, the officer will identify himself in a loud clear voice when the circumstances are such that his identity is in doubt. All members of the Bicycle Patrol Unit shall follow the Departmental use of force policy.
- ii) The police bicycle itself shall be classified as an intermediate weapon.
- iii) When the police bicycle is not being ridden, use of the police bicycle as an impact weapon falls under the use of force continuum as an intermediate weapon.
- iv) A power slide utilizing the police bicycle may be performed to surprise and disrupt a suspect's activities. Because of the potential for injury during this technique, it shall be considered a hard intermediate weapon.
- v) Riding the police bicycle into a suspect while the officer is still mounted on the bicycle is not recommended due to the risk of injury to the officer. The standard take down techniques as taught by IPMBA should be used.
- vi) Use of an intermediate weapon on a suspect while the police bicycle is in motion is discouraged. Soft or hard empty hand control techniques while an officer is astride the police bicycle are also discouraged.

6. POLICE BICYCLE OFFICER TRAINING

- i) The Section Commander may arrange additional training for all officers of the Bicycle Patrol Unit. No officer shall refuse training or fail to appear for training without notifying the Section Commander, or his designee.