

Leesburg Police Department  General Orders	Subject: Specialized Units & Support Services		Number: 550
	Effective Date: September 2022	Review Date: February 2026	
	Topic: Bicycle Patrol Program		
Chief's Signature: <i>Alex M. Pinat</i>	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised 203		
VLEPSC: OPR.01.08			

I. PURPOSE

The purpose of this General Order is to establish guidelines for the deployment and operation of Department bicycle patrol officers in support of patrol operations and community policing initiatives.

II. POLICY

It is the policy of the Department to utilize bicycle patrol as a complementary enforcement and community engagement strategy. Bicycle patrol enhances operational effectiveness by providing officers with increased mobility, improved accessibility in areas not readily accessible to motor vehicles, and heightened visibility within the community.

III. BICYCLE PATROL

A. Operational Use

Police bicycle patrol will be utilized for, but is not limited to, the following duties:

1. Enforcement of federal, state, and local laws and Town ordinances;
2. Patrol operations in densely populated, highly congested residential and commercial areas;
3. Deployment for assignments as directed by the Field Operations Bureau Commander or designee;
4. Work schedules and shifts established at the direction of the Field Operations Bureau Commander or designee.

B. Operational Procedures

1. Officers operating police bicycles shall successfully complete a Department approved police bicycle training program prior to assignment. Operation of police bicycles should always be with due regard for the safety of the officer and the public. The officer shall have a working knowledge of, and comply with all applicable State laws, Town Ordinances and General Orders regarding the operation.

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2. Officers shall adhere to the guidelines, techniques, and methods taught during the approved bicycle training program.
3. Officers shall only utilize those bicycles and equipment authorized by the Department.
4. Officers shall not remove or alter Department-issued bicycles or equipment without the approval of the Field Operations Bureau Commander or designee.
5. Police bicycles left unattended in a public place shall be secured at all times. In emergency situations where immediate action is required and time does not permit securing the bicycle, the officer shall secure the bicycle as soon as practicable.
6. Officers assigned to bicycle patrol **shall not** escort prisoners while mounted on a police bicycle. The officer shall either secure the bicycle and escort the prisoner on foot to a transport vehicle or remain with the prisoner and bicycle until a transport unit arrives.
7. Any police bicycle involved in a crash shall be reported immediately to the on-duty supervisor and investigated in accordance with applicable General Orders.
8. When operating during hours of darkness or reduced visibility, officers **shall** utilize Department-issued front and rear bicycle lights.
9. Officers shall not use police bicycles to conduct motor vehicle stops. Traffic enforcement shall be limited to violations that would be reasonably enforceable by an officer on foot patrol.
10. Officers operating a police bicycle must wear a Department-approved safety helmet with the chin strap properly fastened.
11. The police bicycle shall not be utilized when weather, roadway, or environmental conditions create an unsafe operating environment.
12. Officers shall not carry passengers on police bicycles at any time.
13. Officers shall not smoke or use tobacco products while operating a police bicycle.
14. Officers shall exercise courtesy and caution towards pedestrians, joggers, and other bicyclists while operating police bicycles.

C. Maintenance and Repair

1. Prior to assuming bicycle patrol duties, it will be the responsibility of the officer to visually examine the bicycle and report any deficiencies in writing to the on-duty supervisor.

An extra inner tube will be carried with each bicycle. Officers are expected to know how to change a flat tire and how to remount both the front and rear wheels; tools will be provided.

2. Mechanical breakdowns or repairs shall be handled by the Department-designated repair vendor. Upon notification of needed repairs, the Bicycle

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Program Manager shall coordinate the delivery, repair, and return of the bicycle.

3. When not in use, Department-issued bicycles and related equipment shall be secured in a location approved by the Field Operations Bureau Commander or designee.

D. Special Equipment

Officers assigned to bicycle patrol **shall** be equipped with Department-approved equipment appropriate for patrol and enforcement functions. Equipment carried on police bicycles may include, but is not limited to, the following:

1. Traffic vest;
2. First aid supplies;
3. Bicycle lock;
4. Flashlight;
5. Department forms;
6. Spare inner tube;
7. Tire repair and wheel removal tools.

E. Training

1. All personnel selected for bicycle patrol shall successfully complete a recognized police bicycle training course, such as International Police Mountain Bike Association (IPMBA) course or an equivalent Department-approved program, prior to being authorized to operate a Department-issued bicycle.
2. Personnel authorized for bicycle patrol shall adhere to the Guidelines, techniques, and methods taught during the training program.

F. Selection

Selection of personnel for bicycle patrol assignments **shall** be conducted in accordance with established Department General Orders governing specialty assignments.

Eligibility criteria, selection procedures, and assignment duration **shall** comply with applicable Department policies and may include consideration of performance history, disciplinary record, physical ability, and demonstrated interest in community engagement and proactive enforcement.