



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 409.19
<b>Subject:</b> Specialized Units	<b>Topic:</b> Bicycle Patrol
<b>Accreditation:</b> OPR. 01.08	<b>Revised:</b>
<b>Enacted:</b> 07/30/2015	<b>Last Review:</b> 07/24/2015
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	<b>Review:</b> 07/30/2016

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## I. PURPOSE

The purpose of this General Order is to establish policies and procedures for the operation of bicycle patrols.

## II. POLICY

It is the policy of the Sheriff's Office to utilize bicycle patrols to compliment patrol operations. The police bicycle is an effective vehicle for patrolling areas not accessible by motor vehicles and for enhancing community relations by increasing police visibility.

## III. DEFINITIONS

- A. Secured Bicycle: A bicycle locked to a rack or other immovable object.
- B. Standard Uniform: The uniform issued and worn by members of the Loudoun County Sheriff's Office.
- C. Bicycle Uniform: The uniform prescribed by the Sheriff for use by deputies when operating a bicycle.

## IV. SELECTION OF DEPUTIES

- A. Deputies will be selected on a volunteer basis, and must have a minimum of two (2) years law enforcement experience.
- B. Selection will be based on the ability to promote a relationship of mutual trust, cooperation, and respect through community relations techniques.
- C. Deputies must meet the physical assessment standards as outlined in General Order 305, and be proficient in riding a bicycle.
- D. The Sheriff may also initiate an agility test during the selection process.
- E. Deputies shall be willing to participate in activities related to bicycling, crime prevention, community relations, and other special events as assigned.
- F. Candidates will complete an approved selection process prior to assignment.

V. DUTIES AND RESPONSIBILITIES

- A. The bicycle program will be the responsibility of the Operational Support Division Commander. The Assistant Operational Support Division Commander will manage the program. Areas of responsibilities include:
1. Development and training
  2. Preventative maintenance
  3. Upkeep, security, and organization of the bicycle storage
  4. Public relations advocate of the program and its participants
  5. Uniform upkeep and professional appearance
  6. Selection of team members
  7. Maintaining liaison between shift supervisors and participants.
- B. Deputies operating police bicycles shall have attended and successfully completed an approved police bicycle training program. Operation of police bicycles should always be with due regard for the safety of the deputy and the public. The deputy shall have a working knowledge of, and comply with all applicable Virginia State Codes, Loudoun County ordinances and General Orders regarding the operation of bicycles.
- C. Deputies shall adhere to the guidelines and methods taught in the training program.

VI. PROCEDURE

- A. Bicycle patrol deputies will work under the immediate supervision of the Field Operations Division shift supervisor.
- B. The use of bicycles will depend upon all safety factors and will be at the discretion of the operator.
- C. Bicycles will not be operated during periods of freezing rain, snow or extremely cold weather.
- D. Helmets, eye protection, and riding gloves will be worn when operating bicycles.
- E. Bicycle deputies should not conduct traffic stops on moving motor vehicles; if a traffic stop is necessary, they will request the assistance of a patrol deputy operating a vehicle.

- F. The bicycle uniform will not be worn during court appearances or any other time unless assigned to bicycle duty.
- G. Deputies will not carry passengers or allow agency bicycles to be used by others.
- H. Unattended bicycles will be secured at all times. When off duty, bicycles will be stored indoors.
- I. Bicycle deputies will concentrate their patrols to areas not accessible to motor vehicles.
- J. Deputies will exercise community-policing techniques when operating their bicycles.
- K. Bicycle deputies will perform the normal duties as expected of a patrol deputy.

VII. MAINTENANCE AND INSPECTION

- A. Bicycle patrol deputies are responsible for the appearance and condition of their bicycles, equipment and uniforms.
- B. Prior to, and after completing their daily assignment on the police bicycle, members will conduct a bicycle inspection.
- C. If determined that the assigned bicycle is unsafe to operate, the deputy will notify the Program Manager.
- D. Add-on accessories or equipment will not be permitted unless approved by the Program Manager.
- E. Damage to the bicycle will be reported to the Program Manager without delay.

VIII. EQUIPMENT

- A. Each deputy participating in the bicycle program will be issued a police bicycle with a mounted headlight, cycle meter, lock, luggage rack and trunk bag. Additional issued equipment to be carried by the deputy will include:
  - 1. Extra tire tube
  - 2. Tire change tools and patch kit
  - 3. Traffic vest
  - 4. ANSI or Snell certified bicycle helmet

5. Eye protection
6. Biking gloves
7. First aid supplies
8. Lock
9. Flashlight
10. Relevant Sheriff's Office forms