

2.405 BICYCLE PATROL

(41.1.3)

The agency has and utilizes specially equipped bicycles to complement the fleet of police vehicles in the conduct of routine and directed patrol activities, selective enforcement, and special events.

2.405.02 Program Administration

- A. The commander responsible for the patrol function is the overall operational commander of the bicycle program and will designate a supervisory ranked officer to serve in an ancillary capacity as the agency's bicycle program coordinator (BPC).
- B. The commander responsible for the training function is responsible for facilitating training and skill development for bicycle program officers.
- C. The BPC has bicycle program responsibilities that include, but are not limited to:
 - 1. Developing, for submission to patrol's commander; maintenance, inspection, and assignment protocols;
 - 2. Working with respective commanders on the selection, training, and skill development of bicycle operators;
 - 3. Supervising and inspecting bicycle activities;
 - 4. Preparing and disseminating any related reports;
 - 5. Coordinating bicycle use for other than routine program activities; and
 - 6. Disseminating lists of authorized operators.

2.405.04 Training & Certification

(16.2.1)

- A. Opportunities to participate in the bicycle program will be distributed and filled consistent with **1.420.06 Specialized Assignments**.
- B. Officers must have evaluation ratings of "Meets Expectations" or better in all categories of their most recent evaluation as a basic qualification for the bicycle program.
- C. Only entrance level, International Police Mountain Bike Association (IPMBA) certified instructors will conduct on-bike training.
- D. Officers will not conduct any program activities until they have:
 - 1. Passed a fitness for bicycle duty physical examination paid for by the agency; and
 - 2. Successfully completed IPMBA police cyclist training (IPMBA-PC); or
 - 3. Pending FURTHER TRAINING OR assignment to IPMBA-PC training, demonstrated essential skill proficiency to certified instructors.

2.405.06 Program Operations

- A. Bicycles will not be operated in ice, snow, freezing rain, or any other weather conditions that would unnecessarily compromise the safe operation of bicycles or health of bicycle operators.
 - 1. Officers may choose to not operate bicycles when the temperature and/or wind chill index drops below 32° F.
 - 2. Supervisors or commanders may order bicycle operations when the temperature and/or wind chill index drops below 32° F based upon circumstances and/or conditions that justify the deployment of bicycle patrols.
- C. Bicycle officers:
 - 1. Will not use bicycles off duty unless authorized by a supervisor or commander;
 - 2. Will not transport passengers on agency bicycles;
 - 3. May be counted toward minimum mandatory patrol staffing levels unless this would negatively impact the agency's immediate ability to transport other people;
 - 4. Will participate in safety presentations, crime prevention presentations, and organized rides as assigned;
 - 5. Will respond to calls as assigned;
 - 6. Will operate their bicycles with due regard for the safety of all persons; and

7. Will perform other duties as assigned.

2.405.08 Duty Obligations

- A. The bicycle program is an ancillary assignment.
- B. Officers have a minimum two year duty obligation to the bicycle program after they have successfully completed the initial IPMBA training.
- C. An operational goal of the program is to have patrol squad bicycle trained officers ride a minimum of 75 miles per year.
 1. Mileage shortfalls due to illness, other assignments, patrol staffing shortages, etc. may be made up in following months with the advice and consent of the BPC.
 2. Supervisors and commanders of bicycle trained officers assigned to non-patrol duties will ensure those officers are provided reasonable opportunities to conduct bicycle patrol during details, special events, etc.
- D. Bicycle officers:
 1. May be assigned by appropriate authority to conduct patrol or special event activities by bicycle, cruiser, or foot patrol as necessary;
 2. May be required to split their duty shifts between cruisers, bicycles, or foot patrol;
 3. Will, as instructed, report in their bicycle uniforms and use cruiser mounted bike racks to carry and subsequently deploy their bicycles as regular components of their patrol activities;
 4. Will inform Communications when going in and out of bike patrol service;
 5. Will prepare and submit monthly bicycle duty and mileage reports to the BPC, through their immediate supervisors.
- E. Communications personnel will record bike patrol activities in CAD.
- F. Patrol supervisors will ensure:
 1. Bicycle patrols are conducted by bicycle program officers every shift within the parameters established in this directive; and
 2. Monthly bicycle duty and mileage reports are completed and submitted to the BPC.
- G. The BPC will:
 1. Regularly brief patrol's bureau commander on bicycle program activities;
 2. Maintain monthly bike patrol activity records;
 3. Prepare and submit annual reports to patrol's bureau commander of bicycle program activities, training, costs, and notable events.

2.405.10 Removal from the Program

- A. Officers may request to be voluntarily removed from the bicycle program after:
 1. They have completed two years of satisfactory service in the program;
 2. They have submitted written requests through their chain of command to the Chief;
 3. Their requests have been approved; and
 4. Satisfactory replacements have been successfully trained.
- B. Officers who fail to maintain their:
 1. Mileage minimums must successfully demonstrate skill proficiency to certified instructors to regain their standing in the bike patrol program; or
 2. Skills as evaluated by certified instructors will be required to undergo remedial training and successfully demonstrate skills proficiency to regain their standing in the bike patrol program.
- C. Officers unwilling to undergo remedial training and/or skills proficiency demonstration will be dropped from the program. They will be eligible to reapply to the program in 12 months, and if selected, be required to undergo remedial training and successfully demonstrate skills proficiency to regain their standing in the bike patrol program.
- D. Officers may be removed from the program:
 1. For failing to meet participation standards;

2. For failing to maintain “Meets Expectations” or better in all evaluation categories;
3. Because of illness or injury that prevents safe bicycle operations;
4. For chargeable bicycle accidents; or
5. Other, objectively based reasons for the good of the program, the agency, or involved officers.

2.405.12 Program Reductions

- A. Reduction of officers participating in the bicycle program based on equipment availability, shift assignments, activity trends, and overall program performance will be made by the BPC with the advice and consent of the patrol commander.
- B. Openings in the bicycle program that follow reductions will be made available first to those officers who were removed because of the reductions.
 1. Offers for reassignment will be made in reverse order of the reductions.
 2. Officers reassigned to the program will be required to successfully complete a skills proficiency reassessment with a program instructor.

2.405.14 Bicycle Training Officers

- A. The commanders responsible for the patrol and training functions may select candidates for bicycle training officers. Certification will be consistent with IPMBA standards.
- B. Criteria considered for selecting training officers include, but are not limited to:
 1. A minimum of one year experience as a bike patrol officer with this agency;
 2. Demonstrated riding proficiency;
 3. A good bicycle safety record;
 4. A mature attitude and use of good judgment;
 5. Demonstrated potential and desire to serve as an instructor;
 6. Evaluation ratings of “Meets Expectations” or better in all categories of their most recent evaluation;
 7. Demonstrated bicycle maintenance proficiency;
 8. MPTSC instructor certification; and
 9. Instructor level minimum score on the IPMBA-PC written test.
- C. Training and refresher training will be conducted under the direction or immediate supervision of a training officer. Training officer duties and responsibilities include, but are not limited to:
 1. Adhering to training program requirements, goals, and objectives;
 2. Attempting to ensure the safety of personnel being trained;
 3. Providing objective based constructive criticism, evaluation, and counseling to trainees;
 4. Emphasizing the development and maintenance of riding skills and safety consciousness;
 5. Exposing trainees to riding conditions and locations commensurate with their progressing abilities;
 6. Instructing trainees in proper maintenance, cost control, and record keeping methods;
 7. Instructing trainees to ride within their individual abilities, capacities, and experiences;
 8. Informing trainees’ supervisors of any exceptional problems or difficulties exhibited by the trainees;
 9. Completing objectively based evaluation reports at the end of all training phases; and
 10. Recommending to the patrol commander and BPC the removal of officers who do not develop or maintain necessary skills or operational levels required by the program.

2.405.16 Equipment

- A. Employees will not operate, modify, maintain, or tamper with agency bicycles unless authorized by the BPC.

- B. All bicycles will be similarly equipped. All changes, alterations, or modifications to standard equipment must be approved in writing by the BPC and maintained in individual bicycle maintenance files.
- C. Supplies and equipment to be carried at all times are:
 - 1. Victim witness assistance guides;
 - 2. Bicycle tire tube and repair tools;
 - 3. First aid kit and CPR mask;
 - 4. MATS summons book;
 - 5. SERO book;
 - 6. Warning/FI book; and
 - 7. Flashlight.
- D. Officers are permitted to wear the agency's authorized bicycle uniform consistent with **1.506.08 Bicycle Uniform**:
 - 1. While conducting bike patrol activities;
 - 2. When splitting their duties between bicycles and other assignments;
 - 3. During special events and traffic control where bicycle use is an integral component of their assignments;
 - 4. During other activities or assignments as individually and specifically authorized by the Chief, patrol's bureau commander, or BPC.
- E. Officers will wear their issued helmets, with chin straps fastened, at all times while upon their bicycles.
- F. Bicycles will be secured when unattended by chain and padlock, u-lock or, in exigent circumstances, with handcuffs or leg irons.

2.405.18 Maintenance

- A. The BPC is responsible for facilitating and maintaining records of all bicycle maintenance.
- B. Bicycle officers have maintenance duties and responsibilities that include, but are not limited to:
 - 1. Inspecting their bicycles before and after each use;
 - 2. Conducting minor maintenance and repairs within the scope of their training;
 - 3. Submitting repair and maintenance requests to the BPC;
 - 4. Ensuring their bicycles are clean and properly stocked as directed;
 - 5. Providing proper care and use of their issued bicycle program equipment; and
 - 6. The timely reporting of any malfunctions or damages that affect the safe operation of bicycles to on-duty patrol supervisory personnel and the BPC.