



<b>BICYCLE PATROL UNIT</b>		
✓ <b>new:</b> <b>rescinds:</b> <b>amends:</b>		<b>cross-reference:</b>  <b>accreditation standards:</b> NYSLEAP Standard(s): 33.3, 41.3 & 43.6
<b>effective date:</b> September, 2021	<b>amend date:</b>	

**I. PURPOSE**

The purpose of this Order is to establish and describe policy and procedures for the utilization of the Bicycle Patrol Unit for the Tompkins County Sheriff's Office.

**II. POLICY**

It is the policy of the Sheriff's Office to establish and maintain a bicycle patrol unit that will provide optimum mobility and high visibility to aid in the reduction of crime in specific locations and encourage contact with the public to improve community relations and improve the effectiveness of patrol activities.

**III. PROCEDURE**

**A. Selection and Assignment to the Bicycle Patrol**

The bicycle patrol officer position is voluntary. Openings for positions in the bicycle patrol will be offered at the discretion of the Sheriff.

1. Officers selected for assignment with the bicycle patrol must successfully complete an approved Police Bicycle Patrol Officers certified by DCJS and/or IPMBA or LEBA before beginning actual bicycle patrol duties.
2. Officers assigned to the bicycle patrol should maintain a physical condition that is consistent to perform the duties of the position.

**B. Bicycle Patrol Coordinator**

The Sheriff will designate a Bicycle Patrol Coordinator whose duties will include, but are not limited to:

1. Recordkeeping for the bicycle patrol;

2. Responsibility for coordinating mechanical repairs;
  3. Preparation of periodic reviews and personnel recommendations;
  4. Assist with the coordination of necessary training courses.
- C. Bicycle patrol officers shall wear a protective helmet and eyewear at all times while operating a patrol bicycle.
- D. When bicycle officers ride at night, the headlamp and rear light shall be used in accordance with law.
- E. The ballistic vest shall be worn at all times, in accordance with *G.O. 707 Body Armor*.
- F. Patrol bicycles shall only be transported utilizing the office supplied bike rack designated for that particular patrol vehicle.
- G. If police bicycles are left unattended in a public place, they shall be secured, unless prevented by an emergency. In that case, the bicycles should be secured as soon as possible.

#### IV. CARE OF EQUIPMENT AND SUPPLIES

- A. The bicycle patrol officers will be furnished with the basic equipment and maintenance for the bicycles necessary to deliver quality service to the community. Officers assigned to the Bicycle Patrol Unit shall be issued specialized uniforms as approved by the Sheriff. Bicycle patrol officers are individually assigned equipment and uniforms through the Road Patrol Lieutenant in consultation with the Quartermaster.
- B. The Bicycle patrol bike shall be described as follows:
- 27.5 – 29-inch mountain style bike.
  - Have red emergency lights and white lights mounted on handlebars.
  - Rear reflector/light mounted on rear of bicycle.
  - Rear equipment storage area, with reflective stripe, and reflective “Sheriff” on both sides. Storage bag will contain at minimum a hand pump and a tire patch kit.
  - Marked with the frame displaying “Sheriff” in reflective lettering on both sides.
- C. The Bicycle Team Coordinator is responsible for maintaining the bicycle equipment beyond the daily maintenance level. These duties include, but are not limited to, the following:
1. Repair equipment within the means provided by the County.
  2. Make recommendations to the Road Patrol Lieutenant for sending equipment out for repair.
  3. Make recommendations for replacing equipment.
  4. Maintain the service log as to who makes repairs on police bicycles.

- D. Bicycle patrol officers will be responsible for the operational readiness and routine daily maintenance of their assigned patrol bicycle.
- E. Bicycle patrol officers will report any required maintenance or damage that occurs to an office-owned patrol bicycle to the on-duty Sergeant and Bicycle Team Coordinator. A county incident report should be completed if applicable.
- F. Police bicycles requiring maintenance and/or repairs beyond the capability of the Bicycle Team Coordinator may be taken to a private bicycle repair shop, utilizing procedures established by the Road Patrol Lieutenant. Maintenance and/or repairs that are covered under a warranty and/or service agreement should be taken to the designated repair shop.
- G. Patrol bicycles and equipment shall be used only during actual bicycle patrol activities and training operations unless otherwise approved by the Road Patrol Lieutenant.
- H. When patrol bicycles are not in use, they shall be stored in a TCSO storage bay in an area set aside for that purpose.

V. **ASSIGNMENTS**

- A. Sergeants are authorized to deploy bicycle patrol officers whenever feasible based upon available staffing.
- B. Sergeants should consult with the bicycle patrol officer using their best judgement in determining if weather factors prohibit safe operation. Bicycle patrols will not take place when weather conditions are too severe or pose a safety hazard.
- C. Bicycle patrol may be used to patrol areas of the county, including
  - Shopping centers;
  - Parking lots;
  - Housing complexes;
  - Parks;
  - Special Events;
  - Schools;
  - Any specific, limited area requiring extra patrol attention of the type that can be provided by bicycle patrol.

By Order Of



Derek Osborne  
*Sheriff*