


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u>	<u>SOP Number</u>
Motorcycles: Assignments, Use, and Maintenance	9.2.102
Approval Signature	
	
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Motorcycles: Assignments, Use and Maintenance

- I. **Purpose:** To inform Division personnel of the proper procedures for the assignment, use, and maintenance of motorcycles.
- II. **Policy:** Motorcycles can be utilized for a variety of reasons. They can be used on patrol as an alternative to vehicular patrol. They may be used on details, interagency assistance, for escorts, or to assist with traffic flow. Additionally, they are used for special events, including parades, funerals, events, and shows.

III. Definitions:

Motorcycle Supervisor: The police supervisor designated by the Police Chief to supervise the motorcycle squad.

- IV. **Information:** The supervisor in charge of the motorcycles will ensure tasks are completed in compliance with Division policy and expectations. Additionally, the supervisor will ensure riders are up to date on training and certifications, motorcycles are maintained according to manufacturer and Division requirements, and riders are properly equipped.

V. Procedure:

A. Motorcycle Squad assignment

- 1. UCPD will strive to maintain a minimum of three (3) officers who are trained and authorized to operate agency motorcycles. The Chief of Police may adjust this number as necessary based on the current needs of the agency.

B. Selection of Motorcycle Officers

- 1. The selection process will be administered by the Bureau Commander or their designee
 - a. The selection process administrator will:
 - 1) Notify personnel of opening, any eligibility criteria, skills related to the assignment (i.e., public speaking), and application deadline.
 - 2) Interested personnel shall submit a Form 5 expressing their interest in being considered for the assignment to the selection process administrator by the deadline.
 - 3) The process administrator will verify that each candidate meets the eligibility criteria and notify candidates if they are not eligible.
 - 4) Facilitate the Assignment Assessment process
 - b. The selection process will consist of two components,
 - 1) Current Performance Rating
 - 2) Assignment Assessment by the selection process administrator.
 - c. Current Performance Rating
 - 1) The selection process administrator or designee will complete a [Non-Specialty Assignment Performance Rating & Assessment Form 28](#) to rate

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the candidate in three areas related to the assignment. These three areas include:

- a) Attendance
 - b) Teamwork
 - c) Performance
- 2) Skill/knowledge Assessment
- a) The skills/knowledge assessment will be designed to measure the candidate's ability to perform in the assignment. The assessment shall be administered, scored, and interpreted in a uniform manner for each candidate. The assessment may consist of at least one of the following:
 - Interview
 - Questions must be documented in advance
 - The same questions must be asked to each candidate
 - Motor skills assessment appropriate for the assignment
 - Must measure skills required for the assignment
 - Must be consistent for all candidates
 - b) The administrator will utilize the Non-Specialty Assignment Performance Rating & Assessment to document the rating for the skills/knowledge assessment.
 - d. The selection process administrator will combine the scores from each section of the Non-Specialty Assignment Performance Rating & Assessment to calculate a total score.
 - e. Based on the final score on the Non-Specialty Assignment Performance Rating & Assessment, the selection process administrator will make a selection recommendation on a form-5 to the Chief of Police and attach a copy of the Non-Specialty Assignment Performance Rating & Assessment.
 - f. The Chief of Police will make the final selection.

C. Training

- 1) Once appointed, the officer must successfully complete the motorcycle course as approved by the Police Chief.
- 2) Upon successful completion of the motorcycle course, the officer must complete 80 hours of riding with an existing motors unit member before being allowed to ride alone.
- 3) Only officers who have completed training and have been appointed by the Police Chief to the motorcycle squad may operate Division motorcycles.
- 4) After appointment to the motorcycle squad, officers will attend scheduled In-Service training.
- 5) Annual recertification must be successfully completed to remain in unit.

D. Uniform

1. The rider's uniform will be supplied by the Division and will consist of:
 - a. Duty pants / motorcycle breeches

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- b. Motorcycle helmet, which shall be fastened at all times while operating the motorcycle
- c. Cleaned and polished riding boots that have a minimum 6 inch ankle height.
- d. A cleaned and pressed uniform shirt of the day
- e. Protective eyewear or the face shield, which must be worn at all times while riding
- f. Protective/riding gloves (optional)
- g. Outer/raingear (optional)

E. Patrol

1. Use

- a. Motorcycles will be operated safely and prudently with paramount concern for the officer and those around them, following the Division policy, and laws.
- b. Motorcycles will not be used in severe weather, such as snowy or icy roads, thunderstorms, and other conditions as determined to be hazardous by the operator.
- c. If severe weather should occur during a shift, the motorcycle shall be taken out of service and the rider will be reassigned by the on-duty shift supervisor. All riders shall have a standard uniform issue in their lockers for such a contingency.
- d. Motorcycles will only engage in a vehicular pursuit in accordance with UCPD policy 9.2.200 Vehicular Pursuit.
- e. Motorcycles will not be parked in front of doors, in handicapped areas, or block pedestrian accessibility.
- f. Motorcycles shall be inspected at the start of each deployment; to include damage, fluids, lights, and siren, and to ensure all necessary paperwork is included in the saddlebags.
- g. Motorcycles are to be stored in departmental approved areas only.

F. Parades, Funerals, Escorts, Dignitary Protection, and Special Events.

- 1. Any request to participate in parades, funerals, or special events shall be submitted to the Patrol Bureau Commander for approval.
- 2. Upon approval the Patrol Bureau Commander will;
 - a. determine how many motorcycles are required
 - b. determine which riders will be used
 - c. determine if the motorcycles need to be transported
- 3. When utilizing a motorcycle for an event, the operator will:
 - a. Ensure the gas tank is full
 - b. ensure the vehicles have been inspected and cleaned
 - c. Continuation of participation in an event due to inclement weather is at the

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discretion of the operator

G. Maintenance, Repair, Cleaning, and Operational Readiness

1. When used, the motorcycle operator will:
 - a. Conduct a pre-check of the motorcycle
 - b. Pre and Post-use wipe down
2. Preventative maintenance will be scheduled in conjunction with the Fleet Management Supervisor and motorcycle operators.
 - a. If a motorcycle requires maintenance outside of the preventive scheduled maintenance, the officer will complete a [UCPD Vehicle Maintenance Request, Form 9-G](#), specifying the problems, and submit the completed form to the motorcycle supervisor.
 - b. The officer requesting a motorcycle be taken out of service, or who returns it to service, is responsible for making the notation in the blotter.
3. The Fleet Management Supervisor or designee will ensure that a quarterly operational readiness inspection of each motorcycle is completed during the quarters ending March 31, June 30, September 30, and December 31. The inspection shall be documented on a Motorcycle Inspection Checklist Form 9L. The completed checklist shall be filed in the Vehicle Maintenance folder on the shared network drive.
4. No modifications may be made or equipment added to a motorcycle without authorization from the Police Chief.

H. Motorcycle Equipment

1. Motor Lights
2. Traffic Vest
3. First Aid Kit

References

UCPD Policy 9.2.200 Vehicular Pursuit