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<td>Motorcycles: Assignments, Use and Maintenance</td>
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<td>James L Whalen</td>
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<td>May, 5, 2015</td>
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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; to include parades, funerals, events and shows.

III. Definitions:

Motorcycle Supervisor: Police supervisor designated by the Police Chief to supervisor the motor cycle 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 manufacture and Division requirements, and riders properly equipped.

V. Procedure:

A. Qualifications and Training
   1. To be considered for the motorcycle squad, the applicant must:
      a. Submit their application within the timeframe identified
      b. Shall be a ULEO-2 or higher by the application submission deadline
      c. Must possess a valid state-issued motorcycle endorsement
      d. Have successfully completed the motorcycle course as approved by the Police Chief
   2. Only officers who meet these standards and have been appointed by the Police Chief to the motorcycle squad may operate Division motorcycles.
   3. After appointment to the motorcycle squad, officers will attend scheduled In-Service training.

B. Uniform
   1. The rider’s uniform will be supplied by the Division and will consist of:
      a. Cleaned and pressed Motorcycle breeches
      b. Motorcycle helmet, which shall fastened at all times while operating the motorcycle
      c. Cleaned and polished riding boots
      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)
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C. Patrol

1. Use

a. Motorcycles will be operated in a safe and prudent manner with paramount concern for the officer and those around them, in accordance with the Division policy, and laws.
b. Motorcycles will not be used in severe weather, such as, including 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 OIC. All riders shall have a standard uniform issue in their lockers for such a contingency.
d. Motorcycles will not be used as a pursuit vehicle.
e. Motorcycles will not be parked in front of doors, in handicapped areas nor block pedestrian accessibility.
f. Gas tanks will be kept above ½ tank full unless approved by a supervisor.
g. 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.
h. Motorcycles are to be stored in the identified area on the 3rd level of Corry Garage when not in use.

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

1. Any request to participate in parades, funerals or special events shall be submitted through the Standards and Strategic Development Commander for approval be the Police Chief.

2. Upon approval the detail supervisor will;
   a. determine how many motorcycles are required
   b. determine which riders will be used
   c. determine if the motorcycles need to transported
   d. ensure the vehicles have been inspected and cleaned
   e. ensure the schedule of events are placed on the Public Safety Calendar

3. When utilizing a motorcycle for an event, the operator will:
   a. Make a notation in the blotter of its use and return
   b. Ensure the gas tank is full
   c. Continuation of participation in an event due to inclement weather is at the discretion of the operator

E. Maintenance, Repair, Cleaning and Operational Readiness
1. When used, the motorcycle operator will:
   a. Conduct a pre-check of the motorcycle and note any discrepancies on his/her Mileage Sheet Form 9-B.
   b. Pre and Post-use wipe down
2. Preventative maintenance will be scheduled Support Services Commander, or designee.
   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 Support Services Commander, or designee, will be responsible for ensuring a documented quarterly operational readiness inspection is conducted for all Division motorcycles. The results of the inspections will be submitted to the Police Chief through the chain of command on an Internal Correspondence Memo Form-5.
4. No modifications may be made or equipment added to a motorcycle without authorization from the Police Chief.

F. Motorcycle Equipment
1. Motor Lights
2. Traffic Vest
3. First Aid Kit