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<td>Motorcycles: Assignments, Use and Maintenance</td>
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<td>James L Whalen</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 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 manufacture and Division requirements, and riders properly equipped.

V. **Procedure:**

A. Motorcycle Squad assignment
   1. UCPD will 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 (ULEO 2, possess a valid state-issued license motorcycle endorsement, etc.) skills related to 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 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 Supervisor Rating
         2) Assignment Assessment by the selection process administrator.
      c. Current Supervisor Rating
1) The current supervisor will be provided a rating sheet to rate the candidate in three areas related to the assignment. These three areas include:
   a) Dependability
   b) Teamwork
   c) Performance

2) Assignment Assessment
   a) The 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
      • Presentation
      • Skills assessment appropriate for the assignment (i.e., presentation or agility test)
   b) The administrator will utilize the assessment form, attached, to document the skills to be assessed, the completed assessment, and the score each candidate earned.
      • Interview
         o Questions must be documented in advance
         o The same questions must be asked to each candidate
      • Presentation
         o Topic must be assigned in advance
         o Evaluation criteria must be disclosed in advance
      • Skills assessment
         o Must measure skills required for the assignment
         o Must be consistent for all candidates

d. Once both components are completed, the selection process administrator will combine the scores from the Current Supervisor Rating and the Assignment Assessment performance to numerically rank the candidates.
e. Based on the performance, the selection process administrator will make a recommendation on a form-5 along with the process scores/rankings to the Chief of Police for a final selection.
f. The Chief of Police will make the final selection.

C. Training
   1) Once appointed, officer must successfully complete the motorcycle course as approved by the Police Chief
   2) Only officers who have completed training and have been appointed by the Police Chief to the motorcycle squad may operate Division motorcycles.
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3) After appointment to the motorcycle squad, officers will attend scheduled In-Service training.

D. 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)
   g. Outer/raingear (optional)

E. 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 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 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.

F. 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

G. 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.

H. Motorcycle Equipment

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

References
UCPD Policy 9.2.200 Vehicular Pursuit