


**Department of Public Safety  
Police Division  
Policies and Procedures**

<b><u>Title</u></b>  <b>Bicycles: Assignments, Use, and Maintenance</b>	<b><u>SOP Number</u></b>  <b>9.2.101</b>
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## ***Bicycles: Assignments, Use and Maintenance***

- I. **Purpose:** The purpose of this policy is to inform the University of Cincinnati Police Division (UCPD) personnel of the proper procedure for the assignment, use, and maintenance of departmental bicycles and E-bicycles.
- II. **Policy:** The UCPD bicycles and E-bicycles are used primarily for patrol duties. The usage of bicycles and E-bicycles will be to meet the UCPD needs as determined by the shift supervisor, Shift Sergeant, Shift Lieutenant, Special Events Coordinator, Patrol Captain, Assistant Police Chief, and/or Police Chief. The mission of the UCPD bicycle patrol officer is to increase accessibility, visibility, and engagement with the communities we serve.

### **III. Definitions:**

**Bicycle:** A vehicle composed of two wheels held in a frame, one behind the other, propelled by pedals and steered with handlebars attached to the front wheel.

**Bicycle Patrol Officer:** A police or security officer of UCPD selected and trained as a patrol cyclist.

**E-Bicycle:** A bicycle equipped with fully operable pedals and an electric motor of less than 750 watts.

### **IV. Procedure:**

A. Responsibilities of the Bicycle Patrol Coordinator (must be an IPMBA-certified instructor and OPOTA-certified instructor):

1. The maintenance of bicycles and E-bicycles.
2. Conditions of bicycle and E-bicycle equipment.
3. Current training updates.
4. Bicycle liaison officer.
5. Maintain a record of all police bicycle and E-bicycle equipment and serial numbers of the same.

B. Qualifications and Training

1. To be classified as a Bicycle Patrol Officer, the rider shall:
  - a. Hold a current position as either a UC Police or Security Officer.
  - b. Have completed an International Police Mountain Bike Association (IPMBA) police mountain bike certification course with a bicycle (a copy of the certificate must be on file with the UC Public Safety training section). **Only officers** who have successfully completed a **bicycle certification course and have been designated as Bicycle Patrol Officers** are authorized to operate a bicycle while on duty.

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- c. Before authorization to operate an E-Bicycle, a Bicycle Patrol Officer must receive additional training specific to the E-Bicycle from an IPMBA mountain bike instructor. This training will be documented and added to the Bicycle Patrol Officer training record.
- d. The Bicycle Patrol Officer shall ride as directed by a supervisor.
- e. The Bicycle Patrol Officer wearing the bicycle uniform will be expected to perform the bicycle patrol officer duties.
- f. At a minimum, every two years from the date of certification, each cyclist will receive refresher training as identified by the Training Section Supervisor and conducted by a certified instructor.
  - 1) The training can range from refresher to advanced level, as determined by the Training Section Supervisor with consultation from a qualified mountain bike instructor.
  - 2) Any Bicycle Patrol Officer who is absent from bike patrol for a minimum period of 6 months shall be evaluated by a qualified mountain bike instructor.
  - 3) A supervisor may recommend an officer for refresher training should the supervisor determine such training is necessary to the officer's performance. Based on the instructor's assessment, refresher training may range from an 8-hour to a 32-hour course.

### **C. Uniform**

1. The bicycle patrol officer uniform will consist of department issued helmet, shirt, shorts, pants, jacket, and gloves. The bicycle patrol officer's uniform will be kept in the officer's locker.
  - a. The bike patrol officer will individually purchase and wear black shoes, black athletic socks, and shatter-resistant eyewear.
  - b. The bicycle patrol officer uniform of the day will be at the officer's discretion with approval of the shift supervisor and or special events supervisor.
2. See UCPD Policy 4.1.100 for general directives on uniforms.

### **D. Bicycle and E-Bicycle Equipment**

1. Bicycle or E-Bicycle marked as Public Safety
2. Front white head light
3. Rear red light
4. Minimum of one water bottle cage
5. Cyclocomputer (optional) or onboard computer (E-Bicycle)
6. Pedal retention such as power grips or toe clips or cages (Bicycle only)
7. Rear rack (top mount bag)
8. Top mounted bag with either "Police or Security" markings

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### **E. Patrol**

1. Bicycles and E-Bicycles will be operated in a safe and prudent manner with officer safety as the paramount concern.
  - a. Bicycles and E-Bicycles will not be used for patrol during inclement weather such as during thunderstorms, active lightning in the area, snow- or ice-covered sidewalks/roads as determined by the shift or special events supervisor.
  - b. If inclement weather should occur during a shift, the bicycles and E-bicycles should be brought into shelter. If the bicycle or E-bicycles will not be used anymore during the course of the shift, the bicycle or E-bicycle shall be returned to the bicycle storage area and the officer shall change into the standard uniform of the day, unless the shift OIC permits him/her to stay in the bike uniform for the remainder of the shift. All Bicycle Patrol Officers shall have a standard issue uniform in their lockers for such a contingency.
  - c. The Bicycle Patrol Officer is expected to perform basic patrol duties/functions.
  - d. Do not park bicycles or E-bicycles in front of doors, in handicapped areas nor block pedestrian accessibility.
  - e. Bicycles and E-Bicycles are not to be taken into the buildings unless given permission by a supervisor. The exception is our police station.
  - f. When leaving the bicycle or E-bicycles, in non-emergency situations, the bicycle should be secured to a heavily weighted, or immovable, fixed object.
  - g. Patrol supervisors will record bicycle or E-bicycle assignments on daily line-up sheets.
  - h. The bicycle or E-bicycle number should be noted on the officer's log sheet. At the end of the shift the bicycle number and total miles ridden on shift will be placed on the shift stat sheet by the officer.

### **F. Special events**

1. If a bicycle or E-bicycle is needed or requested for a special event, e.g. football games, parades, and memorials, the Special Events Coordinator will review such request and determine if such request can be granted based on the appropriateness and necessity, and availability of staff. If approved, the Special Events Coordinator will notify the Bicycle Patrol Coordinator, who will:
  - a. Determine how many bicycles or E-bicycles are needed for the event.
  - b. Determine which bicycle patrol officers will be assigned to the event.
  - c. Determine how bicycles or E-bicycles will be transported to the event.
  - d. Make sure the bicycles or E-bicycles are functioning properly.
  - e. Inform all supervisors via email of the schedules of events and any

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specifications that are needed.

- f. Document all bicycle or E-bicycle assignments on detail sheet.
  2. When a Bicycle Patrol Officer takes a bicycle or E-bicycle for an event, the officer will inform the shift or special events supervisor.
  3. Continuation of participation in the event due to inclement weather is at the discretion of the Bicycle Patrol Officer, shift or special events supervisor.
- G. Maintenance, Repair and Cleaning
1. Prior to use, the bicycle patrol officer will:
    - a. Perform an inspection of the bicycle; **conduct the ABC Quick Check:**
      - 1) Checked to insure the tires are inflated to **within five pounds** of the manufactures recommend PSI.
      - 2) **Brakes are not loose and working properly.**
      - 3) **Crank set is not loose and working properly.**
    - b. Perform an inspection on the E-Bicycle; **conduct the ABC&E Quick Check:**
      - 1) Checked to insure the tires are inflated to **within five pounds** of the manufactures recommend PSI.
      - 2) **Brakes are not loose and working properly.**
      - 3) **Crank set is not loose and working properly.**
      - 4) **Electronics – verify all electronics are:**
        - a) **Correctly and securely attached.**
        - b) **Functioning properly.**
        - c) **Not damaged.**
        - d) **Check the display for error codes.**
        - e) **Ensure the battery is fully charged before the start of every shift.**
  2. Check the bicycle or E-bicycle wheels, seat, seat post, and handlebars are securely mounted to the bicycle frame.
  3. Check that all gears shift properly.
  4. Inspect the bicycles or E-bicycle for missing, broken, or loose parts and equipment.
  5. **Before leaving the bicycle storage area, check to make sure the shifters and derailleurs are working properly, properly adjust the seat to the rider's comfort, and again check for any loose parts (tighten if any are discovered).**
  6. If any repairs are needed, complete a [Bicycle repair request](#) form and submit it to your supervisor. The supervisor will submit the completed Bicycle repair request form to the Bicycle Patrol Coordinator.
  7. Wipe down the bicycle or E-bicycle to remove the dirt and dust. DO NOT use a water hose to complete this task because the pressure from the water exiting

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- the hose could loosen or damage fragile parts on the bicycle.
8. The date the bicycle or E-bicycle was checked out, bicycle or E-bicycle number, officer's name, and the officer's badge number, and note any maintenance issues on the bicycle log sheet located in the bicycle room.
  9. When the bicycle or E-bicycle is returned, the rider will note any issues experienced while inspecting or riding the bicycle or E-bicycle.
  10. The rider will conduct an end of use inspection.
  11. The rider will complete the bicycle log sheet, noting any issues found or, if the bicycle or E-bicycle is fully functioning, write "**Nothing to Report.**"
    - a. If a bicycle or E-bicycle requires maintenance outside of the scheduled time, an email specifying the problem(s) will be sent to the shift supervisor, bicycle patrol coordinator, and bicycle patrol supervisor.
    - b. The officer who removed the bicycle or E-bicycles from service or returns it to service is responsible for making the notation in the blotter and sending an email to their shift supervisor, bicycle patrol coordinator, and bicycle patrol supervisor.
  12. The bicycle patrol coordinator is responsible for making arrangements to address the issue(s).
  13. Except for changing flat tires, no unauthorized repairs or modifications will be made to department bicycles or E-bicycles without the approval of the bicycle patrol supervisor and under the direction of a certified bicycle maintenance officer.
  14. Bicycles or E-bicycles used on the Clifton Campus are to be stored in the designated storage location when not in use. UC Blue Ash and Clermont Colleges bicycles are to be kept in a safe and secure location.
  15. If a rider is involved in an accident, the rider will contact the on-duty supervisor.
    - a. Paperwork will be completed according to standard practice for injured employees and bicycle damage/accident.
  16. The Fleet Management Supervisor or designee will ensure that a quarterly operational readiness inspection of each bicycle and e-bicycle is completed during the quarters ending March 31, June 30, September 30, and December 31. The inspections shall be documented on a Bicycle Inspection Checklist Form 9M. The completed checklists shall be filed in the Vehicle Maintenance folder on the shared network drive.