



Bicycle patrol

Section: 2.406
Effective Date: March 30, 2011
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2.406 Bicycle patrol

- A. The agency has and utilizes specially equipped bicycles to complement the fleet of marked patrol cruisers in the conduct of routine and directed patrol activities, selective enforcement, and special events.
- B. The agency's bicycle program utilizes trained and certified police bicycle operators who perform bicycle program activities as components of their normal duty assignments.
- C. The nature of bike patrol lends itself to closer contact with the campus community. As a result, a bike patrol officer is to maintain high visibility and frequently "meet and greet" the campus community.
- D. While on duty, the bike patrol officer shall perform all duties required of a UPO/MPO (i.e. answer calls, write reports, etc.) unless directed otherwise by a supervisor. A bike patrol officer should be self-motivated, possess the ability to work effectively without close supervision, be in good physical condition and a willingness to maintain/improve same, and possess excellent community relations skills.
- E. Bike patrol officers may be assigned to other duties in furtherance of the overall mission of the agency.

2.406.02 Program Administration

- A. The Lieutenant or his/her designee is the overall operational commander of the bicycle program and will designate an officer to serve in an ancillary role as the agency's Bicycle Program Coordinator.
- B. The Lieutenant or his/her designee is responsible for facilitating training, and skill development opportunities for the bicycle program.
- C. The Bicycle Program Coordinator (BPC) has the following responsibilities that include, but are not limited to:
 - 1. Ensure bicycles are properly maintained, and inspected.'
 - 2. Coordinate with supervisors relative to selection, training, and skill development of bike operators.
 - 3. Address any requests for bike patrol activities from sources outside of the department.
 - 4. The BPC shall assist in maintaining records of all bicycle maintenance.
- D. Shift supervisors having bicycle patrol officers assigned to their shifts shall deploy them at their discretion – in keeping with the directives of this order.

2.406.04 Selection, Training & Certification Requirements

- A. Opportunities to participate in the bicycle program are open to all sworn members of the department below the rank of Lieutenant.

- B. Officers must have evaluation ratings of “Meets Standards” or better in ALL categories of their most recent evaluation as a basic qualification for the bicycle program.
- C. Officers must successfully prepare for and complete a certified bicycle training program.
- D. Officers are not permitted to conduct any program activities until they have:
 - 1. Successfully completed a certified cyclist training program; or
 - 2. Awaiting training and demonstrated essential skill proficiency to certified instructors.

2.406.06 Duty Operations Program Operations

- A. The bicycle program is an ancillary assignment for officers accepted into the bicycle program.
 - 1. Bike officers may be assigned by their unit or event commanders to conduct patrol or special event activities by bicycle, vehicle, or foot patrol as necessary to fulfill departmental or event goals and objectives.
 - 2. Bike officers may be required to split their duty shifts between vehicle, bicycle or foot patrol based upon departmental needs, maintenance requirements or weather conditions.
 - 3. Shall wear issued bike uniform and safety gear and appropriate police equipment when assigned to bicycle patrol duties.
- B. Bicycle officers must ride a minimum of 320 hours in a calendar year. This minimum expectation is reasonable, fair, and attainable realizing there are 2,080 hours in a standard work year.

2.406.08 Program Operations

- A. Supervisors are to ensure bike patrol officers are given every opportunity to ride a bicycle consistent with the operational needs of the department.
- B. Bicycles will not be operated in ice, snow, freezing rain, during a thunderstorm, or any other weather condition that would unnecessarily compromise the safe operation of bicycles or health of bicycle operators.
 - 1. Officers may choose to not operate bicycles when the temperature and/or wind chill index drops below 32 degrees F; or when the temperature and/or heat index rises above 90 degrees F. Again, this is the officer’s choice.
 - 2. However, if the temperature and/or chill/heat index is within the ranges mentioned above – the bicycle patrol officer shall ride the bike at the discretion of the supervisor.
- C. Off-duty use of departmental bicycles is prohibited without specific written approval from the Captain.
- D. Officers conducting routine bicycle operations will patrol in a “one person” mode unless otherwise directed by supervisory personnel.
- E. Transporting passengers on departmental bicycles is strictly prohibited.
- F. Bike officers may be counted toward minimum mandatory patrol staffing levels.
- G. Bike officers will function just as if they were deployed in a police vehicle. They will complete all jobs tasks and provide all normal services.
- H. Bicycle officers shall operate their bicycles in a safe and reasonable manner and will yield to all pedestrian traffic when patrolling areas that are normally restricted to bicycle traffic.

- I. Parts or equipment shall NOT be removed from one bike to outfit or repair another bicycle without express written approval from the Chief.
- J. Officers are required to identify time spent on bicycle patrol on their **daily activity log**. The Lead PCO tracks this, and other patrol information, for inclusion in a monthly Police Stat Report.
- K. Officers will inspect their bicycles before and after each use.
- L. Malfunctions or damages that affect the safe operation of the bicycle will be reported immediately to the squad supervisor with an additional e-mail to the Bicycle Program Coordinator.
- M. Patrol supervisors are responsible for ensuring:
 - 1. Bicycle patrols are conducted by bicycle program officers on Shifts 2 and 3 within the parameters established in this directive (i.e. trained officers are on duty, absence of weather hazards, etc.) AND;
 - 2. Reporting any maintenance issues to the Bicycle Program Coordinator (BPC) for corrective action.

2.406.10 Removal From Program

- A. A Bicycle Program Officer may be removed from the program for the following reasons: (the list is not all inclusive)
 - 1. Voluntarily drop out of the program.
 - a. officers who, within one year of their original training, drop out or are dropped from the program for willful non-participation shall have that fact reflected on their PMP.
 - 2. Willful non-participation;
 - 3. Failing to maintain “Meets Standards” or better in all evaluation categories;
 - 4. Due to illness or injury which prevents safe bicycle operations;
 - 5. Operating bicycle in a negligent manner;
 - 6. Failure to maintain skill levels via remedial training or skills proficiency demonstration;
 - 7. Failure to maintain minimum required hours as the result of willful non-participation.
 - 8. Other objectively based reasons for the good of the program, the University, the department or involved officers.

2.406.12 Equipment

- A. Employees will not operate, modify, maintain, or tamper with agency bicycles unless authorized by the BPC.
- B. All bicycles will be similarly equipped. All changes, alterations, or modifications to standard equipment must be approved, in writing, by the BPC.
- C. Officers are to carry supplies and equipment necessary to perform their job duties without having to routinely return to headquarters.
- D. **Officers are permitted to wear the department’s authorized bicycle uniform only:**
 - 1. **during the conduct of all bicycle program activities; when**
 - 2. **splitting their duties between bicycles and other assignments. However, unless otherwise directed by a supervisor, a bicycle officer who splits their duties MUST operate the bicycle for a minimum of 5 hours out of a 10 hour day. Supervisors shall strictly adhere to this directive;**
 - 3. **during special events and traffic control where bicycle use is an integral component of their assignments;**

4. during other activities or assignments as individually and specifically authorized by a command official.

- E. Officers will wear their helmets, with chin straps fastened, at all times while upon their bicycle.
- F. Bicycles will be secured when unattended (except in proper storage room) by chain and padlock, U-Lock, or, in exigent circumstances, with handcuffs

2.406.14 Maintenance

- A. The BPC shall advise the Captain of all maintenance issues.
- B. Bicycle officers have maintenance duties and responsibilities that include, but are not limited to:
 - 1. inspecting their bicycles before and after each use;
 - 2. conducting minor maintenance and repairs within the scope of their training;
 - 3. submitting repair and maintenance requests to their supervisor in a timely fashion, particularly a malfunction or damage that may affect the safe operation of the bicycle;
 - 4. ensuring their bicycles are clean and properly stocked; and
 - 5. providing proper care and use of their issued bicycle equipment and uniforms.

2.406.16 Program Reductions

- A. Reduction of officers participating in the bicycle program based on equipment availability, shift assignments, activity trends, and overall program performance will be made by the Operations Captain with advice from supervisors.
- B. Openings in the bicycle program that follow reductions will be made available first to those officers who were removed because of the reductions.
- C. Officers reassigned to the program will be required to successfully complete a skills proficiency reassessment with an instructor and/or the BPC.

2.406.18 Bicycle Training Officers

- A. The Lieutenant, with advice from supervisors, may select candidates for bicycle training officers. Certification will be consistent with approved training standards for instructors.
- B. Criteria considered for selecting training officers include, but are not limited to:
 - 1. a minimum of one year experience as a bike patrol officer with the UBPD;
 - 2. demonstrated riding proficiency;
 - 3. a good bicycle safety record;
 - 4. a mature attitude and use of good judgment;
 - 5. demonstrated potential and desire to serve as an instructor;
 - 6. evaluation ratings of "meets standards" or better in all categories of their most recent evaluation;
 - 7. demonstrated bicycle maintenance proficiency.
 - 8. proficiency in training (MPCTC instructor certification would be a plus).