

## OPS.01 BICYCLE PROGRAM

- A. The agency's bicycle program will be managed and operated consistent with **2.406 Bicycle Patrol**.
- B. Officers involved in the agency's bicycle program are bound by this SOP in addition to all other applicable directives contained in the agency's Manual.

### 01.02 SELECTION, TRAINING, & CERTIFICATION

- A. Officers must have evaluation ratings of "Meets Expectations" or better in all categories of at least the most recent evaluation as an initial qualification for the agency's bicycle program.
- B. Opportunities to participate in the bicycle program will be announced to all sworn personnel via e-mail and filled through the conduct of selection processes consistent with **1.436.15 Specialized Assignments**.
- A. The bicycle training program is managed by the agency's bicycle program coordinator.
- B. All entrance level, on-bike training will be conducted by designated trained instructors.
- C. Officers are not permitted to conduct any program activities until they have:
  - 1. Successfully completed police cyclist training; or
  - 2. Pending assignment to police cyclist training, demonstrated essential skill proficiency to designated trained instructors.

#### 01.02.10 Duty Obligations

- A. The conduct of bicycle program activities is considered an ancillary assignment for officers accepted into the bicycle program.
  - 1. Bicycle officers may be assigned by their unit or event commanders to conduct patrol squad or special event activities by bicycle, cruiser, or foot patrol as necessary to fulfill the mission of the agency and goals and objectives of the event or activity.
  - 2. Bicycle officers may be required to split their duty shifts between cruisers, bicycles, or foot patrol based on agency needs, maintenance requirements, or weather conditions.
- B. Bicycle officers must ride a minimum of 50 miles per month for a total of 600 miles per year. Mileage shortfalls due to illness, other assignments, patrol staffing shortages, or other reasons may be made up in following months with the advise and consent of the bicycle program coordinator.

#### 01.02.20 Removal From the Program

- A. Participation requirements are not applicable when weather conditions would unnecessarily compromise the safe operation of bicycles or the health of bicycle officers.
- B. Officers failing to maintain their mileage minimums as the result of willful non-participation must successfully demonstrate skill proficiency to certified instructors to regain their standing in the bike patrol program.
- C. Officers failing to maintain their skills as evaluated by certified instructors will be required to undergo remedial training and successfully demonstrate skills proficiency to regain their standing the bike patrol program.
- D. Officers unwilling to undergo remedial training and/or skills proficiency demonstration will be dropped from the program. They will be eligible to reapply to the program in 12 months, and if selected, be required to undergo remedial training and successfully demonstrate skills proficiency to regain their standing in the bike patrol program.
- E. Officers may be removed from the program at anytime based on their written request through their chain of command to the program coordinator and patrol's bureau commander.
- F. Officers who, within one year of their original training, voluntarily drop out of the program or are dropped from the program because of willful non-participation may be required to reimburse

the agency for specially purchased uniform articles that cannot be reissued.

- G. The bicycle program coordinator may request patrol's bureau commander to temporarily or permanently remove officers from the program:
  - 1. For willful non-participation;
  - 2. For failing to maintain "Meets Expectations" or better in all evaluation categories;
  - 3. Because of illness or injury which prevents safe bicycle operations;
  - 4. For chargeable bicycle accidents; or
  - 5. Other, objectively based reasons for the good of the program, the agency, or involved officers.

#### 01.02.30 Program Reductions

- A. Reduction of officers participating in the bicycle program based on equipment availability or for other similar, clear and compelling reasons will be made by the program coordinator with the advice and consent of patrol's bureau commander.
- B. The order of reductions will be based on a ranked order of evaluations, from lowest to highest, regardless of rank.
- C. Openings in the bicycle program that follow reductions will be made available first to those officers who were removed because of the reductions.
  - 1. Offers for reassignment will be made in reverse order of the reductions.
  - 2. Officers reassigned to the program will be required to successfully complete a skills proficiency reassessment with a program instructor.

### 01.04 REFRESHER TRAINING

- A. The bicycle program coordinator is responsible for ensuring all program officers undergo at least four hours per year of refresher training that is developed and conducted by bicycle training officers.
- B. Refresher training exercises will be selected to develop officers' coordination, balance, control, and reflexes.
  - 1. Close quarter maneuvers will be used to develop coordination and enhance balance.
  - 2. Rapid movement exercises will be used to develop smooth and rapid response to bicycle controls, to practice defensive techniques, and to combine rapid deceleration and turning.
  - 3. Maximum breaking exercises are used to condition officers for effective brake applications.
- C. All officers are encouraged to direct creative efforts toward improving the program. Suggestions for new exercises, methods, and programs should be forwarded to training officers or the bicycle program coordinator.

### 01.06 BICYCLE TRAINING OFFICERS

- A. Candidates for certification as bicycle training officers, hereinafter referred to as training officers, will be selected by patrol's bureau commander after consultation with the bicycle program coordinator.
- B. Criteria to be considered for selecting training officers include, but are not limited to:
  - 1. A minimum of two years experience as a bike patrol officer with this agency;
  - 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 Expectations" or better in all categories of at least the most recent evaluation;
  - 7. Demonstrated bicycle maintenance proficiency; and
  - 8. MPTC instructor certification;

- C. Training and refresher training will be conducted under the direction or immediate supervision of a training officer. Training officer duties and responsibilities include, but are not limited to:
  - 1. Adhering to training program requirements, goals, and objectives;
  - 2. Attempting to ensure the safety of personnel being trained;
  - 3. Providing objective based constructive criticism, evaluation, and counseling to trainees;
  - 4. Emphasizing the development and maintenance of riding skills and safety consciousness;
  - 5. Exposing trainees to riding conditions and locations commensurate with their progressing abilities;
  - 6. Instructing trainees in proper maintenance, cost control, and record keeping methods;
  - 7. Instructing trainees to ride only within their individual abilities, capacities, and experiences;
  - 8. Informing trainees' unit commanders of any exceptional problems or difficulties exhibited by the trainees;
  - 9. Completing objectively based evaluation reports at the end of all training phases; and
  - 10. Recommending to patrol's bureau commander and bicycle program coordinator the removal of trainees or officers who do not develop or maintain the proper skills or operational levels required by the program.

#### **01.08 EQUIPMENT**

- A. Agency employees will not operate, move, modify, maintain, or tamper with agency bicycles unless authorized by the chief, patrol's bureau commander, or bicycle program coordinator.
- B. All bicycle units will be standardly equipped.
  - 1. All changes, alterations, or modifications to standard equipment must be approved by the bicycle program coordinator and patrol's bureau commander.
  - 2. Any additional equipment, accessories, or ornamentation must be approved by the bicycle program coordinator and patrol's bureau commander.
- C. Certain agency issued, stock supplies are to be carried at all times. Officers discovering stock supply shortages are responsible for attempting to obtain and replace the items from on-hand supplies. Those supplies include, but are not limited to:
  - 1. Towing & Impound forms (2 minimum);
  - 2. Property Receipt Records (2 minimum);
  - 3. Accident Exchange of Information forms (2 minimum); and
  - 4. Latex gloves and CPR mask.
- D. Officers are responsible for ensuring certain individually issued items are carried on their person or on the bicycle during bicycle program activities. These items include, but are not limited to:
  - 1. MATS summons book;
  - 2. SERO book;
  - 4. Warning/FI book;
  - 3. Flashlight; and
  - 4. Expandable baton as necessitated by orders.
- E. Officers are permitted to wear the agency's authorized bicycle uniform consistent with **1.806.55 Bicycle Uniform** only:
  - 1. During the conduct of all bicycle program activities;
  - 2. When splitting their duties between bicycles and other assignments;
  - 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 the chief, patrol's bureau commander, or bicycle program coordinator.
- F. Officers will wear their issued helmets, with chin straps fastened, at all times while upon their bicycles.

#### **01.10 INSPECTIONS**

- A. Officers will inspect their bicycles before and after each use.
- B. Malfunctions or damages that affect the safe operation of the units will be reported immediately to on-duty patrol squad supervisory personnel, and reported in person or via e-mail to the bicycle program coordinator.

#### **01.12 MAINTENANCE**

- A. The bicycle program coordinator is responsible for facilitating all bicycle maintenance.
- B. Bicycle program maintenance duties and responsibilities include, but are not limited to:
  - 1. Processing requests for maintenance not performed by bicycle officers;
  - 2. Overseeing all maintenance;
  - 3. Ensuring maintenance, damage, and repair information is recorded and tracked; and
  - 4. Preparing routine or specially requested reports.
- C. All officers assigned to the bicycle program have maintenance duties and responsibilities that include, but are not limited to:
  - 1. Conducting minor maintenance and repairs within the scope of their training;
  - 2. Submitting repair and maintenance requests to the program coordinator;
  - 3. Ensuring their bicycles are clean and properly stocked as directed; and
  - 4. Providing proper care and use of their issued bicycle program equipment.
- D. Bicycles that are no longer serviceable may be retained for parts or disposed of by the agency as surplus property.

#### **01.14 PROGRAM OPERATIONS**

- A. In addition to program operation directives contained in **2.406.30**, bicycle officers are responsible for:
  - 1. Participating in safety presentations, crime prevention presentations, and organized rides as assigned;
  - 2. Responding to calls as assigned;
  - 3. Operating their bicycles with due regard for the safety of all persons; and
  - 4. Performing other duties as assigned.
- B. All bike patrol related uses of force will be reported and investigated consistent with **2.900 Complaints and Discipline**.
- C. In order to properly document any attempts to flee and elude police officers consistent with TR 21-904, bicycle officers must:
  - 1. Be uniformed and prominently displaying their badges or other insignia of office;
  - 2. Ensure they verbally identify themselves; and
  - 3. Order or signal pedestrians or vehicle operators to stop or pull over.