

OPS.02 MOTORCYCLE PROGRAM

- A. The agency's motorcycle program will be managed and operated consistent with **2.440 Motorcycle Patrol**.
- B. Officers involved in the agency's motorcycle program are bound by this SOP in addition to all other applicable directives contained in the agency's Manual.

02.02 SELECTION

- A. In order to minimally qualify to participate in the agency's motorcycle program, officers must:
 - 1. Be currently licensed as a valid Maryland Class M license (or out of state license with motorcycle endorsement) holder with at least one year motorcycle riding experience;
 - 2. Have evaluation rating of Meets Expectations or better; and
 - 3. Must hold the rank of UPO II or above.
- B. Opportunities to participate in the motorcycle program will be announced to all sworn personnel via e-mail and filled through the conduct of selection process consistent with **1.436.15 Specialized Assignments**.

02.04 TRAINING & CERTIFICATION

- A. The Motorcycle Enforcement Training Program is managed by the agency's motorcycle program coordinator.
- B. All training will be conducted by certified Motorcycle Enforcement Training Program instructors.
- C. Officers are not permitted to conduct any program activities, training, or enforcement activities until they have successfully completed respective Motorcycle Enforcement Training Program components.
- D. The Motorcycle Enforcement Training Program is an 80 hour course consisting of riding exercises and the development of motorcycle mechanical knowledge. The exercises begin with relatively simple maneuvers and increase in complexity as the course progresses. Safety and defensive riding tactics are stressed throughout the training.
 - 1. The 40 hour, basic riding skills component of the training program familiarizes participants with the handling characteristics of police motorcycles and assists in developing coordination, balance, control, and the confidence necessary for proficient operation. Lectures and demonstrations are followed by individual and group practice. Training exercises include close quarter turning maneuvers, negotiating various cone patterns, and balance techniques.
 - 2. The 40 hour, highway and enforcement riding skills component of the training program provides traffic experience and riding techniques necessary to safely operate motorcycles as enforcement vehicles. Emphasis is placed on the development and utilization of sound riding judgment. Lectures and discussions are aided by the viewing of motorcycle training films. Riding practice is conducted in selected areas to expose participants to a variety of traffic conditions found in business, residential, rural areas, and on interstates. Night riding and simulated enforcement problems are included.
- D. Officers who receive their initial training on motorcycles that are not equivalent to agency owned motorcycles will be required to successfully complete an additional 40 hours of field training on agency motorcycles conducted by agency motorcycle training instructors.

02.04.10 Officer Designations

- A. The conduct of motorcycle program activities is considered an ancillary assignment for officers accepted into the motorcycle program.

- 1. Motorcycle officers may be assigned by their unit or event commanders to conduct patrol squad or special event activities by motorcycle, cruiser, or foot patrol as necessary to fulfill the mission of the agency and goals and objectives of the event or activity.
 - 2. Motorcycle officers may be required to split their duty shifts between cruisers, motorcycles, or foot patrol based on agency needs, maintenance requirements, or weather conditions.
- B. Category I officers are those officers who:
 - 1. Have successfully completed all phases of the Motorcycle Enforcement Training Program and any required field training program;
 - 2. Are permitted to perform motorcycle enforcement duties; and
 - 3. Participate in at least 20 hours of motorcycle patrol activities a month.
 - C. Category II officers are those officers who:
 - 1. Have successfully completed only the basic riding skills course, or training course; or
 - 2. Were Category I officers, but failed to maintain their ratings.
 - D. Category II officers are not permitted to conduct any motorcycle program activities. All riding must be accompanied by a motorcycle training instructor.
 - E. Category I operators may be assigned to specific motorcycle units as their primary operators.
 - 1. Motorcycles assigned to primary operators may be operated by alternate operators when the primary operators are unavailable due to leave, training, etc.
 - 2. Operation of motorcycles by alternate riders must be approved by the PSBC or motorcycle program coordinator.

02.04.20 Removal From the Program

- A. Participation requirements are not applicable when:
 - 1. Weather conditions would unnecessarily compromise the safe operation of motorcycles or the health of motorcycle officers; or
 - 2. When staffing levels or requirements preclude their participation.
- B. Officers failing to maintain their Category I ratings as the result of willful non-participation must successfully demonstrate skill proficiency during a 10 hour refresher course with a certified motorcycle training officer in order to regain their Category I ratings.
- C. Officers failing to successfully complete the refresher course because of skills deficiencies will be classified as Category II operators and required to successfully complete a 40 hour field training program in order to regain their Category I ratings.
- D. Officers unwilling to undergo refresher training will be dropped from the program. They will be eligible to reapply to the program in 12 months, and if selected, must successfully complete a 40 hour field training program in order to regain their Category I ratings.
- E. Officers who willfully fail to maintain their ratings as the result of non-participation two times within a 12 month period will be dropped from the program. They will be eligible to reapply to the program in 12 months, and if selected, will be required to successfully complete a 40 hour field training program in order to regain their Category I ratings.
- F. Officers may be removed from the program at anytime based on their written request through their chain of command to the program coordinator and PSBC.
- G. 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.

- H. The motorcycle program coordinator may request the PSBC to temporarily or permanently remove officers from the program:
1. For non-participation as described herein;
 2. For failing to maintain a Meets Expectations or better in all evaluation categories;
 3. Because of illness or injury which prevents safe motorcycle operations;
 4. For preventable / chargeable motor vehicle accidents; or
 5. Other, objectively based reasons for the good of the program, the agency, or the involved officers.

02.04.30 Program Reductions

- A. Reduction of officers participating in the motorcycle 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 the PSBC.
- 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 motorcycle 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. Reassigned officers will be required to successfully complete a 40 hour field training program in order to regain their Category I ratings.

02.10 REFRESHER TRAINING

- A. The motorcycle program coordinator is responsible for ensuring all Category I operators undergo at least 10 hours per quarter of refresher training. Refresher training will be developed and conducted by motorcycle training officers.
- B. Refresher training exercises will be selected to develop operators' coordination, balance, control, and reflexes.
1. Exercises or control techniques that may result in unwarranted mechanical damage to motorcycles will not be used.
 2. Close quarter maneuvers will be used to develop throttle clutch coordination and enhance balance.
 3. Rapid movement exercises will be used to develop smooth and rapid response to the motorcycle controls, to practice defensive techniques, and to combine rapid deceleration and turning.
 4. Emergency stopping exercises are used to condition operators to sensations experienced when motorcycles skid and the relationship of stopping distances with effective brake applications.
 5. Refresher training programs should also include enforcement riding techniques, defensive riding tactics, preventive maintenance, and reviews of Motor Transport Bulletins pertaining to motorcycles.
- C. All operators 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 motorcycle program coordinator.

02.15 MOTORCYCLE TRAINING OFFICERS

- A. Candidates for certification as motorcycle training officers, hereinafter referred to as training officers, will be selected by the PSBC after consultation with the motorcycle program coordinator. Certification will be in accordance with requirements as promulgated by the Maryland Police Training Commission.

- B. Criteria to be considered for selecting training officers include, but are not limited to:

1. A minimum of 12 months experience as a Category I operator with this agency;
 2. Successful completion and active certification through the motorcycle safety foundation instructor's course;
 3. Demonstrated riding proficiency;
 4. A good motorcycle safety record;
 5. A mature attitude and use of good judgment;
 6. Demonstrated potential and desire to serve as an instructor;
 7. Evaluation rating of a Meets Expectations or better in all categories; and
 8. Demonstrated motorcycle maintenance proficiency.
- D. 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 the PSBC and motorcycle program coordinator the removal of trainees or operators who do not develop or maintain the proper skills or operational levels required by the program.

02.20 EQUIPMENT

- A. Agency employees will not modify, maintain, or temper with agency motorcycles unless authorized by the [agency fleet manager](#). [Agency employees will not operate or move agency motorcycles without the approval of the PSBC or motorcycle program coordinator](#).
- B. Repairs and maintenance will be provided only by agency authorized and contracted motorcycle repair vendors.
- C. The motorcycle program coordinator will ensure all motorcycle units are standardly equipped, conspicuously marked, and registered as emergency vehicles.
1. All changes, alterations, or modifications to standard equipment must be approved by the [agency fleet manager](#).
 2. Any additional equipment, accessories, or ornamentation must be approved by the [agency fleet manager](#).
- D. Certain agency issued, stock supplies are to be carried at all times in motorcycle saddlebags. 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 (5 minimum);
 2. Property Receipt Records (5 minimum);
 3. Abandoned Vehicle Notices (5 minimum);
 4. ACRS reports;
 5. Accident Exchange of Information forms (5 minimum);
 6. Road flares (5 minimum); and
 7. First Aid kit.

- E. Officers are responsible for ensuring certain individually issued items are carried on their person or in motorcycle saddlebags during motorcycle program activities. Those items include, but are not limited to:
 - 1. MATS summons book;
 - 2. SERO/Warning book;
 - 3. PVN book;
 - 4. Flashlight; and
 - 5. Expandable baton as necessitated by orders.
- F. Officers are permitted to wear the agency's authorized motorcycle uniform consistent with **1.806.50 Motorcycle Uniform** only:
 - 1. During the conduct of all motorcycle program activities;
 - 2. When splitting their duties between motorcycles and cruisers;
 - 3. During special events and traffic control where motorcycle use is an integral component of their assignments; or
 - 4. During other activities or assignments as individually and specifically authorized by the chief, PSBC, or motorcycle program coordinator.
- G. Officers will wear their issued helmets with chin straps fastened, eye protection, leather gloves, and boots at all times when riding their motorcycles.
- H. Headlights will always be on when motorcycles are being operated.

02.40 INSPECTIONS

- A. Officers will inspect their motorcycles before and after each use utilizing the agency's motorcycle inspection report to record and report their findings.
- B. Malfunctions or damages that affect the safe operation of the units will be documented by motorcycle officers on motorcycle inspection reports, reported immediately to on-duty patrol squad supervisory personnel, and reported in person or via e-mail to the motorcycle program coordinator and supervisory ranked motorcycle officers.
- C. The motorcycle program coordinator will ensure that a monthly inspection of all motorcycles is conducted by a supervisory ranked motorcycle officer and documented on motorcycle inspection reports.
- D. Completed motorcycle inspection reports will be submitted by motorcycle officers to the motorcycle program coordinator for follow-up and retention.