

	POLICY & PROCEDURE	SERIES # <b>1508</b>	PAGE 1 OF 4
	SUBJECT  <b>BICYCLE PATROL</b>		EFFECTIVE DATE <b>10/21/2020</b>
			OVERSIGHT <b>Operations</b>
	DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P # 1508 dated 09/12/08.	

I. PURPOSE:

The purpose of this policy is to establish guidelines for the operation and maintenance of the police patrol bicycles.

II. POLICY:

The use of bicycles by the Hampton Police Division is recognized as a valuable addition to the various patrol methods currently utilized. The police bicycles are utilized to provide an improved level of service to the community. This is accomplished through proactive utilization in crime detection, enforcement and crime prevention methods supporting the Division's community policing goals. Unit Commanders are responsible for the daily operation and effectiveness of the bicycle patrol.

III. PROCEDURE:

- A. Authorization for the operation of the police bicycles is granted by the Chief of Police or his designee.
- B. Officers operating the police bicycle have attended and successfully completed an accredited police bicycle training school approved by the Chief of Police.
- C. Bicycle patrols are utilized year-round except when conditions are determined to be hazardous due to ice, sleet, snow, rain, fog, or a supervisor's determination that conditions are unsafe for riding. Police bicycles are operated with due regard for the safety of the officer and the public.
- D. Operation:
  - 1. Officers assigned to bicycle patrol have a working knowledge of all applicable state laws, City Ordinances, and Divisional Policy and Procedures. When operating Division bicycles on public streets, officers will comply with all laws applicable to bicycle operation unless deviation is necessary to meet a law enforcement objective.
  - 2. Bicycle Officers utilized for any selected enforcement assignments are normally utilized in pairs (2) or more for officer safety. This provides for one (1) contact officer and one (1) cover officer (ex: F.I.'s, and arrests/summonses).

APPROVED:  
CHIEF OF POLICE



3. Normal patrol assignments are assigned by the Unit Commander to accomplish the unit's goals as needed.

E. Uniforms:

1. Specific equipment and uniforms are necessary to provide for the comfort and safety of bicycle officers. The Unit Commanders are responsible for selecting the uniform of the day taking into consideration the weather conditions and the assignment. Division issued/approved helmets will be worn while operating Division bicycles.

NOTE: Bicycle Officers do not wear any of the issued bicycle uniform or parts of that uniform with the regular Divisional uniform (ex: bicycle jacket/nylon web gear duty belt with regular uniform).

- a. Summer Uniform – The summer uniform consists of the Polo short sleeve shirt, black crew neck shirt and approved navy blue bicycle shorts/pants. Officers are required to wear black laced type shoes suitable for athletic use. Black ankle type socks are worn with the bicycle shorts. Division issued hats or caps may be worn when appropriate. Only Division issued headgear may be worn.
  - b. Winter Uniform – The winter uniform consists of the Polo short sleeve shirt with a black crew neck T-shirt. The approved bicycle long pants are worn with black laced type shoes suitable for athletic use. The approved bicycle winter jacket is worn with HPD patches and cloth badge with POLICE on the back. The jacket is also worn as a vest (removable sleeves). Division issued hats or caps may be worn when appropriate.
2. Officers will only wear their bike uniforms when available for bike patrol as designated by their Unit Commander or his/her designee. If the officer does not have their bike, they will wear the Class "B" uniform of the day.

F. Issued Police Bicycle:

1. Selected personnel operate a Division approved 21-speed Mountain Bicycle (ATB).
2. No accessories other than those listed are installed on the bike.

G. Maintenance/Care of Equipment:

1. Officers assigned are responsible for the maintenance and care of the bicycle. This is accomplished by daily pre-tour and post-tour inspections of their bicycles. All deficiencies are reported and repairs made as soon as possible. No officer operates any police bicycle that is mechanically unsafe.

2. The pre-tour inspection for safe operation of the bicycle includes the following:
  - a. brakes/cable
  - b. tires/proper inflation/wear
  - c. wheels/spokes
  - d. gears/sprockets/chain tension
  - e. lighting system
  - f. seat/post adjustment
  - g. handlebars/head stem
  - h. general cleanliness
3. The police bicycle is secured to the bicycle carrier with the issued cable lock when not being operated. The cable lock is utilized by the assigned officer any time the bicycle is left unattended during the daily operation. In cases of emergencies where time does not permit, the bicycle is secured as soon as practical.
4. Damage to bicycles occurring during the shift is reported to a supervisor as soon as possible.
5. When officers assigned to bicycle patrol are reassigned to a non-bicycle patrol unit, all issued bicycle gear will be returned to the Special Projects Commander or his/her designee immediately.

H. Qualifications:

1. Applicants seeking assignment to operate the Hampton Police Division ATB's are required to meet the following criteria:
  - a. Endorsement of application by individual's Unit Commander
  - b. Must have completed and been released from the Patrol Training Officer (PTO) Program
  - c. Minimum of an overall "3" on the performance evaluation
  - d. Successful completion of the Division's physical assessment with an overall rating of "3" or better (applies to applicants and officers currently assigned).
  - e. No suspensions during the period of 12 months prior to the date of application
  - f. Must not use tobacco products
  - g. Preventable motor vehicle accidents may be grounds for ineligibility

- h. Must be flexible in shift assignment (Special patrol assignments on different shifts)
- i. Achieve a minimum score of “80” with the Division issued weapon on a Division sanctioned course of fire

2. Selection:

Assignments to the bicycle patrol are made as bicycles are available. Only one officer is assigned to each bicycle. Requests for assignment to the ATB are kept on file for twelve (12) months. Vacancies are announced on an as needed basis.

- a. Officers selected are highly motivated, self-supervising and productive personnel who are interested in making the bicycle patrol an effective crime fighting tool.
- b. Officers selected have demonstrated good human relations skills as they will be in constant contact with the public.

3. Training:

Prior to assuming ATB patrol duties, each officer assigned to an ATB has successfully completed the Division’s 40-hour On/Off Road Bicycle Training Course (DCJS Certified 36 hours).

4. Retention:

The remain a member of the Bicycle Patrol Unit, members must maintain the following standards:

- a. No less than a “3” on the officer’s annual performance evaluation
- b. No suspensions
- c. An overall rating of “3” or greater on Division Physical Assessment
- d. Firearms qualifications of at least an “80” based on a Division sanctioned course of fire
- e. No use of tobacco
- f. Preventable, state reportable motor vehicle accidents or an excessive work injury record may be grounds for removal from the unit.



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