



City of Manassas Police Department General Duty Manual



Effective Date: 11-27-2013	GENERAL ORDER	Number: 06-28
Subject: Bicycle Patrol Operations		
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Accreditation Standards: 22.2.5 /22.3.3/ 41.1.3/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

PURPOSE:

To provide written procedures and guidelines for officers assigned to the use of police bicycles for specialized patrol.

POLICY:

The use of bicycles equipped for police patrol provides a unique and additional patrol technique to augment traditional patrol techniques. The use of the police bicycle aids in patrolling areas difficult to reach by vehicle, enhances positive citizen contacts, and allows patrol during special events that may involve heavy crowds, traffic and limited access. The Bicycle Unit's mission is to improve police effectiveness in selected areas while enhancing crime prevention, strengthening community relations directly corresponding to the Department's Community Policing philosophy.

DISCUSSION:

N/A.

PROCEDURE:

I. Bicycle Unit Organization and Staffing

- A. The Commander of Patrol Services (hereafter referred to as the "Commander") commands the Bicycle Unit (hereafter referred to as the "Unit"). The Commander is responsible for, but not limited to the following duties:
1. Overall command of Unit operations.
 2. Oversight of equipment acquisition.
 3. Approval of Unit members and the Unit Leader.
 4. Oversight of Unit training.
 5. The Unit's yearly budget.
- B. The Unit Leader is a sworn supervisor appointed by the Commander. The Unit Leader is responsible for, but not limited to the following duties:
1. Is the second in command of the Unit.
 2. Manages daily operations and written documentation for the Unit.
 3. Determines annually whether Unit members have maintained active status.
 4. Assists the Commander in the approval of Unit members.
 5. Is the first line supervisor to other members of the Unit, regardless of rank.
 6. Determines Unit assignments.
 7. Coordinates and documents Unit training.
- C. Unit members consist of 20 bike certified officers (regardless of rank) approved by the Commander and Unit Leader, and is distributed as follows:
1. Unit Leader – Appointed Supervisor
 2. 19 Bike Certified Officers

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II. Appointment to the Unit

- A. Appointment to the Unit in any capacity is a part-time voluntary assignment, and does not constitute a specialized assignment. See General Order 3-17.
- B. Application procedure.
 1. The applicant is a sworn member who has a minimum of 2 years of service with the Department, and is not on probationary status.
 2. Volunteer for appointment to the Unit through a memorandum to the Commander, which shall include the endorsements of the member's chain of command and the Bike Unit Leader.
- C. Selection and Retention Process.
 1. The Commander and Unit Leader selects and approves appointments to the Unit.
 2. Selection will be based on the over-all needs of the Unit, recommendations and endorsements of the applicant's chain of command and/or other factors as determined by the Commander.
 3. Completion of a 40 hour basic bicycle operation course approved by the Department and the Division of Criminal Justice Services
 4. The appointee serves a one-year probationary period.
 5. The appointee must conduct a minimum of 60 riding hours annually and continue to meet any other training/riding requirements as determined by the Commander and Unit Leader.
 6. The appointee must participate in the LAWFIT Program and successfully complete the annual LAWFIT physical assessment.
 7. The member must maintain an active status per Unit requirements.

III. Unit Equipment

- A. The Unit Leader recommends Unit equipment to the Commander, taking into consideration usage, Unit member suggestions and other information.
- B. Individual issued Unit equipment may include uniforms, personal protective clothing and other such equipment.
- C. Unit bicycles are normally transported to the operation area by vehicle, using dedicated hardware to transport the bicycles safely. Alternately, bicycles may be ridden to the operation area or transported by other means.
- D. Officers appointed to the Unit wear a modified patrol uniform consisting of:
 1. Issued SNELL / ANSI approved bicycle protective helmet.
 2. Issued or personal protective eyewear or impact resistant prescription eye glasses.
 3. Issued team uniform shirt.
 4. Issued team bicycle shorts or pants.
 5. Issued team jacket.
 6. Solid black sneakers / training shoes.
 7. Solid black socks.
 8. Riding Gloves (Optional)
 9. Special cold weather gear may be issued and worn during inclement weather.
 10. Issued duty belt and equipment. See General Order 2-3.
- E. The above described uniform is worn only while conducting Unit activities.

IV. Operations

- A. Unit operations are conducted utilizing Department bicycles that are marked with "Police" decals and equipped for police patrol use.
- B. During all riding, the issued protective helmet and eyewear shall be worn.
- C. During hours of darkness or during poor visibility conditions the issued bicycle headlight and rear light is to be installed and used while riding on the street, except involved in enforcement actions where the use of lights would adversely affect the action or officer safety.
- D. In the event that bicycles are left unattended in a public place, they are to be secured using an appropriate bicycle lock or standard handcuffs.

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- E. Pre- and post-operation inspections are to be conducted by each rider. Inspections include looking for damage, wear or any needed repairs. Any deficiency or needed repair is to be logged on the Bicycle Patrol Daily Activity Report (DAR) and reported to the Unit Leader, who is responsible for coordinating repairs / replacements.
- F. In addition to the reporting in Section E, above, any accident, damage or injury that occurs while conducting Unit operations is reported pursuant to the provisions of General Order 3-16.
- G. While conducting Unit operations, officers are to adhere to all traffic regulations remaining cognizant they are not easily visible to the motoring public, and govern themselves accordingly.
- H. Bicycle Patrol DAR's are to be completed as soon as practical upon the conclusion of any tour of duty or operation where bicycles are used.

Attachments: "A" Bicycle Patrol Daily Activity Report

Index as: Bike Patrol.
Bike Patrol Officer.
Bike Patrol Member.
Bike Patrol Uniform / Equipment.

References: N/A.