

THURMONT POLICE DEPARTMENT

GENERAL ORDER	<i>Date Issued:</i> 9/28/06	<i>Effective Date:</i> 9/28/06	<i>Order No:</i> CHAPTER 2.12
<i>Authority: Chief of Police</i> Gregory L. Eyer		<i>Manual Page No:</i>	
<i>Subject: BICYCLE PATROL PROGRAM</i>		<i>Replaces Page No:</i>	
<i>CALEA Standard:</i> 41.1.4	<i>Distribution: ALL</i>	<i>Amends:</i>	<i>Number of Pages:</i> 5
<i>Related Documents:</i>		<i>Rescinds:</i>	

I. PURPOSE:

The purpose of this order is to establish guidelines for training, maintenance, and use of bicycles in the Thurmont Police Departments Bicycle Patrol Program. The Bicycle Patrol Program will allow Officers to see, smell, and hear things that they normally wouldn't if they were in a patrol car. The Bicycle Patrol Program will also allow Officers to come in much closer contact with the public in less authoritarian way than an Officer in a patrol car.

II. POLICY:

It is the policy of the Thurmont Police Department to provide alternative methods for patrolling the Town that will enhance the police mission.

III. DEFINITIONS:

B.P.O.: Bicycle Patrol Officer(s)

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IV. PROCEDURE:

A. BICYCLE PATROL PROGRAM

1. The bicycle team is supervised by a Patrol Sergeant who is responsible for the procurement and maintenance of all equipment.
2. The on-duty sergeant is responsible for the assignment of the bicycle patrol program for their respective shift.

3. An authorized BPO may request to patrol on a bicycle when manpower allows. There must be a minimum of two personnel assigned to street duties for the BPO to make this request.
4. No BPO will take out a bicycle without first obtaining permission from a sergeant.
5. On shifts with more than one authorized BPO, assignment will be made on a rotational basis. Officers assigned will be by dates ridden.
6. The BPO shall end their tour in the event of inclement weather, which would be unsafe for bicycle use (lightening, heavy rain, heavy wind, etc.).

B. PROGRAM - GOALS/OBJECTIVES:

1. To improve community relations between residents, business owners, and the Thurmont Police Department by seeking out opportunities to exchange information, concerns, and ideas.
2. To provide patrol of areas that are inaccessible to patrol cars.(IE: parks, schools, etc...)
3. To promote bicycle education, safety, and awareness to the public.
4. To prevent crime before it occurs, through aggressive pro-active patrol techniques.
5. To provide an enhanced police presence at special events such as block parties, parades, and other community events as needed.
6. To provide a silent patrol in areas where the probability of criminal activity is high as determined by crime patterns.

C. BUDGET:

1. Annually, the Sergeant in charge of the program will develop and submit to his supervisor a budget for the upcoming fiscal year. The budget will include, but not be limited to:
 - a. Training
 - b. New Equipment
 - c. Equipment Maintenance
 - d. Uniforms

D. Uniforms and Equipment

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1. Bicycle Patrol Officers shall conform to the following uniform and equipment regulations:
 - a. All BPO's shall use department owned bicycles and equipment during the performance of official duties.
 - b. Proper equipment shall be worn at all times on the bicycle.
 - c. BPO's shall conduct an inspection and preventive maintenance of their bicycles and equipment prior to the start of their shift, noting any pertinent information on the Bicycle Check Sheet. (Appendix A)
 - d. Each BPO shall complete a Bicycle Check Sheet for their tour of duty noting miles, bicycle condition, repairs, maintenance, and patrol activities. (Appendix A)
 - e. It is the responsibility of the BPO to notify their supervisor of any department equipment in need of repair or replacement.
 - f. Uniform required items (see Appendix B).
 - g. Bicycle accessories and equipment (see Appendix C).

E. TRAINING:

1. At a minimum each BPO shall satisfactorily complete a Bicycle Patrol Training Course or other approved police bicycle training program.
2. All BPO's shall attend the BPO course offered by the FCSO as space becomes available and schedules permit.
3. Recurrent training will include, but is not limited to:
 - a. Bicycle maintenance
 - b. Bicycle handling skills
 - c. Suspect apprehension
4. Written training records will be maintained by the department's training unit.

F. SELECTION OF PERSONNEL:

1. Officers must be in and maintain good physical condition.

2. Officers will have no medical conditions which would restrict duty.

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3. If, at anytime, a BPO is injured, ill or develops any other condition, which would precipitate a physical hazard when performing bicycle patrol duties, the member can be removed from the bicycle patrol program until they are cleared to resume duty.

G. The bicycle operation is subject to the following restrictions:

1. The bicycle is not an emergency vehicle.
2. Officers shall obey the rules of the road.
3. Officers shall not discharge their firearms while operating the bicycle except in life threatening situations.
4. Officers will not engage in traffic enforcement activity that jeopardizes officer safety; e.g. vehicle pursuits.
5. The bicycle officer will ensure that a patrol vehicle is always readily available in case he/she has to redeploy to another area; needs the vehicle for prisoner transportation or other activity; or is called to normal vehicle patrol duties.
6. In the event of an emergency which requires immediate response of a patrol vehicle, the officer shall secure the bicycle and respond as soon as possible.
7. The transportation of passengers is prohibited.
8. The issue cable and lock shall be used whenever the bicycle is unattached and out of view of the officer.
9. A distinctive radio identifier will be used when engaged in the bicycle patrol (e.g. "Bicycle 2300"). The officer will also notify communications when utilizing the bicycle via telephone and advise which unit will be in a vehicle.

ATTACHMENTS : Appendix A – Bicycle Check Sheet
Appendix B – Uniform Items
Appendix C – Bicycle Accessories and Equipment

DOCUMENT DATES :

Amended Date:

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written by: Sergeant Shawn R. Tyler

Order Edited and Approved by: Chief Gregory L. Eyer

CALEA Standards Included in this Order
CHAPTER 41.1.4

BICYCLE CHECK SHEET

NAME		I.D.#		DATE	
BIKE #		BELT #		SHIFT	

DUTY BELT	BICYCLE	REAR TRUNK
DUTY HOLSTER	WHEELS	WARNING TICKETS
MAGAZINE HOLDER	FRAME	REPORT FOLDER
O.C. HOLDER	BRAKES	FIELD CONTACT CARDS
HANDCUFF CASE	GEAR SHIFTER	CRIME HAZARD ALERT CARDS
HANDCUFFS	DERAILLER	BIKE SAFETY PAMPHLETS
GLOVE CASE	CHAIN	BIKE REGISTRATION FORMS
LATEX GLOVES	HEADLIGHT	BIKE REGISTRATION STICKERS
KEY HOLDER	TAILLIGHT	MD BICYCLE RULES BOOK
KEYS (HANDCUFF, U-LOCK, PARKS)	COMPUTER	C.P.R. MASK
RADIO HOLDER	U-LOCK	FIRST AID KIT
ASP & HOLDER	H ² O BOTTLE CAGE	
FLASHLIGHT HOLDER	REAR RACK	
FOUR KEEPERS	REAR TRUNK	

NUMBER OF CITIZEN CONTACTS		NUMBER OF BUSINESS CONTACTS	
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BICYCLE COMPUTER DATA

STARTING MILEAGE		ENDING MILEAGE	
TOTAL ELAPSED TIME		ACTUAL RIDING TIME	AVERAGE SPEED

DAMAGE FOUND: _____

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REPAIRS
NEEDED: _____

Appendix A

BICYCLE PATROL AUTHORIZED UNIFORM

(All items are department issued unless otherwise indicated)

1. Issued Bicycle Patrol Shirt with embroidered logo on front left chest and “POLICE” on the back.
2. Black BDU shorts or pants.
3. Officer purchased low cut or crew-length black socks are required.
4. Officer purchased black athletic type shoes made of leather or cloth.
5. Nylon gun belt and duty weapon
6. Body Armor as described in the general order addressing such.
7. Department approved bicycle helmet.

Optional Items

1. Black nylon jacket with same logo and “POLICE” on back (Weather dependent).
2. Officer purchased riding gloves.
3. Officer purchased sun glasses for eye protection.
4. Officer purchased black cycle shorts to be worn under an officer’s BDU shorts or pants.

BICYCLE PATROL EQUIPMENT LIST

A. Bicycle Accessories:

Helmet
Saddle Bag
Speedometer
Water Bottle
Light Battery Pack
Lights front/rear
Locks
Toe Clips
Citation, Warning/SERO Book
Civil Citations
Clipboard with forms

B. Nylon Duty Gear:

Duty Belt
Holster
Radio Holder
Baton Holder
Magazine Holder
Flashlight Holder
Latex Glove Pouch
OC Spray Case
Handcuff Case
Key Keeper
Flashlight