

NEW CANAAN POLICE DEPARTMENT

SUBJECT: BICYCLE PATROL UNIT

**Divisional Order Number: 00-01-02
File: OPS 19**

I PURPOSE/POLICY

The purpose of this Divisional Order is to provide officers with a policy governing the use and function of bicycles in police operations by the New Canaan Police Department.

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this Divisional Order. It is the additional responsibility of the Supervisory Staff and Command Staff to ensure its compliance.

III PROCEDURES

Program Objectives

This department has adopted the use of bicycles as a tool to combine the benefits of foot and motor patrol. This will allow greater accessibility to officers by the citizens of New Canaan, while still maintaining a high degree of mobility. The bicycle patrol is aimed at fostering a greater degree of interaction between police and the community.

IV. ASSIGNMENT

A. Minimum Qualifications

1. Patrol officers will volunteer in order to be considered for assignment to the Bicycle Patrol Unit.
2. Officers must be a non-probationary sworn member of the New Canaan Police Department.
3. Must be willing to undergo a physical examination.
4. Must have the ability to work flexible hours.
5. Must not have any pre-existing degenerative back problems.
6. Must be capable of passing the Cooper Standards physical agility standards test (70 Percentile). Bicycle patrol officers are encouraged to participate in the New Canaan Police Department's voluntary physical agility test. Bicycle patrol officers will be required to participate in the department's agility test on one occasion during each calendar year.
7. Must be willing to attend a training session in order to be certified as a bicycle patrol officer by an instructor from the International Police Mountain Bike Association (I.P.M.B.A.)
8. Must possess a strong belief in community policing and be committed to improving the relationship between the community and the Police Department.

9. The final selection of officers chosen to staff the Bicycle Patrol Unit will be at the discretion of the Chief of Police.

B. Training

1. Prior to operating a police bicycle, designated officers must receive training in police bicycle safety from a certified I.P.M.B.A. instructor. Only those officers certified in an I.P.M.B.A. course will be allowed to operate a police bicycle.
2. Any additional training required by the International Police Mountain Bike Association or the Chief of Police.

C. Uniforms and Equipment

1. Bicycle

- a. The bicycle used for Bicycle Patrol will be 21 speeds, at a minimum, and will be a mountain bicycle suitable for police patrol duties. The bicycle should be white and have "POLICE" in black block type letters, which will be clearly visible from either side of the bicycle. The make, model, and color of the bicycle will be dependent upon manufacturer's availability. Additionally, the bicycle shall conform to the regulations adopted under Connecticut General Statute 14-288. Additional equipment that will be included on the bicycle will be as follows:

2. Equipment

- a. A black storage bag conspicuously marked "POLICE", which will be attached to a rear mounted bicycle rack.
- b. A red light on the rear of the bicycle which is capable of either emitting a flashing red light or a steady beam of red light.
- c. A battery powered front lighting system and siren unit capable of emitting either a white beam of light and an additional red beam.
- d. A bicycle pump.
- e. A medical kit, which contains, at minimum, latex gloves, a barrier to be used in CPR and a small assortment of gauze bandages.
- f. A tube patch kit.
- g. A replacement tube.
- h. A tire lever kit.
- i. A hex/screwdriver kit.
- j. A bicycle computer to compute distances traveled and patrol speeds.

3. Additional Equipment

- a. When operating a police bicycle, officers shall have on their person or in their bicycle bag the following equipment:

- 1) Infractions, misdemeanor summonses, written warnings, emission written warnings, and parking tickets.
 - 2) Routine report forms.
- b. The Chief of Police or his designee shall approve any additional equipment and/or alterations made to the bicycles.

4. **Uniforms**

- a. Uniforms may be changed, updated or modified upon approval of the Chief of Police.
- 1) A bicycle helmet approved by SNELL or ANSI with "POLICE" clearly marked on both sides in block letters or its equivalent depending upon manufacturer availability.
 - 2) Eye protection shall be worn at all times while operating the police bicycle. Clear eye protection shall be worn while riding during the evening hours and tinted eye protection may be worn while operating the police bicycle during the day. Each officer will receive one pair of frames with one clear lens and one tinted lens as part of his/her initial equipment issue.
 - 3) The summer duty shirt will be a short sleeve knit shirt, light ash-gray in color, with "POLICE" being clearly visible from the rear.
 - 4) The winter duty shirt will be a long sleeve knit shirt, navy blue in color, with "POLICE" being clearly visible from the rear.
 - 5) All duty shirts will have the officers' last name and first initial embroidered on the right breast area and the officers' badge shall be embroidered on the left breast area. All officers will receive two summer shirts and two winter shirts as part of his/her initial equipment issue.
 - 6) The duty jacket will be the Olympic Uniform Company (or its equivalent) cycling jacket with zip-off bolero or its equivalent. The jacket will be yellow and navy blue in color. Each officer shall display his/her normal duty badge and nametag while wearing the cycling jacket. Each officer will receive one jacket as part of his/her initial equipment issue.
 - 7) The duty pant shall be the Olympic Uniform Company (or its equivalent) cycling pants in navy blue. Each officer will receive one pair of cycling pants as part of his/her initial equipment issue.
 - 8) The duty shorts shall be the Olympic Uniform Company (or its equivalent) "Hollywood" shorts in navy blue. Each officer will receive two pair of these shorts as part of his/her initial equipment issue.
 - 9) Bicycle gloves in both summer and winter weight. Each officer shall be issued one pair of each as part of his/her initial equipment issue.
 - 10) Each officer will receive one pair of shoes/boots that are suitable for duty as a bicycle patrol officer as part of his/her initial equipment issue.

- 11) Rainproof helmet cover from the Olympic Uniform Company (or its equivalent) in navy blue and yellow with "POLICE" in block letters clearly visible from both sides. Each officer will receive one cover as part of his/her initial equipment issue.
 - 12) Nylon duty gear equivalent to normal patrol duty gear (duty belt, inner belt, "stinger" holder, holster, magazine pouch, handcuff case, latex glove holder, Cap-stun holder, key holder, radio holder, and belt keepers).
 - 13) Compression shorts and cycling under shirts. Each officer will receive two sets as part of his/her initial equipment issue.
- b. Any bicycle officer wishing to purchase any additional items relating to bicycle patrol that are not part of the original issue equipment, may purchase the item(s) out of their annual clothing allowance.

V. OPERATIONAL GUIDELINES

- A. Officers shall inspect their bicycles prior to and following each shift. Any problems found during this inspection shall be brought to the supervisor overseeing the Bicycle Patrol Unit in the form of written documentation.
1. The bicycle shall not be used if the brakes, tires, chains are not functioning properly or if there is any question as to the safety of the bicycle.
 2. Bicycle Repairs:
 - a. Minor bicycle repairs that can be made by members of the Bicycle Patrol Unit should be made and the repair shall be brought to the attention of the Bicycle Patrol Unit supervisor in the form of written documentation.
 - b. Bicycles in need of major repairs or annual servicing shall be brought to a qualified repair shop and the supervisor of the bicycle patrol unit shall be made aware of the requested repair, prior to the repair being made, in the form of written documentation.
 3. Bicycles shall not be used in conditions of darkness or poor visibility unless both the front headlight and rear red light are operational.
 4. Officers shall recharge the headlight battery pack after each use.

VI. STORAGE

- A. Officers shall store the bicycles in the Bicycle Storage Room located near the rear door to headquarters or any other area designated by the Bicycle Patrol Unit Supervisor as a suitable storage area. The bicycles shall be stored in such a manner as to avoid excessive moisture, dirt or inadvertent damage.
- B. Bicycles may be removed from storage for patrol duties, special functions, departmental sanctioned events, and maintenance.

VII. RESPONSIBILITIES

- A. Officers shall, at all times, operate their bicycle with due regard for the safety of all persons and property.

- B. Bicycles shall not be operated in a reckless manner.
- C. Officers shall not carry passengers on the bicycle.
- D. Officers shall not operate the bicycle without a helmet and eye protection. While riding the bicycle, the helmet strap(s) shall be fastened under the chin at all times.
- E. Bicycle patrol officers may walk their bicycles on a foot patrol at their discretion, either because conditions preclude riding (e.g. crowds) or when passing through an indoor area.
- F. Bicycles should not be left unattended unless absolutely necessary. When the bicycle is left unattended it shall be locked with the approved cable and locking device in a secure manner.

VIII. DEPLOYMENT

- A. Police mountain bikes are intended to be a tool to enhance patrol divisions. Patrol supervisors may deploy bicycle patrol officers, as needed to improve the delivery of police services and increase the public's sense of security. Bicycle patrol officers may also use their bicycles when assigned to an extra duty job that would benefit from the services of a bicycle patrol unit.
 1. Bicycle officers will normally be deployed during the 7-3 and 3-11 shifts only.
 2. Bicycle officers will only be deployed when there is a minimum of six officers working a given shift.
 3. Bicycle officers will not ride more than three out of their normally scheduled five workdays unless they agree to ride more than three days and it is allowed by the Shift Commander.
 4. Bicycle officers will not be deployed when the weather is not conducive to riding (e.g. poor visibility due to fog, snow and/or icy conditions, rain or extremely cold temperatures). Assignments to ride under adverse weather conditions should be made under an agreement between the Shift Commander and the bicycle officer. The ultimate decision will rest with the rider if he/she feels that riding would pose a substantial safety concern.
 5. Staffing of the Bicycle Patrol Unit will not interfere with the current labor agreement language with respect to dispatcher and/or acting supervisory responsibilities.
 6. Officers shall not use a bicycle as a weapon, except in exigent situations in which the officer's options are limited, all are options are exhausted, and the use of force is justified.
 7. Officers shall not use the bicycle to pursue motor vehicles, except in the most exigent of circumstances where immediate danger to life is involved and no other options exist.
 8. Bicycle officers may be deployed on certain occasions in order to provide the department with an additional tool to increase police services to the community (i.e. Memorial Day, Family Fourth, and Halloween).
 9. The bicycle officer should not be used for selective enforcement operations (i.e. D.U.I. checkpoints, seatbelt compliance checkpoints).

IX. DUTIES

- A. The bicycle patrol officers' duties will include but not be limited to:
1. Responding to calls for service within his/her assigned sector and outside of his/her assigned sector upon direction of a supervisor.
 2. The investigation of all crimes and incidents assigned to him/her.
 3. Traffic control, parking enforcement and general police exposure in his/her assigned sector.
 4. Update the business files as needed.

X. DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

XI. EFFECTIVE DATE:

This divisional order approved and is effective October 25, 2000.

Per Order

Leon Krolkowski
Captain of Operations