



WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 2-20		Effective Date October 20, 2022	Review Date October 20, 2022	Reviewing Division Administration
Subject BICYCLE PATROL		<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Replaces:		This policy shall apply to personnel assigned to the following divisions: <input type="checkbox"/> All Personnel <input checked="" type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division
References VLEPSC: OPR.01.08 CALEA				
 <hr/> Chief of Police or Designee		March 23, 2023 <hr/> Date		

I. PURPOSE

The purpose of this policy is to provide guidelines for the use of bicycles for police patrol.

II. POLICY

The Winchester Police Department is committed to the dedicated efforts of community policing. Police bicycles are to be operated so as to continue these efforts by providing a proactive and highly visible approach to combat criminal activity. The use of bicycles by the Department is recognized as a valuable addition to the various transportation and patrol methods. It shall be the policy of the Department to implement the use of bicycles by officers whenever such methods will result in an improved level of service to the community.

III. PROCEDURES

A. Selection Requirements

The minimum eligibility requirements for bicycle patrol candidates are:

1. Must have a minimum of one (1) year law enforcement experience with the Winchester Police Department;
2. Must be a Division of Criminal Justice Services (DCJS) certified police officer;

3. Must be recommended by the officer's immediate supervisors;
4. Must be a Department member in good standing with no grievable disciplinary action within the previous year. Nongrievable disciplinary action within the previous year will be considered during the selection process, but will not eliminate officers from applying for this position;
5. Must have self-initiative and proactive work skills;
6. Must have excellent community policing skills;
7. Must be available to work special assignments;
8. Must have successfully completed the Department physical fitness assessment;
9. Must successfully complete entry level testing consisting of a timed distance bicycle ride at the direction of the Bicycle Unit Supervisor; and
10. Officers certified as a bicycle officer that are not a member of the bicycle unit must successfully complete the entry level testing and submit their certification before they can be considered for acceptance to the bicycle unit.

B. Bicycle Unit Personnel Retention

1. Bicycle officers are required to successfully complete an annual physical test requirement to remain an active member of the bicycle unit. The physical test requirement consists of a timed distance bicycle ride of two (2) miles within twelve (12) minutes on a course designated by the Bicycle Unit Supervisor.
2. Bicycle officers unable to successfully complete the annual physical test requirement will be required to submit to a first re-test no sooner than thirty (30) but no more than ninety (90) calendar days from the initial test.
3. If an officer fails a third and final physical test, thirty (30) but no more than fifty (50) calendar days from the second test, the Bicycle Unit Supervisor will prepare a detailed report and forward the report through the chain of command to the Chief of Police for evaluation and possible removal of that officer from the Bicycle Unit.

C. Equipment

1. Police bicycles will be kept in a secure location to be determined by the Captain of the Patrol Division or his/her designee.
2. Equipment to be carried on each police bicycle includes:

- a. First Aid Kit
 - b. Spare tire/tube of proper size
 - c. Tool kit
 - d. Chain repair kit
 - e. Hand air pump
3. Each police bicycle will be equipped with the following:
 - a. Jump and saddle bag;
 - b. Water bottle rack;
 - c. Blue emergency flashing lights; and
 - d. Headlight and battery pack as needed for riding conditions.
 4. Any special equipment needed for an assignment may be provided, to include bicycle racks.
 5. Officers shall only utilize those police bicycles authorized by the department. Officers shall not use or alter police bicycles or equipment without the approval of the bicycle unit supervisor or bicycle mechanic.
 6. Each bicycle officer will be equipped with the following:
 - a. Helmet
 - b. Eyewear
 - c. Reflective police placard
 7. Each bicycle officer may have the option to equip the following
 - a. Gloves
 - b. Neck Cover

D. Maintenance

1. A maintenance log sheet will be kept for each police bicycle, listing that bicycle's maintenance history.
2. Prior to assuming bicycle patrol, it will be the responsibility of the bicycle officer to inspect the assigned police bicycle and make certain it is mechanically sound and ready to ride. An inspection will occur at a minimum of every ninety (90) days.

3. Bicycle officers will be responsible for cleaning police bicycles they ride after each tour of duty.
4. Bicycle officers will be responsible for notifying the bicycle unit supervisor of any police bicycle that they ride that is in need of repair, to a designated bicycle repair facility if needed.
5. Police bicycles shall be taken to an approved bicycle repair facility for repairs or as needed or directed by the bicycle unit supervisor
6. Any repairs to a police bicycle in excess of \$100.00 must be authorized by either the bicycle unit supervisor or his/her designee.
7. Bicycle officers are responsible for basic repairs on their assigned bicycle. Those repairs may include; changing tires/tubes, broken chain, and general cleaning. Police bicycles in need of repair shall be transported by vehicle on a bicycle rack whenever possible.

E. Training

1. Basic police bicycle training consists of a forty (40) hour approved course.
2. Assigned bicycle officers may ride police bicycles while off duty for conditioning purposes.
3. Bicycle officers must attend any training that is mandated for the bicycle unit in order to continue to remain a member of the bicycle unit.
4. Prior to completing the mandated basic police bicycle course, new bicycle unit officers may ride police bicycles on patrol with a bike certified officer and with the permission of the Bicycle Unit Supervisor,.

F. Uniforms

1. The issued department bicycle uniform shall only be worn on the dates that bicycle patrol is scheduled by a supervisor, or at an event that involves the bicycle unit.
2. An issued helmet and ballistic vest will be worn at all times when the police bicycle is in operation.
3. The bicycle uniform shall not be worn for scheduled court appearances.
4. The Captain of the Patrol Division or his/her designee shall have the discretionary authority to allow the wearing of other approved uniforms and equipment items as necessary to meet operational needs of the bicycle unit.

G. Operational Procedures

1. Operation of police bicycles should always be with due regard for the safety of the officer and the public. The bicycle officer shall have knowledge of all applicable state laws, ordinances, and general orders regarding operation of police bicycles.
2. Bicycle officers shall adhere to all guidelines and methods taught in the police bicycle training program.
3. When police bicycles are operated on the public highway, the bicycle officer must reasonably comply with all applicable traffic laws to include the use of lighting equipment.
4. Bicycle officers are not permitted to ride on public roadways that have a posted speed limit of 45mph and greater.
5. Bicycle officers may ride police bicycles during their regular shift with the approval of the on-duty supervisor.

H. Arrests

1. When a bicycle officer makes a custodial arrest, another officer will transport the suspect for that officer.
2. The bicycle officer will make a reasonable effort to secure his or her police bicycle prior to taking charge of any suspect.

J. Patrol Responsibilities

1. Bicycle officers are assigned as needed for patrol use at the direction of the on-duty supervisor or at the direction of the bicycle unit supervisor in cooperation with the on-duty supervisor.
2. Bicycle officers will notify the Emergency Communications Center when they are assigned to bicycle patrol duties.

K. Bicycle Unit Supervisor Responsibilities

1. The bicycle unit supervisor shall periodically inspect police bicycles, bicycle equipment, bicycle maintenance logs, and bicycle unit officers.
2. The bicycle unit supervisor shall be responsible for scheduling regular bicycle patrols in cooperation with shift supervisors, and for staffing special events to include bicycle safety talks, community events, and special programs.