



CITY OF KEMAH POLICE DEPARTMENT			 
<u>POLICY:</u>	7.21 Bike Patrol Operations		
<u>EFFECTIVE DATE:</u>	January 20, 2022		
<u>REPLACE DATE:</u>	N/A		
<u>APPROVED:</u>	<i>Chief H. D. Jones</i>	<u>REFERENCE:</u> TBP: 7.24 & Policy: 4.5	

I. POLICY

It is the policy of the Kemah Police Department to utilize bicycles to conduct proactive patrol during normal tours of duty. Police bicycles combine mobility with close citizen contact, and they are also useful for patrol and crowd control during special events. Use of bike patrols will provide police services in the areas where they are assigned. Bike patrols provide police services to areas such as residential neighborhoods, public housing, business districts, parks, recreational areas, and other areas as appropriate. The primary function of a bike patrol is to serve as an effective proactive force in crime prevention, detection, and enforcement.

The purposes of the bicycle patrol are to reduce criminal activity within specific areas and significantly increase positive community relations by increased visibility. The bicycle officer is more available to the citizens than officers in patrol vehicles. This accessibility enhances a more personal relationship between the community and the police department.

II. PURPOSE

The purpose of this policy is to define and outline the department’s approach to its bicycle patrol unit, including training requirements and the duties of the officers in the unit.

III. ORGANIZATION, ADMINISTRATION, AND TRAINING

A. Organization

1. All bicycle officers will be assigned to the patrol division and will be under the command of the on-duty shift supervisor. When involved in a special detail, bicycle patrol officers will work under the direct supervision of the event coordinator.
2. Bicycle patrol officers are deployed under the direct command of the on-duty supervisor

3. A bicycle patrol coordinator will be assigned and will act as a facilitator of the unit. This assignment will be a collateral duty, done in addition to the selected individual's primary duties.

B. Bike Patrol Coordinators Responsibilities

The person assigned as the coordinator will be required to meet all of the training and physical requirements of the bicycle unit. The bike patrol coordinator shall have the following responsibilities:

1. Assign officers to the bicycle patrol unit, upon their successful completion of the Police Cyclist Course (with the final approval of the Chief), and the officer's Certificate of Completion be filed in the employee's training file.
2. Inspect and provide general maintenance of the bicycle fleet on a regular basis.
3. Shall maintain their units individual officer certification through re-training as required.
4. Shall not permit the operation of the bicycle patrol during inclement weather.
5. Submit daily DAR Reports received from shift Sergeants to the Chief, which document the inspection of the bicycle, as well as any maintenance provided to the bicycle.
6. Complete a quarterly inventory and operational inspection of the entire bike fleet and submit to the Chief.
7. Complete paperwork to place a bicycle out of service, when needed.
8. Submit all community related requests and inquisitions for bicycle patrol to the chief for his approval.
9. In the event that an officer is injured or requires medical attention, the immediate supervisor will ensure that the officer's bicycle and equipment are secured.
10. Damages resulting from an accident or other incident will be investigated by the on-duty supervisor and a report of the facts surrounding the incident will be submitted to the Chief. Photos documenting the damage will be taken. An administrative investigation will be conducted to affix responsibility as appropriate.
11. Keep minor maintenance records on each bicycle and who that bike is assigned to.

C. Hours of Operations

Authorized bike patrol officers may operate with the approval of the bike coordinator and that officer's immediate supervisor during any normal tour of duty day or night. Officers on patrol at night shall be required to use a head light as required by Texas Traffic Code, have a flashing "red" tail light, and wear reflective material on their blouse or shirt.

D. Selection

1. Officers will be selected for bike patrol duty based on need, availability of bicycles, and overall performance. When additional bicycle patrol positions are open and funding exists for training, the department will post a notice and officers will submit their names for consideration.
2. No officer will be assigned to bike patrol without first successfully completing the department's FTO program.

E. Training

1. Before participating as part of the bicycle patrol, officers must complete a TCOLE-approved school such as one sponsored by the International Police Mountain Bike Association (IPMBA) or equivalent. This course may be taught in-house or at another police training facility by a certified bicycle patrol trainer. Documentation will be kept in the officer's training file.
2. Only officers that have completed the above requirements/qualifications are authorized to ride department bicycles.

F. Uniform, Appearance, and Equipment

1. Due to the high-profile nature of the bicycle patrol, it is strongly encouraged that officers maintain a high standard of grooming and appearance.
2. Any officer chosen for bicycle patrol will operate with a departmentally approved bicycle, helmet, blouse/shirt, shorts, gloves, and other equipment as needed. **Officers on bicycle patrol duty will wear the helmet and gloves at all times.**
3. Officers will wear their standard departmental uniform as their daily uniform and shall have their bicycle uniform readily available.
 - a. May – October, Officers can wear the Summer Bicycle Uniform
 - b. November – April, Officers can wear the Winter Bicycle Uniform
4. Officers who know ahead of time that they will be on bicycle patrol for that particular shift may wear their bike uniform to show up; however, they will be required to have their standard uniform readily available in case they are removed from the bike for the remainder of the shift. Officers will refer to

policy 4.5: “Uniforms, Appearance, and Equipment” for any other uniform questions.

5. The bicycle uniform shall not be worn on off-duty assignments unless approval has been given by the police captain.
6. Bicycle officers shall not wear their winter jacket when they are wearing the standard patrol uniform.
7. Departmental bicycles will not be used for any purpose other than departmental functions unless approved by the police captain.
8. No personally owned bicycles will be used for police operations unless approved by the police captain.

G. Bicycle Maintenance

1. Officers are responsible for the general appearance and maintenance of their bicycles, uniform, and equipment.
2. Before riding, officers shall perform a pre-ride check of the bicycle (e.g., tire pressure, headlights, chain lubrication, etc.) and must submit DAR reports to their shift supervisor.
3. Minor maintenance or repairs will be done by the bicycle officers. Major repairs will be documented and forwarded on vehicle maintenance forms.
4. Repairs that cannot be completed by police personnel will be done by an authorized bike dealer/shop.
5. Additional accessories, stickers, equipment, will not be permitted unless approved by the Chief.

H. General Duties and Deployment

1. Bicycle officers will remain flexible in days off and hours worked, depending on the operation being undertaken.
2. Bicycle officers will have access to bicycle racks to be used for the back of their assigned patrol vehicle. Bicycle racks are to be used for no other purpose than to transport bicycles unless other uses are approved by the Chief.
3. Bicycle officers will not carry passengers.
4. Bicycle officers will not discharge their weapons while operating a bicycle.

5. Bicycle officers will use caution when operating portable radios when the bicycle is in motion. If possible, the bicycle should be stopped prior to using the radio.
6. Unattended bicycles will be secured at all times when not in use.
7. It is possible the officers will be assigned as a roving unit so as to be free to patrol on the bike when and where they are needed.
8. They may ride in pairs or alone.
9. Bicycle officers will function just as if they were deployed in a squad car, day or night. They will complete all the job tasks and provide all normal service requests from the citizens, the same as if they were in a patrol vehicle.
10. Officers who initiate an arrest while on bicycle patrol, will request assistance from an officer in a patrol vehicle in order to transport the prisoner to the station. It will be the responsibility of the bicycle patrol officer to complete the processing of the prisoner.
11. Officers may respond to calls for service in their assigned area. There may arise a need to have a marked unit respond to assist the bicycle officer. The determination of the need will be made by the bicycle officer and the on-duty supervisor.
12. Before their tour begins officers should have all pertinent report forms, ticket books, and literature to hand out to the public.
13. Bicycle officers shall inspect bicycle before tour. (TBP: 7.24)
14. In the event of a mechanical failure or damage to the bicycle, the officer shall notify the shift supervisor as soon as is practical.
15. Bicycle officers may also assist in conducting plain-clothes activities, including surveillance or other covert activities. These types of operations must first be approved by the police captain.
16. Bicycle officers will not deploy during bad weather conditions, e.g., snow, extreme cold, or severe rain.
17. Bicycle officers shall conduct one bike patrol biweekly.

Policy Implementation Ordered By:

Chief Holland D. Jones

Chief of Police

01/20/2022

Effective Date: