

CHAPTER 2
DEPARTMENTAL MOTORCYCLES—EQUIPMENT AND MAINTENANCE
REVISED MAY 2025
TABLE OF CONTENTS

<u>EQUIPMENT AND MAINTENANCE—MOTORCYCLE</u>	2-3
Motorcycle Equipment.....	2-3
Motorcycle Inspection.....	2-3
Mechanical Problems.....	2-4
Fleet Operation Bulletins.....	2-4
Cover and Security of Motorcycles.....	2-4
Garage Inspection.....	2-4
Transportation.....	2-5
<u>EQUIPMENT AND MAINTENANCE—HELMETS</u>	2-5
Issuance of Helmets.....	2-5
Mandatory Usage.....	2-5
Maintenance.....	2-5
Headset Kits.....	2-5
<u>ISSUANCE OF DEPARTMENTAL MOTORCYCLE AND EQUIPMENT</u>	2-6
Issuance of Departmental Motorcycle.....	2-6
Employee Transfer or Promotion.....	2-6
Change in Rider Category Status.....	2-7
Special Duty Assignments.....	2-7
Issuance of Tactical Rifles for Motorcycles.....	2-7
<u>COMMUTING ON DEPARTMENTAL MOTORCYCLES</u>	2-8

ANNEX

<u>A</u> – CHP 184, MONTHLY MOTORCYCLE INSPECTION LIST.....	2-11
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CHAPTER 2

DEPARTMENTAL MOTORCYCLES—EQUIPMENT AND MAINTENANCE

1. EQUIPMENT AND MAINTENANCE—MOTORCYCLE.

a. Motorcycle Equipment. Equipment which has been tested and approved by the Academy, Motorcycle Training Unit (MTU), will be installed by or at the direction of the Fleet Operations Section (FOS). Minor changes, alterations, or the addition of equipment may be permitted, only after testing and approval by the Academy, MTU.

(1) Any change, alteration, or addition of equipment shall be recorded in the Area's Standard Operating Procedures manual.

(2) The Division Chief and Academy, MTU, shall be notified by memorandum of any change, alteration, or addition of equipment which has been permitted with a justification of such action.

(3) The headset cabling system is rigidly attached to the quick disconnect plug. The connector plug shall be capable of separating if pull is applied from any angle. Modifications to this cabling system are not permitted.

b. Motorcycle Inspection. Inspections are the responsibility of the rider assigned to a motorcycle. Each rider is responsible for inspecting the motorcycle daily.

(1) Riders shall inspect their assigned motorcycles at the beginning of each shift.

(2) When assigned to an alternate motorcycle, it shall be inspected before being ridden and thereafter each day at the beginning of a tour of duty.

(3) Riders are to use a CHP 184, Monthly Motorcycle Inspection List, (Annex A) as a guide for daily and monthly inspections.

(a) Riders will certify they have thoroughly inspected their motorcycles by circling the appropriate date each day the motorcycle is used for duty.

1 The rider who is assigned the motorcycle shall enter their signature on the first working day of each month. Use and inspection of an alternate motorcycle shall be recorded by the rider placing their initials above the appropriate date on the CHP 184.

(b) Supervisors will certify by their signature they have personally inspected each individual motorcycle on the date(s) indicated.

(4) One CHP 184 per month shall be completed for each motorcycle.

(a) Mechanical discrepancies, date noted, and date corrected will be recorded in the "remarks" section.

(b) Completed forms shall be retained with the vehicle maintenance records.

c. Mechanical Problems.

(1) Do not allow tires to become worn, irregular, underinflated, or overinflated.

(2) If a crack develops in the windshield, have it replaced immediately.

(3) Do not attempt to investigate mechanical problems while moving.

(4) Make sure the side stand is set firmly in place prior to dismounting; be aware that side stands do break. Dismounting from the "high side" will prevent being knocked to the ground should the stand fail.

(5) If a loss of air occurs in either tire, the rider should slow gradually, utilizing the brake opposite of the tire going flat. The rider is to continue at slow speed to the first location where it is deemed reasonably safe to stop. Do not ride on a flat tire. A call should be made for a tow truck or trailer.

(6) Temporary repairs may be made utilizing rope-type or mushroom plugs, followed by compressed air or CO² inflation. No liquid-type sealant shall be used.

d. Fleet Operation Bulletins. Area commanders shall, by posting or by distribution, make available to riders within their command a copy of all Fleet Operation Bulletins relating to the maintenance of motorcycles.

e. Cover and Security of Motorcycles. Motorcycles, when kept at a location other than a departmental facility, shall be under cover in an enclosed, locked area. A carport will not meet this requirement. When an enclosed garage is not available, the motorcycle shall be housed at the Area office.

f. Garage Inspection. Motor sergeants or their designee shall conduct a physical inspection of the storage facility to determine compliance with this order. Such inspection shall be completed whenever a rider is newly assigned or whenever a change of residence is made. Records shall be maintained for Division review.

g. Transportation. Riders who house their motorcycles at an Area office will not be provided state transportation to or from their work location.

2. EQUIPMENT AND MAINTENANCE—HELMETS.

a. Issuance of Helmets.

(1) Uniformed employees assigned to motorcycle duty shall be issued a helmet and a radio headset kit, and trained on the procedures for the installation and removal of the headset.

(2) Commanders are responsible for maintaining a current record of motorcycle helmets assigned to their employees. Records shall include the name, CHP ID number, and helmet size of whom it is issued.

(3) Commanders are responsible for notifying Supply Services when motorcycle helmets are transferred.

b. Mandatory Usage. The helmet and headset shall be worn during actual operation a motorcycle.

(1) When wearing the modular motorcycle helmet the chin bar and visor shall be in the open position while contacting a violator.

(2) Barring an emergency which would not allow the rider time to raise the chin bar and visor safely, the chin bar and visor shall be in the open position when communicating with the public.

c. Maintenance.

(1) Uniformed employees are responsible for the maintenance of their assigned helmet. Officers shall immediately advise their chain of command of any defect that may jeopardize the structural integrity of the helmet.

(2) Helmets may be washed with a mild soap and protected with a good grade of nonabrasive wax.

(3) Helmet decals should be avoided when waxing.

d. Headset Kits. The headset kit includes speakers, microphone element with wiring in the helmet, and a body cable which connects the headset and the motorcycle cabling. This equipment can be ordered from the Telecommunications Section.

- (1) Troubleshooting the mechanical components of the headset kit:
 - (a) Determine if the problem is the radio, body cable, or headset. This can be accomplished by testing each component separately.
 - (b) Malfunctioning body cables or headsets shall be returned to the Telecommunications Section.
 - (c) If the radio, motorcycle cabling, or switch assembly is determined to be the problem, the local radio technician should be contacted for repairs.
 - (d) Spare headsets and cables will be stocked by each Area office to which motorcycles are assigned.

3. ISSUANCE OF DEPARTMENTAL MOTORCYCLE AND EQUIPMENT.

a. Issuance of Departmental Motorcycle. Departmental Category I riders and Category II probationary riders who are assigned to an Area office with an approved motorcycle program should be issued a departmental motorcycle based on the approved motorcycle allotment baselines. Motorcycle Sergeants should only be assigned a motorcycle when the approved allotment baselines are filled with the appropriate number of riders or when approved by Assistant Commissioner, Field.

(1) The issued departmental motorcycle shall be documented in the employee's Electronic Training Record System under the "equipment" screen by selecting "other" from the drop-down menu, and entering the motorcycle make and M number. This record shall be maintained and updated upon new equipment issuance, equipment turn-in, or rider transfer. Additionally, upon transfer, a CHP 266, Credit Memo Equipment, shall be completed to transfer the radio equipment to the new reporting Area and processed pursuant to departmental policy as outlined in HPM 60.2, Telecommunications Management Manual, Chapter 5, Telecommunications Equipment Accountability and Inventory Control.

b. Employee Transfer or Promotion. Departmental Category I or Category II probationary riders who transfer or promote to an Area with a motorcycle enforcement program, with a rider position available, and meet the criteria for issuance of a departmental motorcycle; the motorcycle assigned to the rider and its related equipment (RADAR/radio) will also be transferred to the new Area.

(1) The motorcycle may be ridden to the new Area if the distance is under 100 miles, any greater distance, FOS will arrange to ship the motorcycle.

(2) The Area command the rider is transferring from shall work with the FOS for transportation of the departmental motorcycle.

(a) Once a rider and motorcycle have officially been assigned to the new Area, the receiving command shall ensure that FOS is notified immediately of the change in assignment via a CHP 57, Motor Vehicle Assignment and Transfer.

(b) Commanders shall also ensure that all required data entered into FleetFocus is done so in a timely, accurate manner, and shall include:

- 1 Motorcycle M number.
- 2 License plate number.
- 3 Current assigned rider's name and badge number placed in the notes section.
- 4 Current mileage.
- 5 Fuel use for the month.

c. Change in Rider Category Status. If a rider has a change in motorcycle Category or duty status, is removed from motorcycle duty, or transfers into an Area that exceeds the motorcycle baseline allocation, the assigned motorcycle shall be returned to FOS for reassignment.

(1) Commanders shall notify Human Resources Section via e-mail at PTU@chp.ca.gov and Fiscal Management Section by memorandum when an employee is assigned to motorcycle duty, has changes in motorcycle duty status, or is to be removed from motorcycle duty; as outlined in Highway Patrol Manual 10.3, Personnel Transactions Manual, Chapter 32, Pay Differentials.

d. Special Duty Assignments. No motorcycles should be assigned to Special Duty, Division, or Headquarters administrative staff. When a rider transitions to a Special Duty, Division, or Headquarters position, the assigned motorcycle shall be returned to FOS for reassignment.

e. Issuance of Tactical Rifles for Motorcycles. Departmental enforcement motorcycles equipped with a tactical rifle mount should be provided a tactical rifle.

(1) When provided, tactical rifles shall be assigned to the Department's Category I motorcycle riders, issued by the Academy, Weapons Control Unit (WCU), to accompany their assigned motorcycle.

(2) Category II motorcycle riders who are full-time riders and are assigned an enforcement motorcycle shall have a tactical rifle assigned to them.

(a) Category II motorcycle riders who are not riding full time shall not be assigned a tactical rifle.

(3) If a current Category I or full-time Category II motorcycle rider transfers between Areas and they are assigned an enforcement motorcycle in their new Area, the employee's assigned tactical rifle shall be transferred with them. If a current Category I or full-time Category II motorcycle rider transfers to an Area that does not utilize enforcement motorcycles, or the employee is not assigned as a full-time motorcycle rider, the tactical rifle shall be transferred back to the Academy, WCU.

(a) If a command transfers a tactical rifle from one employee to another for any reason, the command shall prepare a memorandum signed by the commander notifying the Academy, WCU, of the transfer.

(4) Employees utilizing tactical rifles must comply with all existing departmental policies.

4. COMMUTING ON DEPARTMENTAL MOTORCYCLES.

f. The following items should be considered by a commander prior to establishing an Area standard operating procedure regarding commute distance on departmental motorcycles:

(1) Housing availability.

(2) Type of weather within the command.

(3) Response time.

(4) Type of commute—freeway versus rural road or highway, traffic patterns, shift beginning and ending times.

(5) Total time of commute.

(6) Number of motorcycles available.

- (7) Location of residence (inside and outside of command).
- (8) Availability of safe storage facilities.
- (9) Radio reception.

g. The maximum travel distance from residence to work location for non-command employees using a state motorcycle shall not exceed 50 miles. The distance may cross command boundaries, Area and/or Division, and is measured from the employee's residence to the actual command office location rather than the command boundary. Commanders shall advise employees assigned to positions that include state vehicles of the mileage restriction prior to their assignments. Refer to Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, Chapter 4, Transfers and Residence Requirements; and HPM 31.1, Fleet Operations Manual, Chapter 1, Administration.

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ANNEX A

CHP 184, MONTHLY MOTORCYCLE INSPECTION LIST

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL MONTHLY MOTORCYCLE INSPECTION LIST CHP 184 (Rev. 4-12) OPI 091		M NUMBER M12345	MONTH July
		LOCATION North Sacramento - 250	
1. LIGHTS: OPERATIVE, NO BROKEN LENSES OR BRACKETS A. Blue ID/taillights B. Stop light C. Turn signals/flashers D. Headlights; high/low E. Red lights F. Indicators: high beam, neutral, turn signal-flasher, oil pressure, alternator G. Speedometer, tachometer 2. HORN/ELECTRONIC SIREN OPERATIVE A. Proper emergency light flash pattern 3. RADIO A. Proper operation B. Microphone and body cord 4. CLUTCH LEVER/CABLE A. Free travel B. No binding 5. WINDSHIELD A. No cracks or excessive scratches B. Top edge below rider's horizontal eye level C. Secured properly/operational 6. BRAKES A. Firm feel, no excessive travel hand/foot levers B. No leaks; lines, cylinders, reservoirs C. ABS check	7. FRONT FORKS A. No leaks B. Shock absorber settings and spring preload C. Steering head properly adjusted 8. TIRES A. Tread depth not less than 3/32" B. No unusual wear C. Pressure complies with directives D. Approved/matched tires 9. WHEELS A. Correct alignment B. No bends or burrs 10. FENDERS, FRAME, TANKS, ALL BARS, BOXES, RADIO, EXTERNAL PARTS FREE OF CRACKS, BREAKS AND LOOSENESS 11. TRANSMISSION/FINAL DRIVE A. Leaking seals 12. THROTTLE A. No binding/free travel B. Cruise control free 13. HELMET A. Appearance B. Chin strap C. Liner D. Radio headset NO UNAUTHORIZED EQUIPMENT OR ORNAMENTATION i.e., cargo bags, cargo nets, clocks, note pads		
Destroy Previous Editions Chp184_0412.pdf			
Cut lines ↑			
12. SUFFICIENT FIRST AID EQUIPMENT/FLARES REMARKS/ADDITIONAL ITEMS 	13. DATE PLACED INTO SERVICE <u>06/30/2011</u> A. Service record current <input checked="" type="checkbox"/> Y <input type="checkbox"/> N B. Service due date <u>07/27/2012</u>		
CALENDAR TAB TO THE APPROPRIATE NUMBER AND PRESS THE SPACE BAR TO CIRCLE THAT NUMBER. REPEAT AS NECESSARY.			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			
SUPERVISOR'S SIGNATURE		DATE <u>07/02/2012</u>	I CERTIFY THAT THIS MOTORCYCLE WAS INSPECTED ON THE CIRCLED DATES. SIGNATURE
CHP 184 (Rev. 4-12) OPI 091 Side 2		Destroy Previous Editions Chp184_0412.pdf	

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