

CHAPTER 3
CERTIFIED MOTORCYCLE TRAINING OFFICER PROGRAM

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CHAPTER 3

CERTIFIED MOTORCYCLE TRAINING OFFICER PROGRAM

1. POLICY.

a. Selection and Certification. Candidates for the position of Certified Motorcycle Training Officer (CMTO) shall be selected by the Area commander. Candidates for CMTO shall be at the rank of officer or sergeant. Certification shall be determined by successful completion of the Academy's CMTO training course.

NOTE: Reinstating of prior CMTOs shall wait one year and non-CMTOs shall wait two years.

b. Criteria for Selection. Candidates shall possess the following:

- (1) A minimum of two years of enforcement riding experience with this Department.
- (2) Demonstrated riding proficiency.
- (3) A good motorcycle safety record.
- (4) A mature attitude and use of good judgment.
- (5) The ability to train, counsel, and objectively evaluate a trainee.
- (6) Exemplary manner of conduct.
- (7) The ability to maintain good condition of the motorcycle.
- (8) The desire and ability to meet departmental objectives.
- (9) The desire to be a CMTO.

NOTE: Selection is not to be based upon departmental seniority.

c. Application for Training by Memorandum. Area commanders will notify the Academy by memorandum of the candidates they have selected for training.

- (1) The memorandum shall include the candidate's personal qualifications for the position, and a review of the information recorded on their CHP 442, Individual Accident, Injury and Safety Recognition Record.

d. Certified Motorcycle Training Officer Staffing. All Areas assigned motorcycles should have at least one CMTO. The total number of CMTOs will be determined by the Area commander based upon the training needs of the Area.

(1) If an Area does not have a CMTO available because of vacation, illness, injury, or other reasons, the Area commander shall forward a request to Division for the services of a CMTO from another Area.

e. Final Selection. The final selection of CMTOs will be made by the Academy, Motorcycle Training Unit (MTU), based upon successful completion of the CMTO course.

f. Retention of Certified Motorcycle Training Officer Certification. To maintain CMTO certification, current CMTOs will attend one 16-hour (two-day) CMTO Refresher (CMTOR) training class biennially (every other year). Certified Motorcycle Training Officer Refresher training will be conducted at the Academy by the MTU, using a fully equipped police motorcycle. Attendance of CMTOR training will satisfy the biennial in-service requirement.

(1) Any CMTO not proficient in the CMTOR training class shall participate in a 40-hour ride-along with their Area CMTO, then attend the next available CMTOR.

2. TRAINING.

a. Training Period Requirements. Only the officers and sergeants who are CMTOs shall conduct the 240-hour training of riders placed in Category II, and the 40-hour evaluation period of officers and sergeants in Category I. The same CMTO should be utilized during the entire 240-hour period.

(1) This provides a CMTO the opportunity to evaluate the overall progress of the trainee.

(2) The CMTO will be able to evaluate the trainee's limits and can encourage progress in the program as the trainee's ability allows.

b. Training and Evaluation of Category I and Category II Riders.

(1) Training of riders in Category II shall follow the procedures established in this chapter.

(2) Evaluation of riders in Category I shall follow procedures determined by the CMTO and shall be adequate to form an objective opinion of the rider's ability to return to motorcycle duty.

c. Responsibilities of Certified Motorcycle Training Officers.

- (1) Fulfill the purpose of the Department's motorcycle program.
- (2) Set the example.
- (3) Understand the trainee is not competing with the CMTO.
- (4) Be objective in evaluating the trainee.
- (5) Ensure the safety of the trainee.
- (6) Develop effective motorcycle patrol and enforcement techniques in the trainee.
- (7) Emphasize the development and maintenance of riding skills and safety consciousness.
- (8) Expose the trainee to a wide variety of riding conditions and locations commensurate with the trainee's ability.
- (9) Instruct the trainee in proper maintenance and record-keeping methods.
- (10) Instill in the trainee the need for cost control in maintenance of their motorcycle.
- (11) Caution the trainee that they must not attempt to keep up with the CMTO should an emergency demand the CMTO ride in excess of the trainee's ability.
- (12) Provide constructive criticism and necessary counseling for the trainees.
- (13) Ensure supervisors are aware of any problems or difficulties that develop in the trainee.
- (14) Eliminate those riders who cannot develop the proper skills and attitude necessary to safely perform the duties of a law enforcement motorcycle rider.

d. Explanation and Demonstration of Tasks. The CMTO shall explain and demonstrate the proper methods and techniques of performing various patrol and enforcement tasks with the motorcycle prior to allowing the trainee to perform them. These tasks shall include, but not be limited to, the following:

- (1) Stopping, starting, parking, and dismounting on grades and inclines.
- (2) Traversing gutters which are adjacent to freeway shoulders.

- (3) Riding on and off raised curbs.
- (4) Pursuing, pacing, and stopping violators.
- (5) Responding to emergency calls utilizing safe traffic management techniques.
- (6) Approaching scenes of accidents at known hazardous locations.
- (7) Proper traffic breaks.

e. Observation and Evaluation of Performance. The CMTO should always select the most advantageous position that will permit continual observation and evaluation of the trainee while the trainee performs the various patrol and enforcement tasks.

f. Critique of Performance. When the trainee completes a task, the CMTO shall critique the trainee's defensive riding habits, methods, and techniques before resuming patrol.

g. Completion of Critique. A critique shall be completed immediately following each call, enforcement stop, detail, etc.

h. Appearance of the Trainee. Attention should be given to the trainee's riding posture and habits, their personal appearance, and the cleanliness and overall appearance of their motorcycle. Care must be taken by the CMTO to present a good example to the trainee.

i. Preparation and Review of Evaluation Forms. The CMTO shall complete and submit a CHP 200, Motorcycle Performance Evaluation, and a CHP 200A, Motorcycle Performance Evaluation - End of Phase Report, to the Area commander at the end of each 80-hour training period (refer to Annexes H and I of Chapter 1 of this manual). The evaluation shall be objective and constructive in nature. It shall be discussed with the trainee so they are aware of any deficiencies and can take the necessary steps to correct them. Specific references in all evaluations shall be made, but not limited to:

- (1) Skill and judgment in motorcycle operation.
- (2) Safe riding and defensive riding practices.
- (3) Proper care of equipment.

j. Removal from Training. If at any time during the training period the CMTO determines the trainee does not possess the skill, judgment, attitude, or ability necessary to safely operate the motorcycle, the CMTO shall notify the Area commander immediately and recommend removal of the trainee from motorcycle duty. The commander may, at their discretion, consider reevaluation by another CMTO prior to removal of the trainee from motorcycle duty within the 240-hour training period.

k. Final Evaluation. The final evaluation submitted by the CMTO shall recommend:

(1) Assignment of the trainee as a Category II rider sufficiently skilled to perform enforcement duty as a solo motorcyclist, or placement into Category III with immediate removal from motorcycle duty.

(2) A decision shall be made no later than the conclusion of the 240-hour training period, and no extension of time shall be permitted.

l. Review Acknowledgment. All evaluations shall be signed by the CMTO, trainee, and Area commander.

m. Retention of Reports. All evaluations shall be retained in the trainee's field personnel folder for the duration of their Category I classification, plus two years, after successful completion of the 240-hour training period. Category III evaluations shall be retained in the field personnel folder for the current year, plus three years.

3. TRAINEE'S ASSIGNED MOTORCYCLE.

a. Mechanical Inspection and Test Ride. Immediately prior to the trainee's riding of any assigned motorcycle, the motorcycle shall be inspected and test-ridden by the CMTO for a complete duty shift.

b. Mechanical Inspection. The CMTO shall make a complete and thorough inspection of the motorcycle for defects and damaged parts; any deficiencies shall be corrected immediately. The inspection shall include, but not be limited to:

(1) Frame fractures and broken motor mounts.

(2) Front and rear suspension.

(3) Front and rear brakes.

(4) Tire wear and tire pressure.

- (5) All lights.
- (6) Security of component parts (e.g., fenders, accessories, etc.).
- (7) Clutch and brake levers.
- (8) Siren and horn.
- (9) Proper adjustment of clutch, brakes, lighting devices, etc. This does not refer to individual adjustments to meet the rider's physical stature and/or preference.
- (10) Fluid levels (e.g., oil and gas).
- (11) Windshield condition.
- (12) Ascertain if maintenance schedule is current.

c. Test Ride Performance. The CMTO shall further check for mechanical malfunctions and improper adjustments including, but not limited to:

- (1) Engine performance during all operations encountered on enforcement duty.
- (2) Abnormal response of motorcycle to normal operational movements.

d. Test Ride Stability. The CMTO shall ride the motorcycle under the following conditions to evaluate stability:

- (1) At all speeds.
- (2) Utilizing turning movements at varying degrees and speeds.
- (3) On a variety of road surfaces (e.g., asphalt, brushed concrete, grooved pavement, gravel, etc.).
- (4) At varying degrees of acceleration and deceleration.

4. INITIAL FIELD TRAINING PROCEDURES.

e. Preride Orientation. A meeting shall be held between the CMTO and the trainee prior to the first ride. The meeting shall include a complete review of this manual, a discussion of the training, and the CMTO's expectations regarding:

- (1) The further development of the trainee's riding skills.

- (2) The development of safe riding habits by the trainee.
- (3) The development of defensive riding skills.
- (4) The development of proper attitude toward the motorcycle and its use in traffic law enforcement.

f. Trainee's Supervised Inspection of Equipment. The trainee, under the immediate supervision of the CMTO, shall inspect their personal equipment and assigned motorcycle. The inspection shall include:

- (1) Helmet.
 - (a) Correct size.
 - (b) Straps in good condition.
 - (c) Straps adjusted to provide proper securement.
- (2) Glasses, to have shatterproof lenses.
- (3) Gloves, to be in good condition (tan, black, or brown).
- (4) Motorcycle condition and required equipment.
 - (a) Lighting devices and adjustments.
 - (b) Secure mounting of component parts.
 - (c) Siren and horn.
 - (d) Fluid levels (e.g., oil and gas).
 - (e) Radio and controls.
 - (f) Clutch adjustment.
 - (g) Tactical rifle mount.
 - (h) Current status of motorcycle maintenance schedule.
 - (i) CHP 33, Driver's Equipment Check, and CHP 184, Monthly Motorcycle Inspection List (refer to Chapter 2, Annex A, of this manual).
 - (j) California Highway Patrol forms required to perform patrol duties.

(5) Personal motorcycle adjustments.

(a) Saddle.

(b) Windshield.

(c) Handlebars.

(d) Clutch and brake levers.

g. Training Performance Evaluation. To familiarize the CMTO with the trainee's present level of riding ability, a flat, level, paved area such as a parking lot should be selected away from distractions and general public view, which will permit the trainee to perform the following riding exercises:

(1) Right and left circles.

(2) Figure 8s (refer to Annex A).

(3) Ninety-degree parking and starting.

(4) Slow riding, using clutch and throttle to maintain balance.

(5) Emergency stopping using front and rear brakes at 20 to 30 miles per hour.

(6) 40 Miles Per Hour Deceleration Turn Through (refer to Chapter 4, Annex B, of this manual).

h. Preoperative Discussion. Before actual riding on the highway begins, the CMTO shall discuss partner concepts with the trainee. The purpose is to establish a coordinated riding procedure and a means of communication between partners by using appropriate hand signals and gestures while riding.

i. Initial Riding Position. The trainee should ride in a position parallel with, and to the right of, the CMTO for the first 160-hour training period under normal riding or patrol conditions.

(1) The officer on the left is always in control of the pair as if both were in a car.

(2) The trainee can be observed and controlled better from this position.

(3) Predetermined hand signals and gestures can be observed better by both riders.

- (4) The trainee is not in a position where they are constantly a “tail” to the CMTO.
 - (5) In the event an evasive action becomes necessary, each rider is aware of their partner’s whereabouts and can react accordingly without interference to the other rider.
- j. Single File Riding. Should it become necessary for the pair to ride single file, the CMTO should follow the trainee as often as can be safely permitted.
- (1) This places the trainee ahead and in a position where they must make decisions and evaluations which will directly affect both riders.
 - (2) This further eliminates the possibility of the CMTO leading the trainee into a situation beyond the trainee’s riding ability at the time.
 - (3) The CMTO is in a better position to observe the trainee by off-setting in the same lane to the rear.
- k. Final Riding Position. During the final 80-hour training period, the trainee should be placed to the left of, and parallel with, the CMTO for the following reasons:
- (1) The trainee is permitted to become familiar with riding on both sides of their partner.
 - (2) Slightly different riding decisions must be made from the left position.
 - (a) Overtaking and passing traffic.
 - (b) Lane changes.
 - (c) Evasive actions.
 - (3) A different sound from the partner’s motorcycle is heard from the left position.
- l. Alternate Riding Procedures. It is intended certain latitude be given to the CMTO in trainee positioning; it may be necessary to alter the above procedures for some situations. Regardless of the procedure utilized, it is most important to have a predetermined plan regarding communication and control between the trainee and the CMTO.
- m. Obedience to Certified Motorcycle Training Officer. The trainee shall comply with all orders, commands, signals, and gestures of the CMTO.

- a. Restricted Use of Motorcycle. The trainee shall not operate the motorcycle except during a normal work shift and only under the immediate supervision of the CMTO.
- b. Restricted Use of Motorcycle for Transportation. The trainee shall not use the motorcycle for transportation to and from work during the first 160 hours, which includes court, overtime details, and any other necessary miscellaneous details. Use of the motorcycle for such purposes during the final 80-hour period will be determined by the CMTO with approval of the Area commander.
- c. Emergency Runs. The trainee should not make emergency runs and should avoid enforcement stops related to exceeding posted/maximum speed limits during the first 160 hours of training.
 - (1) The decision as to when the trainee is capable of such activity should be made by the CMTO any time after the initial 160-hour period.
 - (2) Should it be necessary for the CMTO to engage in an emergency run, the trainee should proceed to the emergency run termination point while obeying all speed and traffic laws.
- d. Reestablishing Contact. If the trainee loses sight of the CMTO, they should be directed to the proper location by use of the radio.
- e. Splitting Traffic. The trainee shall not split traffic without the express approval of the CMTO.

5. PATROL RESPONSIBILITIES.

- a. Enforcement Activities. Concern for the level of enforcement activity will be subordinate to trainee development during the training period.
 - (1) Riding experience, skill development, and building confidence in the trainees are the primary goals.
 - (2) Training will become secondary if CMTOs are preoccupied with the enforcement activity level.
 - (3) The chance of trainees having to extend themselves beyond their riding ability in pursuing an enforcement contact is eliminated.
- b. Enforcement Stops. The CMTO will make all enforcement stops during the first 80 hours of training. During the balance of the training period, the trainee shall

be encouraged to take the initiative with enforcement stops within the scope of their ability, exclusive of speed arrests.

c. Speed Enforcement. Pursuit of speed violators may begin during the last 80-hour training period if the trainee has reached an acceptable level of riding competence.

d. Crash Investigations. Efforts shall be made to minimize the responsibilities of CMTOs and their trainees for investigating crashes or taking other reports (theft from state property, domestic violence, etc.). The time required for conducting a crash investigation would result in the reduction of riding experience, which the trainee requires in order to become a competent law enforcement motorcycle rider.

e. Other Services. Handling of other services should continue.

(1) They normally call for an immediate response.

(2) Very little loss of riding time occurs in most instances.

f. Daily Time Reporting. The Activity Tracking System (ATS), CHP 415, Daily Field Record, shall be completed during the 240-hour training period as follows:

(1) All normal patrol activities shall be recorded on the ATS CHP 415 as prescribed in ATS 415 User Guide.

(2) The CMTO shall summarize and record all other time as "M/C Instructor - Field."

(3) The trainee shall summarize and record all other time as "M/C Trainee - Field."

(4) At the end of a training day, training hours shall be documented under "FTO."

6. INITIAL 80-HOUR TRAINING PERIOD.

a. Beat Familiarization Tour. The CMTO shall guide the trainee over the Area beats the first few days to allow the trainee to become familiar with potential problems they may encounter.

(1) Familiarization with the beat(s) and the motorcycle should be the primary concern during this period.

(2) The CMTO should take advantage of this riding time to observe the trainee's highway riding skills and habits before enforcement work begins.

b. Assignment to Surface Streets. The initial assignment should be made to surface streets and not the freeway. This will permit the trainee to develop a defensive awareness at a quicker rate because of the greater variety of hazards that must be observed and anticipated.

(1) Trainees should become aware of turning vehicles, backing vehicles, cross-traffic, opposing traffic, pedestrians, animals, etc.

(2) Trainees should be able to be aware of and adapt to continuous changes in types of roadways and surfaces.

(3) Trainee's riding proficiency should increase with regard to operational control of the motorcycle because of continuous stopping, starting, varying speeds, numerous gear changes, turning movements, etc.

(4) Speed zones on surface streets are generally lower than freeways; therefore, high, sustained riding speeds are not necessary.

c. Areas Without Surface Streets. Areas without surface street responsibility may arrange to conduct a portion of this training in an adjacent Area.

d. Daylight Training. Training during the first 80-hour period should be conducted during daylight hours. Late afternoon or evening shifts may be utilized if the majority of the shift is completed before darkness.

7. SECOND 80-HOUR TRAINING PERIOD.

a. Review. Review preoperative discussion regarding partner concepts and trainee restrictions.

b. Assignment to Freeways. Training during this period should be conducted primarily on freeways.

(1) Freeway patrol exposes the trainee to the extremes of slow and fast moving traffic.

(2) It is anticipated the trainee's exposure to the fast traffic flow while riding with an experienced rider will minimize the chances of experiencing high-speed instabilities.

(3) Emphasize the motorcycle is not a high-speed enforcement vehicle.

c. Splitting Traffic Lanes on Freeway. The trainee shall not split traffic lanes without the express approval of the CMTO.

- d. Passing on Shoulder or Center Divider of Freeway. Passing traffic using the shoulder or the center divider of a freeway is justified only when responding to emergencies where traffic is backed up and stopped, or nearly stopped.
- e. Enforcement Actions on Freeway. The CMTO will demonstrate the proper freeway enforcement stop techniques to the trainee.
 - (1) Low-speed violators and slower vehicles with mechanical violations should be selected during the early stages of this period so the trainee can stay close enough to observe.
 - (2) Techniques using both emergency equipment and hand signals shall be discussed and demonstrated.
 - (3) Emphasis shall be placed on safety for both riders by anticipating unusual actions of the violator to be stopped.
- f. Speed Development and Enforcement. Increased speed development and speed enforcement activity shall be reserved for the final 80-hour period. This shall be based on the trainee's ability and at the discretion of the CMTO.
- g. Night Riding. Night riding shall be conducted.

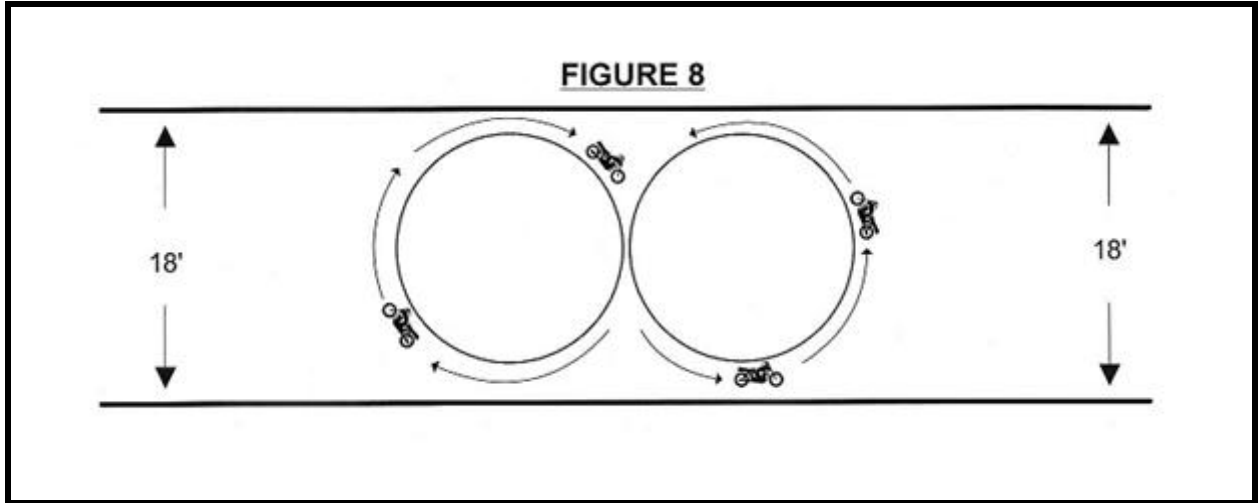
8. FINAL 80-HOUR TRAINING PERIOD.

- a. Assignment to Surface Streets and/or the Freeway. During the final 80 hours, the trainee should be encouraged to assume team leadership and patrol responsibilities commensurate with their ability.
 - (1) Riding habits and skills developed through the first 160 hours will be observed and constructive criticism offered.
 - (2) Judgment and maturity of decisions in relation to safe motorcycle operation will be observed and evaluated.
 - (3) Recurring deficiencies will be closely monitored and corrections made.
 - (4) Surface streets and/or freeways will be selected wherein the trainee may better develop their riding skills.
- b. Increased Speed Development. Speed in excess of the posted speed limit may be increased gradually to encompass those violations which fall within the scope of motorcycle enforcement. Speeds should be increased at a rate which falls within the individual limits of the trainee.

c. Night Riding. If not accomplished within the second 80-hour period, the trainee should be introduced to motorcycle patrol during the hours of darkness to acquaint them with the following:

- (1) Reduced visibility.
- (2) Overriding of headlights.
- (3) Reduction in contrasts.
- (4) Side vision reduction.
- (5) Effect on balance, particularly on curves and in U-turns.

ANNEX A
RIDING EXERCISE



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