

CHAPTER 1
DEPARTMENTAL BICYCLE PROGRAM
TABLE OF CONTENTS

<u>PURPOSE</u>	1-3
<u>PROGRAM ADMINISTRATION</u>	1-3
Office of Assistant Commissioner, Field.....	1-3
<u>BICYCLE PATROL PERSONNEL</u>	1-3
<u>ASSIGNMENTS</u>	1-4
Voluntary Assignment.....	1-4
Primary/Alternate Riders.....	1-4
Assignment to Other Duties.....	1-4
Assignment to Split Duty Shift.....	1-4
Hours of Assignment.....	1-4
Patrol Beats.....	1-4
Special Events.....	1-4
<u>REMOVAL FROM BICYCLE PATROL DUTY</u>	1-4
Voluntary.....	1-4
Involuntary.....	1-4
<u>DEPARTMENTAL BICYCLE ACCIDENT REPORTING PROCEDURES</u>	1-5

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 1

DEPARTMENTAL BICYCLE PROGRAM

1. PURPOSE. The purpose of the Bicycle Patrol Unit (BPU) is to provide safety, service, and security in the form of community oriented patrol for state agencies and properties. The BPU also provides homeland security for vital sites, patrols county roads where bicycle and pedestrian traffic is extremely heavy, and assists with a variety of special events. This is accomplished by providing proactive enforcement, high visibility patrol, and safety presentations to state agencies and the community.

2. PROGRAM ADMINISTRATION.
 - a. Office of the Commissioner. The Office of the Commissioner is responsible for the Department's BPU program and for determining the necessity of BPU programs within individual Areas.
 - (1) All requests to initiate new Area BPU programs must first be approved through the Office of the Assistant Commissioner, Field prior to receiving training.
 - (2) The Office of the Assistant Commissioner, Field will notify Protective Services Division if approval is granted.

 - b. Protective Services Division, Capitol Protection Section, shall be the Office of Primary Interest for the BPU Program and will be responsible for providing initial Peace Officers Standards and Training certified training, as well as Certified Bicycle Training Officer training, for Areas with approved bicycle patrol programs.

3. BICYCLE PATROL PERSONNEL. Each Area's BPU shall be comprised of the following personnel:
 - a. The Area commander or designee (Unit Coordinator).
 - b. Sergeant assigned to the BPU (Unit Supervisor).
 - c. Officers assigned to the BPU.

4. ASSIGNMENTS.

- a. Voluntary Assignment. Assignment to the BPU is voluntary. Personnel assigned to BPU serve at the discretion of the Area commander.
- b. Primary/Alternate Riders. Primary riders are BPU officers who are assigned to bicycle patrol on a daily basis. Alternate riders are assigned to bicycle patrol on an as needed basis as determined by the Unit Coordinator. Each Area's Unit Coordinator is responsible for determining BPU deployment.
- c. Assignment to Other Duties. Due to the special skills, training, and demand for bicycle patrol, primary riders assigned to the Unit should not normally be assigned to other special duty assignments (Court Officer, Evidence Officer, Public Information Officer, etc.). Exceptions may be made for short periods of time in order to utilize special skills possessed by the employee or in an emergency situation.
- d. Assignment to Split Duty Shift. A split duty shift occurs when patrol responsibilities are divided between bicycle and motor vehicle patrol. The assignment of employees to split duty shifts shall be based on operational needs and at the direction of the Unit Coordinator.
- e. Hours of Assignment. Hours of operation shall be established by the Unit Coordinator and determined by operational needs.
- f. Patrol Beats. The Unit Coordinator shall establish geographical boundaries and beats for the BPU.
- g. Special Events. Upon approval of the Unit Coordinator, BPU members may be assigned to special events, emergency operations, or special enforcement programs. This would normally apply in situations where vehicle or motorcycle patrol units would not be an effective means of enforcement.

5. REMOVAL FROM BICYCLE PATROL DUTY.

- a. Voluntary. Officers assigned to the BPU may voluntarily remove themselves from the BPU by submitting a memorandum to the command.
- b. Involuntary. Officers and sergeants may be removed from the BPU at the discretion of the Area commander. Grounds for removal include, but are not limited to:
 - (1) Poor Judgment.

- (2) Unsafe or poor riding skills.
- (3) Multiple preventable collisions.
- (4) Substandard performance.
- (5) Poor attendance record.
- (6) Reduction of deployment needs or termination of an Area's BPU Program.

6. DEPARTMENTAL BICYCLE ACCIDENT REPORTING PROCEDURES.

- a. An accident involving a departmental bicycle shall be investigated and documented in accordance with Highway Patrol Manual (HPM) 110.5, Collision Investigation Manual.
- b. All bicycle accidents shall immediately be reported to an on-duty supervisor.
- c. If a collision investigation is conducted, a STD 270, Vehicle Accident Report, and CHP 208, Accident Prevention Report, shall be completed in accordance with HPM 11.1, Administrative Procedures Manual.

THIS PAGE INTENTIONALLY LEFT BLANK