

CHAPTER 3
INITIAL BICYCLE TRAINING PROGRAM
REVISED SEPTEMBER 2022
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CHAPTER 3

INITIAL BICYCLE TRAINING PROGRAM

1. POLICY. Prior to being assigned to the Bicycle Patrol Unit (BPU), all uniformed employees shall successfully complete the Department's Bicycle Training Program (BTP). The BTP is comprised of the following:

- a. The Department's BPU training course, certified by the Commission on Peace Officer Standards and Training (POST).
- b. A field training period.

2. SELECTION.

a. Officers interested in an assignment within a BPU shall submit a Memorandum of Interest (MOI) to their Unit coordinator.

(1) The following is the minimum criteria that should be considered in the selection of an officer:

- (a) One year experience as a uniformed employee of the Department.
- (b) Strong bicycle riding ability (see Annex B of this chapter for exercises to build bicycle riding skills).
- (c) Ability to perform tasks with limited supervision.
- (d) Excellent interpersonal skills.
- (e) Ability to implement proactive enforcement techniques.
- (f) Sound physical condition.

(2) The following is the minimum criteria that should be considered in the selection of a BPU sergeant:

- (a) One year experience as a sergeant.
- (b) Strong leadership skills.
- (c) Proven ability to motivate employees.
- (d) Excellent interpersonal skills.

- (e) Strong bicycle riding ability.
 - (f) Sound physical condition.
- b. Field Performance. An employee is not eligible for the BTP if their last CHP 118, Performance Appraisal - Officer, reflects a rating of less than "Proficient" in any critical task. The Area's Unit coordinator shall have the authority to accept or reject an employee's MOI based on the following criteria:
 - (1) Sick leave usage.
 - (2) Preventable vehicle accidents.
 - (3) Preventable lost time industrial injuries.
- c. Riding Skills. An employee should possess above-average bicycle riding skills. The Unit coordinator may use the bicycle skills exercises in Annex B to determine an employee's riding abilities.

2. BICYCLE TRAINING COURSE.

- a. The Bicycle Training Course (BTC) curriculum shall be developed and maintained by the Capitol Protection Section's Unit coordinator. The curriculum shall conform with POST guidelines, and include but not be limited to, the following topics:
 - (1) Care and maintenance of equipment.
 - (2) Bicycle riding exercises (including braking, shifting, column rides, mounts and dismounts).
 - (3) Development of safe riding practices.
 - (4) Negotiating cone patterns and obstacles.
 - (5) Enforcement contact techniques.
 - (6) Community Oriented Patrol (COP).
 - (7) Crowd-control techniques.
 - (8) Successful completion of the Performance Test.
 - (9) City and changing terrain rides.

- b. The Unit coordinator or designee shall notify the Academy POST training coordinator of any upcoming training courses and shall forward a copy of the course curriculum and trainee roster.
- c. Trainees who fail to successfully complete the BTC should wait at least six months before returning. Unit coordinators will determine if the trainee should repeat the BTC. The decision should be based on an improvement in the trainee's bicycle riding abilities, using the bicycle skills exercises in Annex B.

3. FIELD TRAINING.

- a. An officer who successfully completes the BTC shall be assigned to work with a Certified Bicycle Training Officer (CBTO) for the purpose of field training and evaluation.

- (1) The field training period shall consist of a minimum of three working days.
- (2) Only a designated CBTO shall provide instruction during the field training period. Normally, the same CBTO should be assigned to the trainee for the entire field training period.

- b. Bicycle Field Training shall focus on the following topics:

- (1) A review of Highway Patrol Manual 70.17, Bicycle Patrol Manual.
- (2) Equipment Inspection–Completion of a CHP 324, Monthly Bicycle/Safety Equipment Checklist (refer to Chapter 4, Annex B of this manual).
- (3) Operational Communication–The CBTO shall discuss partner communication concepts prior to initial patrol. It is essential proper communication exists between both officers. This may be accomplished through the use of verbal commands and hand signals.
- (4) Beat Familiarization and Accountability–The CBTO shall provide an orientation of Area beats and emphasize the importance of beat accountability. The CBTO shall also identify potential beat hazards.
- (5) Development of Riding Skills–The CBTO shall maximize riding time to further develop a trainee's abilities.
- (6) Bicycle Patrol Duties–The CBTO shall evaluate the trainee's ability to perform COP and other BPU duties. The CBTO should encourage the trainee to develop a good rapport with the community.
- (7) Violator and Suspect Enforcement Contacts.

c. Field Training Evaluation.

(1) The CBTO shall complete and submit a CHP 323, Bicycle Performance Evaluation Report, at the end of the training period.

(2) The evaluation shall be an objective and constructive assessment of all tasks demonstrated by the trainee during the field training period. Each evaluation shall be discussed in detail with the trainee. A course of action shall be implemented to correct any noted deficiencies. All evaluations shall be signed by the CBTO, the trainee, Unit supervisor, and the Unit coordinator.

(3) A trainee who fails to meet acceptable levels of performance shall be granted an extension period of one to three days, only when it is anticipated the trainee will overcome their noted deficiencies. Upon completion of the extension period, the assigned CBTO shall prepare an evaluation report regarding the trainee's ability to meet the acceptable levels of performance. Whenever possible, a different CBTO should be assigned to the trainee during an extended period of training.

(4) A trainee who fails to meet the acceptable levels of performance shall be removed from the BTP. The Unit supervisor shall provide a copy of the CHP 323 to the Unit coordinator.

(5) All evaluation reports shall be retained in the trainee's personnel file for one year.

(6) Upon successful completion of the field training period, the officer will be eligible for assignment as a primary or alternate BPU officer, based on Area needs.

ANNEX A

CHP 323, BICYCLE PERFORMANCE EVALUATION REPORT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL BICYCLE PERFORMANCE EVALUATION REPORT CHP 323 (Rev. 1-22) OPI 025	
TRAINEE John Smith #99999	DATE (FROM, TO) 08/01/22
RATING PERIOD First Day	FINAL EVALUATION ☐ Exceeds ☒ Meets ☐ Substandard
A. CARE OF EQUIPMENT ☒ 1. Maintains and recharges battery. ☐ 2. Checks and records tire pressure. ☐ 3. Inspects bicycle for improperly adjusted, worn, or broken parts prior to going on patrol. ☒ 4. Displays overall interest in bicycle and keeps it clean. ☒ 5. Bicycle is equipped only with authorized equipment. ☒ 6. Bicycle has been serviced at proper intervals. ☒ 7. Periodically inspects helmet for defects. ☒ 8. Wears helmet properly and secured at all times.	C. DEFENSIVE DRIVING (continued) ☒ 11. Anticipates unexpected movements of other vehicles and pedestrians. ☒ 12. Follows the leader when "splitting" traffic in pairs - does not pass a vehicle on both sides. ☒ 13. When riding with a partner, agrees who will ride on which side. ☒ 14. Avoids front braking on surfaces that are wet or that have loose material. ☒ 15. Avoids stopping or sitting in oil or grease spots or where there is loose material.
B. BALANCE / CONTROL / COORDINATION ☒ 1. Maintains proper balance and is steady. ☒ 2. Makes smooth U-turns. ☒ 3. Negotiates corners and curves properly. ☒ 4. Properly shifts gears. ☒ 5. Properly traverses stairs and curbs. ☒ 6. Sits erect and alert. ☒ 7. Starts and stops smoothly and cautiously.	D. ATTITUDE ☒ 1. Continuously safety minded. ☒ 2. Willing to learn capabilities and limitations. ☒ 3. Has overcome being over-eager. ☒ 4. Realizes bicycle is a working tool, not a status symbol. ☒ 5. Has positive attitude towards bicycles used in enforcement duties. ☒ 6. Accepts constructive criticism regarding riding ability.
C. DEFENSIVE DRIVING ☒ 1. Wears appropriate safety equipment at all times (<i>gloves, glasses, etc.</i>). ☒ 2. Appraises roadway for hazards at all times. ☒ 3. Recognizes and anticipates potentially dangerous locations and situations. ☒ 4. Always leaves himself/herself an "out". ☒ 5. Follows at a safe distance. ☒ 6. Rides the edges of traffic lanes - avoids oil strip. ☒ 7. Is cautious when passing around or between stopped traffic. ☒ 8. Avoids the "blind spots" of other motorists. ☒ 9. Avoids overbraking in curves and turns. ☒ 10. Avoids riding on painted or other highway markings.	E. JUDGEMENT ☒ 1. Rides within limits of personal ability and skill. ☒ 2. Uses safe techniques in stopping violators. ☒ 3. Seeks advice from experienced riders. F. COMMUNITY-ORIENTED PATROL ☒ 1. Develops good rapport with agencies in assigned beats. ☐ 2. Ability to give professional safety presentations. ☒ 3. Covers and knows the beats - identifies potential problem areas. ☒ 4. Works well with allied agencies.

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ANNEX A

CHP 323, BICYCLE PERFORMANCE EVALUATION REPORT *(continued)*

TRAINING PHASE ☒ First Day ☐ Second Day ☐ Third Day ☐ Extension ☐ Probation ☐ Annual		
RECOMMENDATION ☒ Recommend successful completion of this phase or extension ☐ Recommend extension training ☐ Recommend rejection		
BICYCLE TRAINING OFFICER / UNIT SUPERVISOR		
STRENGTHS You had a good first day of bicycle patrol training. You displayed good judgment, attitude, and defensive riding skills. Of particular note, you did an outstanding job recognizing hazardous conditions while riding through a parking lot. You slowed and steered to a location where you could be easily seen by drivers backing out of stalls. Continue to operate your bicycle in a safe and courteous manner.		
WEAKNESSES This morning, during your pre-shift inspection, you failed to conduct a proper safety inspection on your bicycle. We discussed the importance of a pre-shift inspection of your bicycle's tire air pressure, brakes, cranks, and cables (ABCs). Take care of your equipment and it will take care of you.		
COMMENTS You did an excellent job today building rapport with allied agencies and displaying a positive professional image as a CHP Bicycle Patrol Officer. Your uniform and bicycle were looking sharp. Continue to take pride in your professional demeanor and cleanliness of your bicycle.		
BICYCLE TRAINING OFFICER'S NAME (LAST, FIRST, MIDDLE - PRINT) Smith, Joe R.		
SIGNATURE 	I.D. NUMBER 11111	DATE 08/01/22
UNIT SUPERVISOR		
☐ Assign to next phase ☐ Assign to extended training ☐ Recommend rejection ☐ Successful completion ☐ Field training period ☐ Probation ☐ Annual evaluation		
UNIT SUPERVISOR'S NAME (LAST, FIRST, MIDDLE - PRINT) 		
SIGNATURE 	I.D. NUMBER 	DATE
TRAINEE / OFFICER		
TRAINEE'S/OFFICER'S SIGNATURE 		DATE
UNIT COORDINATOR		
UNIT COORDINATOR'S NAME (LAST, FIRST, MIDDLE - PRINT) 		RANK
SIGNATURE 	I.D. NUMBER 	DATE
California Highway Patrol, OPI 025, CHP323 (Rev. 01-22)		

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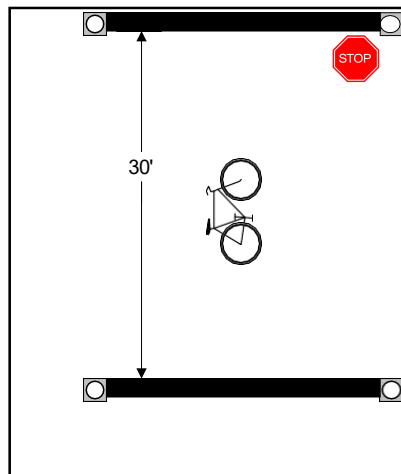
ANNEX B

BICYCLE SKILLS EXERCISES

Skills exercises play an important role in the development of an officer's job proficiency. Through the use of skills exercises, training coordinators are able to simulate real-life scenarios for the purpose of safely teaching officers the techniques of handling life threatening situations. This concept has been used in all fields of law enforcement and is prevalent in training officers participating in bicycle patrol programs across the nation.

The Department has compiled several bicycle skills exercises from agencies and resources proactive in the development of high standards for bicycle patrol training. The exercises were designed to simulate real scenarios which an officer assigned to a bicycle patrol program may encounter on patrol. It is suggested the following skills exercises be utilized in all phases of training to evaluate and develop an officer's riding ability:

BRAKING COURSE



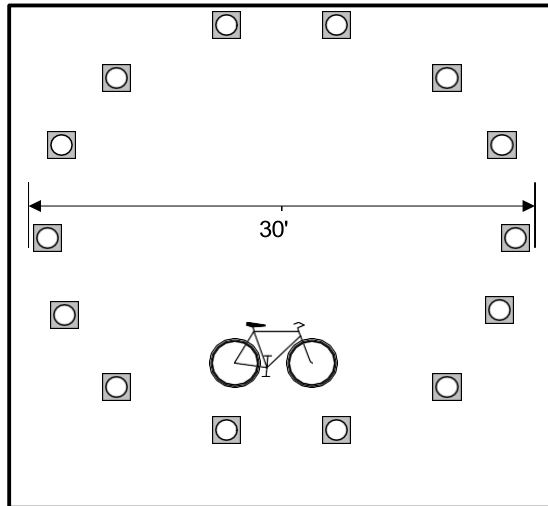
Braking Course: The purpose of the braking course is to evaluate and develop the rider's ability to control a bicycle at varied speeds and stop quickly while remaining under control. The rider should understand the different dynamics associated with front and rear braking.

Course Instructions: The rider approaches the stop line and brakes in a straight line, using the most effective method of braking, which is a combination of front and rear brakes. This shall be performed several times at various speeds. As skills progress, riders should develop the ability to come to a stop using only the rear brake or front brake of the bicycle.

ANNEX B

BICYCLE SKILLS EXERCISES *(continued)*

GEAR SHIFTING COURSE



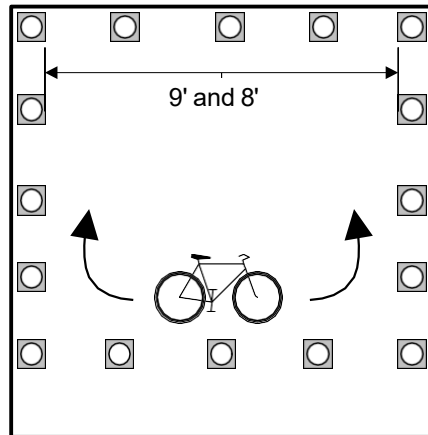
Gear Shifting Course: The purpose of the gear shifting course is to evaluate and develop the rider's basic bicycle riding skills and familiarity with gears.

Course Instructions: The rider shall maneuver the bicycle in a circular motion within the 30' diameter circle and demonstrate the ability to use all gears. The course shall be completed in both directions. The rider shall shift front gears from 1st to 3rd, then 3rd to 1st, and shift rear gears from 1st to 7th, then 7th to 1st. As skills develop, riders should be completely familiar with the bicycle's gears and able to shift without looking down while shifting.

ANNEX B

BICYCLE SKILLS EXERCISES (*continued*)

BOX COURSE



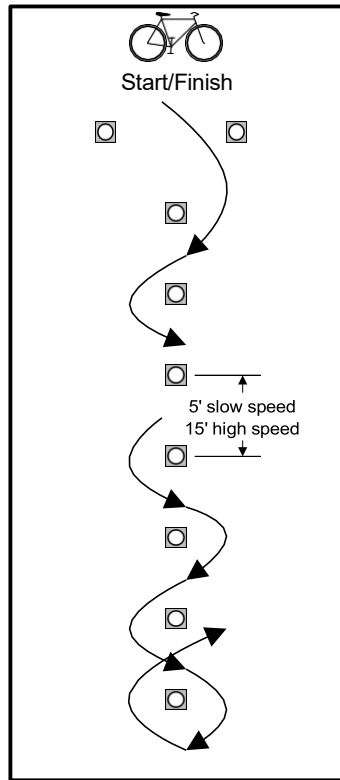
Box Course: The purpose of the box course is to evaluate and develop the rider's ability to turn safely while maintaining balance within confined areas.

Course Instructions: The rider travels in a circular motion within the interior of the box, without making contact with the cones. This skill must be demonstrated in both directions. The rider should start with a nine-foot box. As skills develop, the rider should be able to complete turns within an eight-foot box without touching cones

ANNEX B

BICYCLE SKILLS EXERCISES *(continued)*

SLALOM COURSE



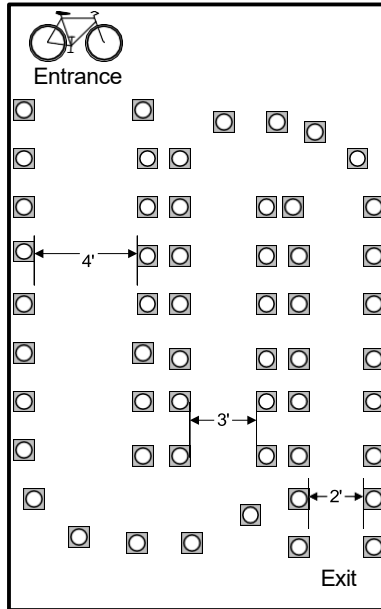
Slalom Course: The purpose of the slalom course is to evaluate and develop the rider's ability to avoid pedestrians, vehicles, and other hazards.

Course Instructions: The rider enters the course through two designated cones and rides between the cones that are spaced five feet apart, in a straight line. The rider exits the course after the fifth cone and makes a U-turn between the two cones at the end of the course. The exercise is completed by repeating the course in the opposite direction. This course should be negotiated at higher speeds with cones spaced 15-feet apart. As slow-speed skills develop, space between cones can be reduced to four feet, then three feet, apart.

ANNEX B

BICYCLE SKILLS EXERCISES (*continued*)

SERPENTINE COURSE



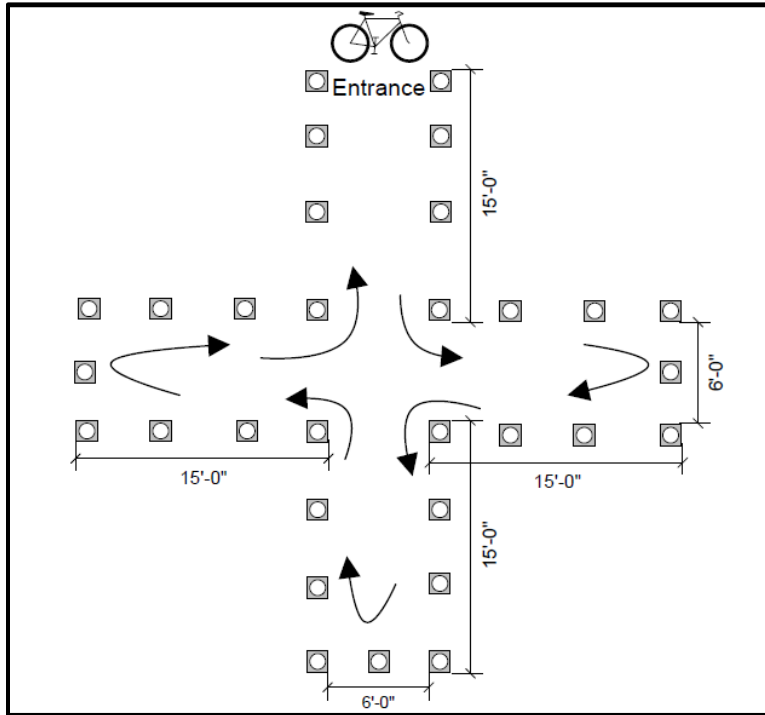
Serpentine Course: The purpose of the serpentine course is to evaluate and develop the rider's ability to maneuver corners with precision and control.

Course Instructions: The rider enters the course with the cones spaced at four feet apart. The rider continues through the serpentine without knocking over any cones. The course narrows to three feet after the first turn, then narrows again after the second turn, to two feet at the exit. As skills develop, the rider should be able to increase speed and avoid touching cones.

ANNEX B

BICYCLE SKILLS EXERCISES (*continued*)

CROSS COURSE



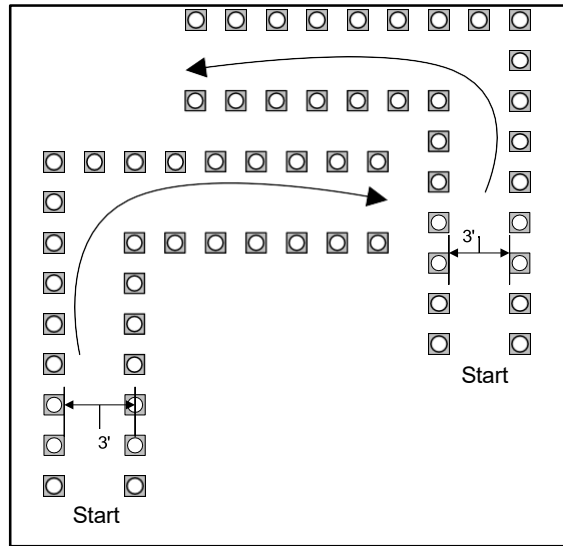
Cross Course: The purpose of the cross course is to evaluate and develop the rider's ability to maneuver corners and control bicycle speed.

Course Instructions: The rider enters the course through the opening of the cross pattern and continues straight. The rider turns left at the center and continues to the end of the extension of the cross. The rider makes a right-hand, U-turn, and returns to the center of the cross and turns left again. The rider repeats this maneuver until reaching the exit at the opening of the cross pattern. The rider then completes the course in the opposite direction making right turns in the center of the cross pattern. As skills develop, the rider should be able to increase speed and avoid touching cones.

ANNEX B

BICYCLE SKILLS EXERCISES *(continued)*

NINETY-DEGREE TURN COURSE



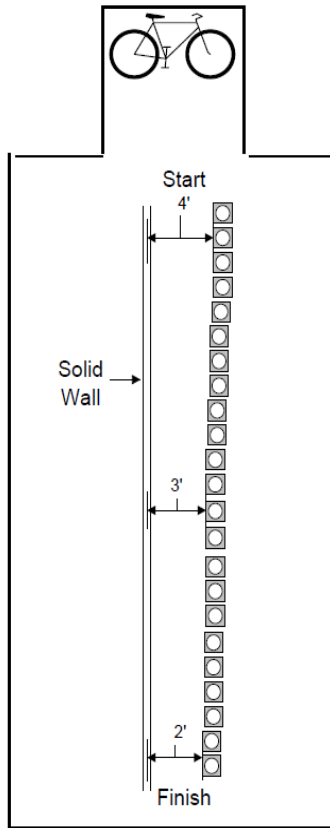
Ninety-Degree Turn Course: The purpose of the ninety-degree turn course is to evaluate and develop the rider's ability to turn sharply and safely in confined roadways and alleys.

Course Instructions: The rider enters the cone pattern and successfully maneuvers a ninety-degree turn to the right and then to the left. As skills develop, the rider should be able to increase speed and avoid touching cones.

ANNEX B

BICYCLE SKILLS EXERCISES (*continued*)

NARROWING-WALL COURSE



Narrowing-Wall Course: The purpose of the narrowing-wall course is to evaluate and develop the rider's ability to maintain control of a bicycle in situations where the riding space decreases.

Course Instructions: The rider enters the cone pattern where the cones are positioned four feet from a solid wall. The rider continues straight against the wall to the finish line. Cones shall begin four feet parallel to the wall and shall decrease to two feet. Riders should be able to increase speed without touching cones. As skills progress, obstacles such as cones or wooden pallets can be added to the course to increase balance and coordination.

ANNEX B

BICYCLE SKILLS EXERCISES *(continued)*

FIGURE-EIGHT COURSE

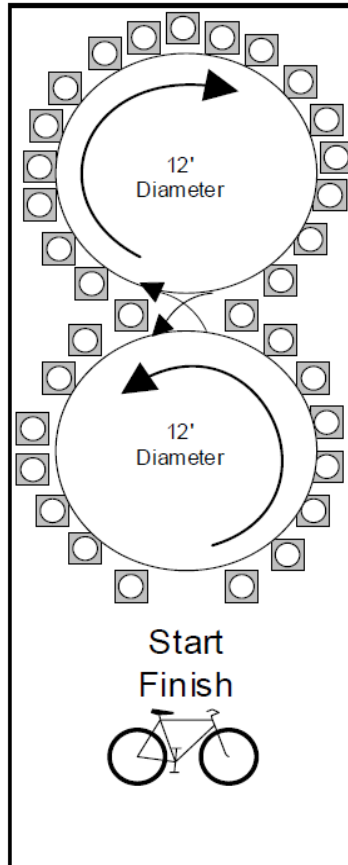


Figure-Eight Course: The purpose of the figure-eight course is to evaluate and develop the rider's ability to turn safely in confined areas.

Course Instruction: The rider enters the course between two cones at the bottom of the lower circle and performs one complete revolution of that circle. The rider then crosses to the other circle and performs two complete revolutions. Finally, the rider crosses back into the first circle and travels half of a revolution and exits through two cones. The rider then completes the course in the opposite direction. As skills progress, the diameter of the circle can be reduced and/or multiple riders can enter the figure-eight course.

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ANNEX C

CHP 322, BICYCLE TRAINING PROGRAM APPLICATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL BICYCLE TRAINING PROGRAM APPLICATION CHP 322 (New 10-95) OPI 065			
NAME (LAST, FIRST, MIDDLE) <u>Smith, John R.</u>		I.D. NUMBER <u>99999</u>	RANK <u>Officer</u>
DATE APPOINTED TO DEPARTMENT <u>01/01/2009</u>	AREA <u>Capitol Protection Section</u>	LOCATION CODE <u>025</u>	DATE ASSIGNED TO AREA <u>02/01/2010</u>
1. PREVIOUS BICYCLE ENFORCEMENT DUTY (If more space is needed, use item 4)			
POLICE DEPARTMENT	MAKE AND MODEL OF BICYCLE	FROM (month/yr.)	TO (month/yr.)
<u>N/A</u>			
2. PREVIOUS CIVILIAN BICYCLE EXPERIENCE (If more space is needed, use item 4)			
TYPE OF RIDING (pleasure, transportation, etc.)	MAKE AND MODEL OF BICYCLE	FROM (month/yr.)	TO (month/yr.)
<u>Mountain Bike Racing</u>	<u>Trek / Super Stump Jumper</u>	<u>Jan/2005</u>	<u>Jan/2011</u>
<u>Pleasure Riding</u>	<u>Schwinn Beach Cruiser</u>	<u>Jan/2001</u>	<u>Jan/2005</u>
3. GENERAL INFORMATION		YES	NO
A. Have you applied for bicycle training before? If yes, when and where?			☒
B. Were you ever rejected for bicycle duty? If yes, explain in item 4.			☒
C. Were you ever removed from bicycle duty? If yes, explain in item 4.			☒
4. DETAILED EXPLANATIONS (Identify by item number) (If more space is needed, use reverse)			
APPLICANT'S SIGNATURE		DATE	
5. ACTION BY AREA COMMANDER			
RECOMMENDATION ☐ Approve ☐ Disapprove		NUMBER OF HOURS APPLICANT OFF DUTY DURING PAST 24 MONTHS <u>Sick Leave</u> <u>Industrial Injury</u>	
REMARKS			
AREA COMMANDER'S SIGNATURE		DATE	
6. ACTION BY DIVISION COMMANDER			
RECOMMENDATION ☐ Approve ☐ Disapprove			
REMARKS			
DIVISION COMMANDER'S SIGNATURE		DATE	

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