

CHAPTER 6
REFRESHER TRAINING PROGRAM
TABLE OF CONTENTS

POLICY 6-3
BICYCLE REFRESHER TRAINING PROGRAM 6-3
 Objective..... 6-3
 Required Training to Maintain Riding Status 6-3
 Advanced Out-Service Training..... 6-4
 Certified Bicycle Training Officer Program..... 6-4

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CHAPTER 6

REFRESHER TRAINING PROGRAM

1. POLICY.

- a. The Unit Coordinator shall establish a refresher bicycle training program. A minimum of eight hours per quarter shall be utilized to provide advanced training focused on developing and maintaining an officer's high level of riding proficiency.
- b. The Unit Coordinator shall be responsible for evaluating the Bicycle Patrol Program's out-service training needs.

2. BICYCLE REFRESHER TRAINING PROGRAM.

- a. Objective. The objective of the refresher bicycle training program is to reduce bicycle accidents by increasing rider skills.
- b. Required Training To Maintain Riding Status. The Unit Coordinator shall be responsible for keeping all training records to ensure all Bicycle Patrol Unit (BPU) officers maintain their riding status. In order to maintain status as a primary or alternate rider, all BPU riders shall complete the following refresher training:

(1) Quarterly Training. The Unit Coordinator shall establish an on-going training program. A minimum of one eight-hour day per quarter shall be utilized to provide advanced training focused on developing and maintaining BPU officers' high level of riding proficiency. Quarterly training is mandatory.

(a) A BPU rider who fails to participate in more than two training sessions within 12 months will be placed on remedial status and assigned to work with a Certified Bicycle Training Officer (CBTO) until proficiency is re-established.

(b) The Unit Supervisor and CBTOs will participate in and conduct the quarterly training.

(c) To assist with the implementation of a standardized refresher training program, Capitol Protection Section's (CPS) Bicycle Training Staff will present a course of instruction to Area CBTOs and supervisors.

(2) In-Service Training. All current BPU riders who have maintained their quarterly training shall attend an in-service training class once every three

years. Capitol Protection Section will be responsible for conducting in-service training classes. All in-service trainees will be required to complete the BPU Performance Test within the allotted time.

(a) If a rider fails the BPU Performance Test, a period of three months will be given to become proficient. At that time, the rider will again take the BPU Performance Test.

(b) If the rider again fails the test, the rider will lose their riding status.

(3) Primary and Alternate Rider Riding Requirements. Primary and alternate riders shall ride a minimum of 12 eight hour shifts per year to maintain their riding proficiency and status as a rider. The Unit Supervisor shall ensure that all riders meet this minimum requirement. Riders shall document the shifts worked on a bicycle on their monthly CHP 100, Officers Activity/Evaluation Summary, forms. If a rider fails to ride the minimum number of shifts, they will lose their riding status.

(4) Transfers. BPU officers who transfer out of an Area with an approved BPU program and into an Area without a BPU program will lose their riding status after a 12 month period. If the BPU officer transfers back to an Area with a BPU program within a year, the rider shall be assigned to work with a CBTO until proficiency is reestablished.

(5) Special Duty Assignments. It shall be at the discretion of the Unit Coordinator to determine whether an officer working a special duty assignment can also be assigned to the BPU. If a special duty officer is assigned to the BPU, the officer shall maintain all riding and training requirements.

c. Advanced Out-Service Training.

(1) The Unit Supervisor shall be responsible for evaluating out-service training needs of the Bicycle Patrol Program on an ongoing basis.

(2) A CHP 50, Request for Out-Service Training, shall be completed for all out-service training requests and forwarded through channels to the appropriate Division for approval.

d. Certified Bicycle Training Officer Program. Capitol Protection Section's Bicycle Training Staff will present a CBTO course of instruction to Area CBTOs and BPU supervisors.

(1) Each Area designated with a departmentally approved bicycle program shall have at least one CBTO assigned to their Area.

(2) Certified Bicycle Training Officers will be responsible for providing field training for newly assigned bicycle officers in their respective Areas.

(3) Certified Bicycle Training Officers will assist with the planning and preparation for Area BPU quarterly training. CBTOs will also participate and assist in conducting Area BPU quarterly training.

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