

JOPLIN POLICE DEPARTMENT	10-02 STANDARD OPERATING GUIDELINE
SUBJECT: Bike Patrol	REVIEW MONTH: October
EFFECTIVE DATE: 11/14/2019	ACTION DATE:
AMENDS/SUPERSEDES: 01/12/2011	AMEND DATE: 11/14/2019
ACCREDITATION INDEX: 41.1.3 a, b, c, d	APPROVED:  Chief of Police

I. POLICY

It is the policy of the Joplin Police Department to solve community problems of crime and disorder and to create strong partnerships with the community it serves. This is accomplished by utilizing Community Oriented Policing and Problem Oriented Policing techniques. The Bicycle Patrol is one tool to be utilized in these efforts. The bicycle patrol is to provide presence in areas of the city not readily accessible to officers in squad cars or on foot. The bicycle patrol also promotes greater public contact, while increasing police presence in specific problem areas. (41.1.3 A)

II. PURPOSE

To provide a policy for utilization of bicycles as an alternate patrol vehicle.

III. DEFINITIONS

A. American National Standards Institute (ANSI)

The ANSI promotes and facilitates voluntary consensus standards and conformity assessment systems. Among other things, they set accepted bicycle helmet approval ratings.

B. Bicycle Mechanic:

An officer that has had the requisite training in bicycle repair and maintenance through an approved maintenance training and certification course such as the IPMBA Maintenance Officer certification.

C. IPMBA:

International Police Mountain Bike Association

D. Police Cyclist: (41.1.3 B)

A person who has the requisite training and experience as mandated by Policy, and has been certified by completing a standard course of instruction, and passing written and on-bike skills testing.

E. Snell:

A Foundation known for its ongoing work in setting, maintaining, and upgrading the most authoritative helmet standards in the U.S. and throughout the world. Snell Standards significantly surpass those set by the U.S. Department of Transportation (DOT), the American National

Standards Institute (ANSI), the American Society of Testing Materials (ASTM) and the U.S. Consumer Products Safety Commission's 16 CFR Part 1203.

F. Utility Uniform:

A uniform that enhances an officer's ability to perform continuous athletic activity in extreme weather conditions.

IV. PROCEDURES

A. General

1. Officers must attend and pass a Police Cyclist course prior to any bike patrol assignments. (41.1.3 B)
2. Except during undercover operations, officers will wear protective equipment while riding to include: (41.1.3 D)
 - a. ANSI or Snell approved helmet
 - b. Shatter resistant eye wear
 - c. Padded Cycling gloves
3. Officers assigned to Bicycle Patrol shall utilize bicycles in accordance with the following standards: (41.1.3 A, C)
 - a. Whenever directed to do so by a supervisor.
 - b. Officers are not required to ride in rain, snow, excessive wind, extreme temperatures, or similar weather conditions.
4. Prior to going on bicycle patrol, officers shall inspect the bicycle and all related equipment to identify damage or any necessary maintenance.
5. Officers shall report any bicycle or equipment damage to a supervisor.
6. Officers shall sign for, and be accountable for, all bicycle-related equipment. Every reasonable effort must be made to maintain the security of the equipment.
7. Officers shall wear the bicycle uniform while on bicycle duty.
8. Officers will be allowed to ride their department bicycles to and from work with a Supervisor's prior approval.

B. Bike patrol guidelines (41.1.3 A)

1. As often as weather and manpower permit, bicycle officers should be in service, supervised by the Bureau sergeant to whom they are assigned.
2. Bicycle patrol officers shall respond to all assigned calls and shall perform all of the duties that any patrol officer performs. They are encouraged to assist beat officers or to handle beat calls for service that they are close to.
3. Bicycle officers should conduct regular patrol of beats and sub-beats that historically have higher incidents of calls for service, reported crimes, and arrests.

4. Bicycle officers may be required to conduct saturation patrols of areas requiring immediate special attention due to criminal activity, citizen complaints, or special events.
5. Bicycle officers will, as frequently as possible, initiate interaction with residents and business people within their assigned area, so as to develop a strong personal rapport aimed at effectively carrying out the mission and objectives of the unit.
6. Bicycle officers will be utilized, when possible, for special events and situations.
7. Bicycle officers should be utilized for bicycle safety programs in conjunction with the Support Services Bureau.
8. In making an arrest, bike patrol officers are responsible for completing all necessary paperwork but shall request a patrol car for prisoner transportation.
9. In performing his or her duties, the bike patrol officer shall remain ever mindful of safety and shall at all times wear authorized safety equipment. Bike officers, when on public roadways, shall observe traffic laws and take care to signal their movements.
10. Before assuming shift duty, bike patrol officers shall consult with the Support Services Bureau supervisor to determine the location and scope of their patrol duties.
11. Bicycle officers will ride in pairs whenever possible.
12. Bicycles will always be operated in a safe and prudent manner.
13. Bicycle officers will consistently obey all traffic laws when on roadways unless in official performance of their duties.
14. Officers on bike patrol should not pursue motor vehicles.
15. Bicycles will be locked to an immovable object whenever the officer is away from the bicycle unless an emergency exists.

C. Uniforms and equipment

Officers involved in bicycle-mounted operations have a need for uniforms and equipment that by design will enhance the performance of their duty. The bicycle uniform and related accessories are designed to aid both comfort and functionality of the officer. The uniform should be designed to allow the officer reasonable comfort while working in various weather conditions. This is assisted by fabrics that “wick” away moisture from the body, allowing it to breath, and insulating the officer from both wind, and rain. “Comfort” and “Function” are the critical uniform and equipment factors because of the physical demands of the bicycle operations and the constant exposure to the elements. Bike officers’ uniforms should facilitate the ability of the officer to be covert when needed (i.e. surveillances). The uniform should also be conspicuous; that is, to be both seen and recognized, while operating on the roadways. (41.1.3 D)

1. Uniform

- a. Jacket: Blue over black jacket with “Joplin Police” on the back in Gold lettering, the jacket will have retro-reflective piping along sleeves, and the edges for visibility at night. Officers will not apply pins, badges, or nametags to the Bike Jacket, as puncturing the garments’ outer shell will compromise the waterproof integrity of the garment. Additionally, officers will not have the bike

jacket dry cleaned, as this will also compromise the waterproof integrity of the jacket.

- b. Shirt: Officers will be issued 4 blue, short-sleeved shirts. All shirts will have “Joplin Police” in 4-inch gold lettering on the back of each shirt.
- c. Shorts and Pants: Officers will be issued 4 pairs of black shorts and 4 pairs of black cycling pants. Full length Lycra cycling tights will not be worn with department issued bike shorts.
- d. Shoes: Shoes worn with the bicycle uniform will be black in color. To prevent injury to the officers’ feet, officers will be provided stiff soled cycling shoes, or boots. Officers will wear black colored socks with the summer uniform and black colored socks with the winter uniform.
- e. Gloves: Officers will be issued cycling gloves consistent with the uniform. These colors include: black, white, and gray. Neon or day-glow colors are prohibited. Winter gloves should allow the officer to draw and fire their handguns without removing the glove.
- f. Eye Protection: Officers will be issued one pair of shatter resistant protective eyewear with both dark and clear lenses. Officers will wear eye protection during bike operation. Officers may purchase their own eye protection for department use. Eyewear must be impact resistant; i.e. Wiley’s, Gargoyles, Oakley’s, etc. Eye protection frames will be black. Day-glow and neon colored eyewear, or mirror exterior finishes are prohibited.
- g. Duty Belts: Officers assigned to a unit that utilizes bicycles will be issued the proper non-collapsible Cordura/Nylon style gun belts and accessories. Wearing of the Cordura/Nylon style gun belts while wearing the traditional patrol uniform is prohibited. Officers may wear the traditional leather belt and accessories with the bicycle uniform. Officers will be issued the following items for use on bike patrol:
 - i. Nylon duty belt with nylon under belt
 - ii. Nylon magazine pouch
 - iii. Nylon gun holster
 - iv. Nylon handcuff case
 - v. Nylon mace holder
 - vi. Nylon flashlight holder
 - vii. Nylon radio case
 - viii. 1 flashlight with charger
- h. Helmet:

Officers will be issued a helmet. All helmets will be black or dark gray. All helmets will include a “rear locking system” that holds the helmet on the officer’s head. Reflective tape may be applied to the front and rear of the helmet for visibility.

- i. Only officers assigned to the Bike Patrol Unit will wear the department approved bike uniform.
- j. The bike uniform is defined as a “utility” uniform and is not governed by our traditional uniform policy.

2. Equipment (41.1.3 D)

The bike patrol officer requires basic equipment to perform his duties both safely and effectively. The equipment used by the bike patrol officer will endure rigorous use during the normal tour of duty. Many of the police mountain bikes within the department’s inventory are the result of donations or grants. Even donated items must meet a basic minimum standard for bicycle equipment purchased for police use. Additionally, accountability is of the utmost importance. All equipment listed is essential for the safe performance of duties required of a bike patrol officer.

3. Bicycle Specifications:

“Police” Mountain Bike (21, 24, 27 speed). All components and materials must be of comparable grade of those listed or better.

a. Frame:

- i. Sizes 14 to 22 inches
- ii. “Police” conspicuously displayed
- iii. The frame shall be constructed of one of the following materials:
 - A. Easton 6061 series aluminum or better
 - B. Prestige Cro-moly steel or better
 - C. Titanium

b. Forks:

- i. Suspension forks only
- ii. Rock Shox Jetts or better
- iii. Rubber Elastimer only

c. Drive train:

- i. Shimano LX or better

d. Brakes:

- i. Shimano LX or better

e. Wheels:

- i. Mavic 238 or above

- ii. Silent rear freewheel cog set
- ii. 36-hole rim
- f. High rise handlebar stem:
 - i. At least 30 to 40 degrees
- g. Threadless headset
- h. Shifters:
 - i. SRAM “Grip Shift” 7.0 or better
 - ii. Shimano LX “Rapid Fire” shifters or better
- i. Quick releases:
 - i. Front and rear wheels
 - ii. Seat post
- j. Gender specific ergonomic saddle
- k. Mounted accessories: (41.1.3 D)
 - i. Rear rack
 - ii. Pedal retention devices
 - iii. Rear mounted kickstand
 - iv. Bar ends
 - v. Head lights, 12 volts
 - vi. Taillights, 12 volts
 - vii. Tires: Continental Town and Country inverted tread-street or comparable tires.
 - viii. Water bottle cages: two aluminum cages (not plastic)
- l. Removable Accessories (41.1.3 D)
 - i. Rear trunk with “Police” on it and reflective markings.
 - ii. Water bottles
 - iii. On bicycle tool kit:
 - A. Multitool
 - B. Tire tool
 - C. CPR mask

- D. Extra tube
- E. First aid supplies
- F. Canned air/frame pump
- G. Glue-less patches

D. Maintenance (41.1.3 C)

Bicycles that are not properly maintained are a risk to the riding officer's safety while on patrol. A bicycle used for patrol must be able to withstand the rigors of foot pursuits, stair climbs and descents, hard braking and any maneuver that an officer could conceivably attempt while dealing with potential suspects. Mechanical or equipment failure could result in serious officer injury. It is the responsibility of department members to maintain all issued bicycle equipment in a safe and working manner. The maintenance schedule for department bicycles will be divided into four services.

1. Pre-ride inspection check (The A-B-C Quick-Check)

Each officer will conduct an inspection of the bicycle and attached equipment prior to going into service. This inspection is to insure the serviceability of the police bicycle and the safety of the officer. The pre-ride inspection check will include the following tasks:

- a. Checking the tires for serviceability and proper air pressure.
- b. Checking the brakes serviceability and wear.
- c. Checking the crank arms and the bottom bracket for side-to-side play.
- d. Checking the chain for serviceability.
- e. Checking all quick releases for proper tightness and alignment.
- f. Checking the bicycle drive train for proper adjustment.
- g. Checking the bicycle headlights and taillights to ensure that they are functioning properly.
- h. Conduct an inventory of the bicycle-mounted accessories.

2. Level "A" Services

The "A" Service will consist of services that can be completed by the officer at the station. "A" Service maintenance will be completed as needed and includes:

- a. Cleaning of the bike
- b. Tire replacement
- c. Tube replacement
- d. Seat replacement
- e. Toe clip installation

- f. Headlight installation
- g. Chain Maintenance and repair

3. Level “B” Services

The “B” Service will consist of services that can be completed by either the department bicycle mechanic at the station or a licensed bike mechanic. These services include:

- a. Brake adjustments
- b. Derailleur adjustment
- c. Headset adjustments
- d. Crank arm adjustments
- e. Cable replacements
- f. Derailleur and shifter replacements
- g. Brake component and lever replacement
- h. Headset replacement
- i. Pedal replacement
- j. Minor wheel truing
- k. Freewheel cassette replacement and rebuilding
- l. Wheel hub replacements and rebuilding
- m. Spoke replacement
- n. Wheel building
- o. Frame repair
- p. Suspension fork maintenance
- q. Chain ring replacement and repair
- r. Bottom bracket replacement and rebuilding

4. Level “C” Service - Annual Inspection

Annually, each bicycle in the fleet should be overhauled to protect the department’s investment. Also, deficiencies in equipment such as cracks in frames and worn components can be found before failure, protecting the department from liability issues. The R.A.P.I.D. team supervisor will perform the annual inspection. The annual inspection will consist of the following services:

- a. Frame inspection and cleaning

- b. Bottom bracket will be checked for serviceability and replaced (if needed)
- c. Replacement of all cables and housings (if needed)
- d. Replacement of all brake pads (if needed)
- e. Inspection and replacement of Chain
- f. Wheel truing (if needed)

E. Accidents and damage

Damage to police bicycles is common and a part of normal bicycle operations. The police bike is often dropped or may tip over causing damage. This includes, but is not limited to, damage to the pedals, drive-train, light system, as well as scratches to the bike frame. All damage shall be reported to the supervisor.

- 1. An incident report (as well as any other necessary reports) will be completed when a bicycle is involved in a collision under the following circumstances:
 - a. Bicycle versus motor vehicle
 - b. Bicycle versus bicycle, (not including police bicycles that make contact)
 - c. Bicycle versus pedestrian
 - d. Bicycle causes damage to private property
 - e. The bicycle's frame is rendered unserviceable
 - f. Any incident in which a supervisor believes is negligent

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.