

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1615.4, POLICE MOUNTAIN BIKES**

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POLICY:

It is the policy of the Orlando Police Department to maintain a safe, effective, and professional bike program. Officers assigned to ride police bikes shall be properly trained, equipped, and proficient in police bike tactics, and the safe use and care of the police bikes. For the purposes of this policy, all units assigned bikes shall be referred to as a bike unit.

The police mountain bike is the primary mode of transportation for officers assigned to a bike unit. The police mountain bike will normally be used in areas that are assigned a bike unit, such as Delta Sector, International Drive, the neighborhood patrol sites, and the Orlando International Airport.

This policy outlines the responsibility, training, care and operational use of the police mountain bike and related equipment.

PROCEDURES:

1. PERSONNEL PROCEDURES

The following sections outline the selection process and the physical and training requirements for bike officers.

1.1 OFFICER SELECTION

In recognition of the physical demands and special characteristics unique to police bike duty, only officers who volunteer for bike patrol duties shall be used in this program.

1.2 PHYSICAL REQUIREMENTS

Officers must demonstrate the ability to successfully complete the training required for assignment to any of the police mountain bike units. Thereafter, they must maintain a level of physical fitness sufficient to perform the essential functions of the position.

1.3 TRAINING

Officers assigned to either full-time or part-time bike patrol shall complete a Department-approved training course prior to assuming solo patrol duties. Untrained officers assigned to a bike unit may be paired with a trained officer for field training purposes with prior approval of a bike unit supervisor. Such training will be coordinated through a Department bike-training officer. Officers and sergeants assigned to a bike unit must successfully complete the approved Bike Training Course within six months or next available class. All bike-certified officers must complete an approved bike recertification course every two years in order to maintain their certification.

2. BIKE ASSIGNMENTS AND CHECKOUT PROCEDURES

The following sections establish procedures for the assignment and safety inspection of the bikes.

2.1 PRIMARY OFFICER

To properly match officers with the correct bike size and to maintain the integrity of bike care, supervisors of designated bike units shall assign the bikes within their unit to a primary officer.

2.2 SECONDARY OFFICERS

Trained officers seeking to use a spare bike shall check out a temporary bike from the Downtown bike cage using the following procedure:

1. The officer shall select a bike commensurate with the officer's size from the sign-out log provided by the on-duty Delta Sector supervisor.
2. The officer shall remove the #40 key from the sign-out log and use it to gain access to the Downtown bike compound.
3. The officer will then locate the spare bike and inspect it for damage and verify that the spare bike has a battery and bike bag. The officer will then relock the bike cage after removing the spare bike. The officer shall return the #40 key and complete the sign-out log.
4. When finished, the officer shall retrieve the #40 key from the sign-out log. The officer will return the spare bike to the bike compound and relock the bike cage.
5. The #40 key will then be returned, and the officer shall make note of any damage or needed repairs in the sign-out log, and notify the on-duty Delta Sector supervisor.

2.3 AUTHORIZATION FOR USE

All personnel assigned to a bike unit are authorized to patrol on a police mountain bike. Persons not assigned to a bike unit must obtain watch commander approval prior to checking out and riding a police mountain bike.

2.4 CHECKOUT INSPECTION

All officers shall conduct a safety inspection of their bike prior to its use. Special attention should be given to proper adjustments, worn parts, defects, and/or any other condition affecting the safe operation of the bike. Each bike has the following assigned equipment:

- a. Rechargeable lighting system (with battery and charger)
- b. Flashing rear light
- c. Horn
- d. Bike bag

3. BIKE CARE AND MAINTENANCE

Bike officers shall always maintain their assigned bikes in clean, safe, and good-working order . Any damage or inoperable conditions shall be reported to the unit supervisor by the end of the shift, either verbally or in writing. Commanders of bike units are responsible for the bikes assigned to and/or used by their units and will conduct inspections of bikes and bike equipment on a quarterly basis.

3.1 MODIFICATIONS

No modifications will be made to a bike without prior approval of a bike unit supervisor.

3.2 REPAIRS

Repairs of a nonroutine nature shall be reported to a bike unit supervisor promptly. Repairs will be coordinated through the mountain bike maintenance officer. The bike maintenance officer will review the log monthly.

3.3 TUNE-UPS, OVERHAULS, AND MAJOR REPAIRS

Tune-ups, overhauls, and major repairs shall be approved by a bike unit commander and completed by the City-contracted vendor.

The bike officer shall fill out a Bike Repair Form (Attachment A) along with a Requisition form. A bike unit supervisor or a mountain bike maintenance officer and a bike unit section commander must approve and sign the form. Bike Repair Forms can be found on the N: drive and may be obtained from a bike unit supervisor or a bike unit section commander.

4. UNIFORMS AND ACCESSORIES

Officers assigned to a bike patrol unit full time must wear Department-approved bike uniforms. Bike uniforms may only be worn during actual bike patrol. Optional, personally owned accessories (e.g., gloves) may be worn with prior approval of a bike unit supervisor. The uniform and specific accessories that will be issued to the full-time bike patrol officer shall consist of the following:

- (1) Bike helmet
- (1) Fox 40 sonic whistle
- (5) Collared uniform shirts
- (5) Blue uniform bike shorts
- (5) Blue uniform BDU pants
- (1) Pair of bike shoes
- (1) Small tool kit or a multi-tool unit for the bike bag
- (1) Vehicle bike rack
- (1) Pair of bike gloves

In addition to the issued equipment above, a bike patrol officer must also wear their standard leather or nylon issued equipment and black crew or ankle socks.

5. HELMETS AND SAFETY EQUIPMENT

The following must be strictly adhered to:

- a. Helmets shall always be worn while a bike is in operation.
- b. Bike officers shall wear a Department-issued whistle.
- c. During the hours of darkness, individual safety illumination shall be worn by the bike officer.
- d. Bike officers shall wear shatter-resistant eye protection during bike operation.

6. EXTRA-DUTY EMPLOYMENT

Officers assigned to bike patrol may be employed in an extra-duty capacity. The use of the bike for extra-duty employment will be subject to availability and approval from a Central Patrol Division section commander.

7. BIKE SECURITY

Bike officers are always required to maintain strict control over their bikes. Bikes shall not be left unsecured except in emergencies.

8. STORAGE COMPOUND

The bike compound must always be kept locked. All equipment leaving the compound must have supervisory approval and be logged out.

9. BIKE TRANSPORTATION

When transporting bikes by motor vehicle, a Department-issued bike rack should be used. In all cases, the bikes shall be properly secured, with attention given to preventing damage to bikes and vehicles. A bike rack may be temporarily signed out at the Quartermaster window.

10. COMMUNITY RELATIONS

When operations permit, bike officers are encouraged to interact with citizens seeking photographs and discussion of the bike program. Bike officers should take advantage of the opportunity to act as goodwill ambassadors for the Department.

11. VISITING LAW ENFORCEMENT OFFICERS AND DIGNITARIES

Visiting law enforcement officers and dignitaries may ride as observers with bike officers, provided a liability waiver is signed and approval is obtained from a bureau commander. The bike officer will ensure that proper safety equipment is utilized by the visiting party.

ATTACHMENT A

BIKE REPAIR FORM

DATE: _____ BIKE #: _____

TIME: _____ OFFICER: _____

DOWNTOWN NPU I-DRIVE

PROBLEMS NOTED OR REPAIRS APPROVED:

REVIEWED BY: _____ (SERGEANT) _____ (BIKE MECHANIC)

PURCHASE OR REPAIR APPROVED BY LIEUTENANT: _____

INVOICE NUMBER: _____

REPAIRS MADE:

COST: \$ _____