



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **BICYCLE PATROL**

#### NEW REVISED RESCINDS

APPROVED: *GM*

GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

---

## I. **POLICY**

The Cottage City Police Department utilizes bicycles to enhance the effectiveness of the Department in providing law enforcement services to the community. Bicycle patrol will be employed for, but may not be limited to, special events within the community; patrolling specific areas to enhance police visibility and through that visibility to deter criminal activity; establishing a closer, more, personal, contact with the community and strengthening the Department's community relations efforts; patrolling areas where the terrain is not reasonable suitable for conventional patrol vehicles; patrolling areas in conjunction with an undercover operation to proactively address identified crime patterns and problems; and in any area or under any circumstances in which the Chief of Police reasonably believes that bicycle patrol would be particularly effective. Traffic enforcement may be conducted by bicycle patrol officers; however, such enforcement is not the primary focus of the unit, is not required, and should only be conducted when enforcement would not reasonably jeopardize the safety of the police bicycle operator.

## II. **GENERAL**

A. The Department's Bicycle Unit shall be composed of officers who have volunteered for the assignment and have been approved by the Chief of Police or the designee delegated the responsibilities of Bicycle Unit Supervisor. If enough officers do not volunteer for the Bicycle Unit to ensure reasonable deployment of bicycles, any officer on the Department may be assigned to the Bicycle Unit at the discretion of the Chief of Police and the Bicycle Unit Supervisor.

B. The duties and responsibilities of both the officers and the supervisor of the Bicycle Unit will be in addition to the regular duties and responsibilities of a patrol officer, will not result in the additional financial compensation, and will not be construed as either a promotion or tenured assignment.

C. Assignment to the Bicycle Unit as either an officer or supervisor shall remain at the discretion of the Chief of Police.

D. All officers assigned to the Bicycle Unit, including the supervisor, should complete a Department-approved police bicycle training course prior to riding a bicycle on duty. The police bicycle training course may be conducted by any police agency offering a police

bicycle training course approved by the State of Maryland Police and Correctional Training Commission. The officers and supervisor assigned to the Bicycle Unit shall demonstrate, to a certified instructor in police bicycle training, their proficiency and qualifications to ride an on-duty police bicycle.

#### E. Assignments

1. An officer assigned to bicycle patrol usually will not be utilized as a primary unit for response to a call for police service; however, he/she may respond as a secondary, or back-up unit if within reasonable proximity to the call for service and such response is appropriate without jeopardizing the bicycle patrol officer's safety.
2. Another patrol officer, in a marked patrol vehicle, will usually be on duty at any time a bicycle patrol officer is deployed.
3. If only one officer is assigned to a specific patrol shift, absent a "cover" or overlapping patrol shift, that officer will not be deployed as a bicycle patrol officer.
4. In the event that the on-duty patrol officer in a marked police vehicle becomes unavailable for a period of time exceeding that which would be considered reasonable, the bicycle patrol officer, if deployed, shall cease riding the bicycle and resume patrol duties in a marked police vehicle for as long as the on-duty patrol officer remains unavailable.

F. An individual who is not a member of the Department will not ride a Department police bicycle.

### III. UNIFORMS

- A. While operating the police bicycle, an officer will be in full bicycle patrol uniform, include bicycle helmet, unless the officer is deployed in an undercover/plainclothes assignment. Bicycle patrol officers will be issued the following:
1. Two (2) blue uniform short sleeve polo shirt
  2. One (1) pair of black uniform shorts
  3. One (1) pair of black BDU long pants
  4. One (1) windbreaker
  5. One (1) pair of riding gloves
- B. Unless an officer on bicycle patrol is deployed in an undercover/plainclothes capacity, he/she will always wear eye protection when operating the police bicycle. The eye protection may be either shatter resistant personal sunglasses, or the clear protective eyewear.
- C. Footwear for riding the police bicycle is not provided by the Department; therefore, an officer may wear tennis shoes, sneakers, or boots that are comfortable, reasonable appropriate for riding a police bicycle on duty, and black color.

- D. Officers deployed on bicycle patrol may wear the issued nylon duty belt with holster, handcuff case, mace case, and magazine; a similar nylon duty belt, with similar equipment, personally owned by the officer and approved by the Bicycle Unit Supervisor; or the issued leather duty belt and equipment.
- E. If an officer deployed on bicycle patrol at the beginning of the patrol shift, he/she must cease riding the police bicycle for any reason including, but not limited to, weather factors, equipment problems with the bicycle, or the prolonged unavailability if the primary on-duty patrol officer in the marked patrol vehicle, the bicycle patrol officer will wear the required patrol uniform for the balance of his/her patrol shift.

#### **IV. EQUIPMENT**

- A. Each police bicycle shall be conspicuously marked with clearly visible stickers that identify it as a police bicycle; however, those stickers may be covered and/or made less visible if the police bicycle is being utilized in an undercover/plainclothes capacity.
- B. Unless being utilized in an undercover/plainclothes capacity, the equipment on each police bicycle shall include, but is not limited to:
  - 1. Headlights, taillight, and reflectors, which may not be removed for any reason
  - 2. All-terrain tires
  - 3. A saddlebag or storage compartment for citation books and forms
  - 4. A battery pack, if the bicycle is being deployed during the hours of darkness
  - 5. One (1) department approved bicycle lock with which to secure the bicycle when left unattended
  - 6. One (1) cardio-pulmonary resuscitation (CPR) face mask
  - 7. A warning bell mounted on handlebars
- C. Additional equipment, previously approved by the Bicycle Unit Supervisor, may be carried on the police bicycle by an officer if it does not reasonable interfere with safe operation of the police bicycle.
- D. It is the responsibility of the officer assigned to a specific police bicycle for a bicycle patrol shift to ensure that all the required equipment is on the police bicycle and is in a condition that would not interfere with, or jeopardize, the safe operation of the police vehicle.

#### **V. MAINTENANCE/REPAIRS**

- A. Before beginning a patrol shift on bicycle patrol duties, an officer shall conduct a general inspection of the condition of his/her assigned police bicycle that shall include but not limited to:
  - 1. Required equipment
  - 2. The proper function of both front and rear brakes
  - 3. The proper inflation (40-80 PSI) of both front and rear tires

4. The tightness and presence of all spokes on both front and rear tires
  5. The presence of all links in the chain
  6. Any other equipment on, or mechanical condition of, the police bicycle that would reasonably affect its safe operation
- B. A bicycle determined to be reasonable unsafe by a bicycle patrol officer will not be deployed.
  - C. Adjustments or repairs, even of a minor nature, shall not be made to the gear cables, brakes cable, or gears of a police bicycle by an officer.
  - D. The Bicycle Unit Supervisor shall be advised as soon as reasonably possible, in writing, of any necessary repairs or adjustments discovered by an officer during the general inspection of the police bicycle. The written notification shall include the nature of the required repaired or adjustment and the date and time of its discovery.
  - E. If a police bicycle sustains damage more than minor scratches to any equipment, chain, gears, tires (including loose spokes or bent rims, or frame) the officer assigned to the police bicycle at the time it sustained the damage shall notify the Bicycle Unit supervisor in writing as soon as reasonably possible. The written notification shall include, but is not limited to, the nature of the damage and the circumstances under which the damage was sustained.
  - F. The Bicycle Unit Supervisor shall arrange for any necessary repairs or adjustments to any police bicycle, utilizing a bicycle repair shop authorized by the specific police bicycle manufacturer to service/repair the bicycle.
  - G. If a police bicycle must be transported by vehicle, the bicycle rack and bungee cord should normally be used to minimize, or avoid, damage to the police bicycle. Except under emergency conditions, the police bicycle should not be transported in the rear seat or trunk of a vehicle.

## **VI. DEPLOYMENT OF BICYCLE PATROL**

- A. The Cottage City Police Department will attempt, as much as reasonably possible, to maximize the utilization and deployment of bicycle patrol officers throughout the community, given the effectiveness of the police bicycle patrol in proactive crime prevention and detection, community relations, and crime suppression.
- B. Deployment of a police bicycle patrol officer will be determined by environmental factors including, but not limited to, humidity, heat, cold, windchill, rain, and snow, as well as the assigned bicycle patrol officer's physical condition at the time of his/her scheduled deployment. The decision not to deploy a police bicycle patrol, or to terminate a police bicycle patrol already begun, rests with the Department Supervisor or, in his/her absence, the Bike Unit Supervisor. If the police bicycle patrol is not deployed, the officer scheduled for police bicycle patrol will be deployed in a marked police vehicle for a normal patrol shift, in the uniform appropriate for patrol duties.

- C. In the interest of the operator's safety, the police bicycle will not be deployed when ice or snow cover the roadway.