

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 220-P

REFERENCE STANDARDS: 41.1.3

SUBJECT: Bicycle Patrol Unit

PURPOSE: To establish policy and guidelines for the operation and use of the bicycle patrol unit.

POLICY: It is the policy of the Hanover Park Police Department to deploy trained police bicycle officers to supplement normal patrol and community oriented policing operations, weather permitting. Officers assigned to bicycles shall enhance the Department's community oriented policing efforts by providing an aggressive patrol presence to prevent or detect crime, and providing service at special events which will promote personal contact with members of the community

I. Bicycle Patrol Unit Organization

A. The Department maintains an organized bicycle patrol program.

1. The Bicycle Patrol Unit is supervised by a designated sergeant who is responsible for the following:
 - a. Organizing bicycle patrol training.
 - b. Inspecting and maintaining inventory of patrol bicycles and program equipment.
 - c. Scheduling maintenance and repairs.
 - d. Evaluating performance of bicycle officers.
 - e. Approving all bicycle patrol operations, unless such authority has been delegated to another supervisor.
 - f. Other activities as required to maintain efficient operation of the Bicycle Patrol Unit.
 - g. Developing a budget for each upcoming fiscal year to be submitted to the Deputy Chief of Operations. The budget will include, but not be limited to:
 - 1) Training
 - 2) New Equipment
 - 3) Equipment Maintenance
 - 4) Uniforms

2. The Bicycle Patrol supervisor will report to the Deputy Chief of Operations or his designee.

II. Objectives and Responsibilities (41.1.3a)

- A. The objectives and responsibilities of the bicycle patrol program include, but are not limited to:
 1. Performing mobile patrol of specific areas for the purpose of law enforcement, community policing, surveillance, and calls for service.
 2. Assisting with patrol of special events where vehicle and foot patrol may be difficult.
 3. May provide bicycle safety presentations.
 4. Performing other missions or programs approved by the supervisor.

III. Uniforms and equipment

- A. Bicycle patrol unit members shall conform to the following uniform and equipment regulations:
 1. All bicycle patrol unit members shall use Department-owned bicycles and equipment during the performance of official duties.
 2. Proper equipment shall be worn at all times on the bicycle. In addition, all equipment as specified in Directive 224-P – Uniform Watch Procedures, shall be carried by the officer.
 3. Bicycle patrol unit members shall conduct inspection and preventative maintenance of their bicycles and equipment prior to the start of their shift. (41.1.3c)
 4. It is the responsibility of the bicycle patrol unit member to notify the supervisor or designee of any Department equipment in need of repair or replacement.
 5. Personal equipment may be used with the approval of the supervisor.
 6. Replacement or repair of personal equipment shall be the responsibility of the bicycle patrol program member.
 7. Officers will wear body armor at all times while on bicycle patrol.
 8. Officers may wear outer vest carriers with their bicycle patrol uniforms.
 - a. When outer vest carriers are worn during periods of darkness they must have a reflective “POLICE” patch affixed to the back of the carrier
 - 1) The cost to outfit the outer vest carrier with the “POLICE” patch will be at the officer’s expense.
 - 2) The “POLICE” patch can only be worn on the outer vest carrier during bicycle patrol and must be removed during all other patrol activities.
 - b. In lieu of the reflective “POLICE” patch, officers may also wear the bicycle patrol jacket with reflective “POLICE” lettering on the back over their outer vest carriers during periods of darkness.

9. Officers will not wear the bicycle patrol uniform for any other function other than bicycle patrol unless approved by the Chief of Police or his designee.
10. Uniform required items (see Appendix A).
11. Bicycle accessories and equipment (see Appendix B). (41.1.3d)

IV. Training (41.1.3b)

- A. Each team member must complete the following training upon appointment to the unit:
 1. NEMRT “32 Hour Police Cyclist Class” or other approved bicycle patrol training program.
- B. Recurrent Training will include but not be limited to:
 1. Bicycle maintenance
 2. Bicycle handling skills
 3. Suspect apprehension
 4. Firearms training
 5. Nutrition and physical fitness

V. Selection of Personnel

- A. Selection of Bicycle Patrol Unit members will be conducted utilizing the process established in Directive 136A- Specialized Assignments.
- B. Officers must maintain good physical fitness.
 1. Bicycle Patrol Unit members will be required to participate in the annual physical fitness test and complete each test by achieving the standard for their age group.
- C. Members will have no medical conditions which would restrict duty.
- D. If, at any time, a member is injured, ill or develops any other condition which could be a physical hazard when performing bicycle patrol duties, the member can be removed from the bicycle patrol unit until cleared to resume duty.

VI. Bicycle Patrol Guidelines (41.1.3a)

- A. Officers will exercise due care and will follow the Rules of the Road. Any emergency response must be done with great care, given the very limited visibility and high vulnerability of bicycle officers.
- B. Officers may be reassigned to other duties during a shift, due to staffing needs, change in weather or road conditions, etc. Officers will have the appropriate seasonal uniform available in accordance with Directive 127A – Uniforms and Equipment – General Regulations.
- C. Supervisors should not deploy bicycle patrol officers in marginal or poor weather or road conditions. Bicycle officers who find that weather or road conditions are marginal or poor, after being deployed, shall immediately report this to a supervisor and await reassignment. The decision to deploy the bicycles shall be made by the Bicycle Patrol Supervisor or, if not on-duty, the Watch Commander.
- D. Officers will not leave police bicycles unsecured unless an emergency prevents securing. If the police bicycle is left unsecured while responding to an emergency, the bicycle will be secured as soon as possible.
- E. If bicycle patrol officers make a custodial arrest, they will call for a patrol car to transport the detainee.
- F. Officers on bicycle patrol shall not participate in the pursuit of a motor vehicle.

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Bicycle Patrol Unit Authorized Uniform

(All items are Department issued unless otherwise indicated)

A. Headgear

There is one type of bicycle helmet authorized and supplied by the Department. The specifications include:

1. Must have a minimum S.N.E.L.L. or equivalent safety rating.
2. POLICE (in all capital letters), must be visible from both the right and left sides of the helmet.
3. No other markings other than "Police" and the Manufacturer's insignia are permitted. These include, but are not limited to: stickers, personal names, drawings, nicknames, or etchings.
4. Bicycle helmets will be worn at all times by officers while riding the bicycle.
 - a. A black baseball type cap with the department logo is optional when off the bike and helmet is removed.

B. Eye Protection

1. Eye protection or prescription eyewear will be utilized by officers at all times during patrol activities.
2. Non-prescription eye-wear will have black frames.
3. Lenses can be interchangeable according to weather and/or time of day requirements.
4. Lenses may be clear, amber, or dark. Reflective lenses are not allowed.

C. Shirts

1. The two-tone royal blue/navy short-sleeved shirt has an embroidered badge on the front and reflective lettering (POLICE) on the back.
2. Pockets will not present a bulging appearance.
3. All buttons will be buttoned, except the top button.
4. Each officer will be provided with two short-sleeved shirts.

D. Shorts

1. Bicycle patrol shorts are provided in navy blue color.
2. Officers are allowed to wear black/dark blue spandex shorts or padded spandex shorts under their uniform shorts at their own expense.

E. Socks

1. Officer purchased low-cut white or black socks (with no logos or markings visible) are required.

F. Footwear

1. Black athletic or cycling type shoes will be worn.
2. Shoes must be primarily black in color but may have logos displayed.

G. Gloves

1. Bicycle riding gloves may be worn.
2. Gloves will be an optional item to be purchased by the officer.
3. Colors will be conservative and will coordinate with the Bicycle Patrol Unit uniform.
4. Gloves must not prevent firearms qualification with duty firearm.
 - a. If an officer chooses to wear bicycle riding gloves they must successfully qualify with their firearm while wearing the gloves.

H. Jacket

1. A lightweight two-tone royal blue/navy in color jacket is provided with an embroidered badge on the front and reflective lettering (POLICE) on the back.

I. Pants

1. Bicycle patrol pants are provided in navy blue color.
2. Pants will have zipper attachments and can be converted from pants to shorts.

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Bicycle Patrol Unit Equipment List

- A. Officers will ensure that department bicycles are outfitted with the following equipment:
1. Headlight and taillight
 2. Emergency blue/red lights
 3. Cable lock
 4. Rear cargo bag
 5. Water Bottle (supplied by officer if desired)
- B. The rear cargo bag will contain the following items:
1. Small first aid kit
 2. PPE kit
 3. Tool kit
 4. Air pump
 5. Two extra inner-tubes
 6. Extra batteries for the headlight/taillight/emergency lights
 7. Reflective traffic vest