A. Policy.

It is the policy of the Department of Public Safety to establish and maintain a Bicycle Patrol Program as a tool to accomplish the department's mission. The bicycle program when used with the other patrol methods employed by the department will form an integrated patrol system.

B. Procedure.

1. Mission

The bicycle patrol will function as a high mobility, high visibility, and proactive patrol. The bicycle patrol will use its ability to respond quickly to emergency situations. When necessary the bike officer will use the unique ability of the bicycle to remain unseen, to observe suspicious activity and report it. (CALEA 41.1.3)

2. Duties (CALEA 41.1.3.a)

a. Bicycle patrol officers will accomplish duties as assigned by their shift supervisors, and be guided by the post orders for the area of duty they are assigned to. The bicycle patrol officer will accomplish his duties utilizing the bicycle as his principle means of transportation.

b. The bicycle patrol officer will interact with the public whenever possible to promote crime prevention and safety on campus. The use of the bicycle
as a public relations tool is encouraged.

3 Training (CALEA 33.6.1,41.1.3.b)

a. All officers assigned to the bicycle patrol including parking enforcement officers must complete and pass a certified Police Mountain Bike Course taught by a certified police cyclist instructor.

b. Training will include classroom and on bike practical training with written and practical skills testing. A passing grade of 70% must be achieved on the written test and all practical skills must be passed to successfully complete the course. When all training requirements are met the officer will be certified as a Police Cyclist.

4. Equipment/Uniform

a. Uniforms and equipment for the bicycle patrol officer will consist of department approved duty equipment as outlined in Procedure 17 of the Department of Public Safety Policy and Procedure Manual. In addition the department will provide a bicycle equipped to meet all local ordinances, and state statutes (56-5-3410 through 56-5-3490) governing the operation of a bicycle in the State of South Carolina.

b. Equipment will include but not be limited to: (CALEA 41.1.3.d)

- Bicycle
- Cargo bag and rack
- Bicycle helmet
- Rear reflector
- Head light for night operation
- Lock for securing the bicycle
- Blue light

c. Bicycle identification

Bicycle will be identified by a letter and number combination denoting bicycle number.

d. Security of Equipment

1) It is the responsibility of the Patrol Commander to provide a secure storage facility. When the assigned officer is not on duty and his/her bike is stored in the storage facility.

POLICY AND PROCEDURE # 81

2
2) When the assigned officer is off duty, the bicycle must be stored in the approved bicycle storage area, or the bicycle may be taken home with the officer as long as adequate security and shelter for the bicycle is provided.

3) Except when responding to a bonafide emergency, the bicycle will always be secured to a fixed object with an approved lock, when unattended. In case of an emergency, secure the bicycle with hand cuffs if possible.

e. **Assignment of Equipment**

1) Bike Officers will be assigned all authorized equipment from the Bicycle Coordinator.

2) No officer is authorized to use another officer’s bike equipment or bike. The Bike Coordinator will issue a loaner bike to the officer if necessary.

5. **Maintenance (CALEA 41.1.3.c)**

a. **Function and Safety Check:**

1) Each officer assigned a bicycle will perform a daily function and safety check of his equipment

2) Any deficiency deemed to render the bicycle unsafe to ride will be cause to remove the bicycle from service until the deficiency can be corrected by authorized maintenance personnel. If an officer has a maintenance problem with their bike, they will follow the following procedure. List the bike number, date and problem with the bike on the white board hanging in the bike storage area. The bike information remains on the board until the bike has been fixed. Once the bike has been repaired, the Bike Coordinator will remove the information from the board. A bike will be issued temporarily to the officer while repairs are being made.

b. **First line maintenance:**

1) A tool kit and cleaning supplies are provided for first line maintenance by the bicycle officer. Shortages of supplies should be reported to the Bicycle Program Coordinator.

2) The assigned officer is responsible for the following maintenance
items:
- Cleanliness of the bicycle to include cleaning and lubricating the drive train.
- That all attached equipment is securely fastened.
- Adjustments to brakes and gears and any bearing adjustment will be accomplished by authorized maintenance personnel. Major repairs tune ups and overhaul will be accomplished by authorized maintenance personnel.

c. Scheduled maintenance program:

Establish a regular tune up and over haul schedule. Tune ups will be completed on a semiannual basis or as needed. Major over hauls will be completed as necessary or once every three years.

d. Spare parts: The Bicycle Program Coordinator will establish a spare parts stocking level and budget for on hand repair parts.

e. The Bicycle Program Coordinator and the Staff Inspector will establish a list of specialized uniform items for the Bicycle Officers.

f. At least monthly the Bicycle Program Coordinator will clean the bicycle chain and gears. According to attachment 1.

6. **Tactics (CALEA 41.1.3.a)**

Tactics used by bicycle officers will be in accordance with the Police Mountain Bike course taught by the Department.

a. Physical and Psychological Barrier

- The bicycle can be placed between the officer and the suspect to form a physical and psychological barrier. This tactic enhances the reactionary gap allowing the officer more time to react to a threat by the suspect.

b. Take Downs

- The bicycle officer will not use the bicycle to strike a suspect as part of a take down due to the danger of the officer becoming
entangled in the bicycle.

c. Handcuffing a suspect.

- While hand cuffing a suspect the bicycle is used to control a suspect by placing the bicycle against the back of the suspect's legs. This places the suspect at a disadvantage giving the officer additional control of the suspect.

d. Use of force

- The use of force as outlined in Policy & Procedure #56 governs what type of force and how much force is used to effect an arrest. The bicycle officer will not use the bicycle as a weapon, except in an emergency situation it may be used as a defensive weapon.

7. Weather (CALEA 41.1.3.a)

The bicycle must not be ridden in heavy rain, on slick streets, during periods of restricted visibility, such as may be caused by fog or under any other conditions or circumstances considered to be dangerous. In cold weather it is the responsibility of the Supervisor to consult with the bicycle officer and determine when it is too cold to perform bicycle patrol. If it is too cold, park the bicycle and revert to foot or vehicle patrol.

8. Safety

a. Comply with all traffic laws applicable to a cyclist.

b. All lights must be turned on at night while riding on streets and parking lots. The only exception is when use of lights might alert a suspect that is under observation, then, extra caution is required of the officer.

c. The wearing of a helmet is mandatory while riding the bicycle.

d. Bicycle patrolmen must be mindful of special safety hazards presented by the following conditions:

1) Pedestrians walking between parked cars into the street.

2) Parking lot exits

3) Being chased by dogs
4) High curbs
5) Left turns from multi-lane streets
6) Drain grates
7) Riding off road in congested pedestrian campus areas
8) Pay attention to the conditions ahead of you, the faster you ride the further ahead you must look.

e. All accidents, or incidents which cause damage to the bicycle or other property, must be reported to the supervisor immediately.

f. Officer safety will always be paramount.

9. Injuries

Any accident resulting in any injury to the officer must be reported to the Supervisor. A Workmen Comp. Accord 4 form must be completed and the officer must be seen at Carolina Work Med. during normal hours or One West Trauma after hours. An incident report of the accident or injury must be completed.

Attachments:

Attachment #1. LUBRICATION AND CLEANING INSTRUCTIONS.
INSTRUCTIONS FOR CLEANING AND LUBRICATING BICYCLE CHAINS AND CLEANING THE FRAME.

CLEAN THE CHAIN IN ACCORDANCE WITH THE CHAIN MATE INSTRUCTIONS STEPS 1 THROUGH 6. IN ADDITION THE SOLVENT PROVIDED FOR USE IS SIMILAR TO 409 CLEANER. RINSE THE CHAIN WITH A GENTLE STREAM OF WATER WHILE ROTATING THE PEDALS BACKWARDS. DO NOT USE HEAVY SPRAY ON THE GEARS AND CHAIN RING.

DRY THE CHAIN BY FIRST LIFTING THE REAR WHEEL OFF THE GROUND AND SPINNING THE PEDAL FORWARD RAPIDLY. THIS WILL REMOVE MOST OF THE WATER ON THE CHAIN. USE A RAG TO WIPE THE CHAIN AND CHAIN RINGS.

NEXT LUBRICATE THE CHAIN USING TRI-FLOW LUBRICANT. PUT ONE DROP ON EACH CHAIN LINK ROLLER. ONCE EACH LINK HAS RECEIVED ONE DROP OF OIL, HOLD A RAG ON THE LOWER EXPOSED PORTION OF CHAIN. BEING CAREFUL NOT TO GET THE RAG OR YOUR HAND CAUGHT IN THE CHAIN OR CHAIN RINGS, SLOWLY BACKPEDAL TO WIPE ANY EXCESS OIL FROM THE CHAIN.

A CHAIN THAT HAS TOO MUCH LUBRICANT ON IT WILL COLLECT SAND AND DIRT LIKE A MAGNET. DO NOT OIL THE GEAR CLUSTER AS THIS COLLECTS DIRT AND CAUSES EARLY CHAIN FAILURE.

DO NOT USE ANY OTHER SOLVENT OR LUBRICANT OTHER THAN THOSE PROVIDED BY THE DEPARTMENT. OILS SUCH AS AUTOMATIC TRANSMISSION FLUID ARE HIGH DETERGENT AND CAUSE THE GREASE IN THE FREE HUB AND HUB BEARINGS TO LIQUEFY AND RUN OUT LEADING TO BEARING DAMAGE AND FAILURE.

TO CLEAN YOUR BICYCLE FRAME USE A PRODUCT SUCH AS WINDEX OR GLASS PLUS FOR ROUTINE CLEANING. FOR HEAVY MUD USE SOAP AND WATER AND A SCRUB BRUSH. RINSE WITH A GENTLE STREAM OF WATER. CLEAN AND LUBE THE CHAIN AFTER DRYING THE BICYCLE. NEVER USE A HIGH PRESSURE SPRAY TO RINSE OR WASH THE BICYCLE SINCE THESE TEND TO FORCE WATER INTO THE BEARINGS.

ATTACHMENT 1