



Iowa State University Department of Public Safety

Directive: 41.8

SUBJECT: POLICE BICYCLE UNITS

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INDEX:

- 41.8.1 ADMINISTRATION OF BICYCLE UNITS
- 41.8.2 PERSONNEL SELECTION
- 41.8.3 OPERATION OF BICYCLE UNITS
- 41.8.4 UNIFORM & EQUIPMENT

POLICY:

Iowa State University Department of Public Safety (ISU DPS), Bicycle Patrol Unit, was established to serve as an alternate and highly visible means of staffing to assist in areas that are hard to reach by vehicle or on foot and at certain special events.

DEFINITIONS:

"Toe clips" are an attachment on bicycle pedals that enclose to a degree the front part of a rider's shoe. Toe clips are designed to hold the foot more closely on the pedal and allow a rider to apply power to the pedals on the upstroke, and to drive the bike forward as well as when pushing down on the pedal.

"Clipless pedals" are bicycle pedals that have a special mechanism that attaches the rider's foot to the pedal using a special cleat mounted to the bottom of the rider's shoe. This type of pedal creates an efficient connection between the rider and the bike.

PROCEDURE:

41.8.1 ADMINISTRATION OF BICYCLE UNITS

The following shall govern procedures for the administration of the Department Bicycle Patrol Unit:

- A. Police officers assigned to the Bicycle Patrol Unit, while in the performance of their duty, may operate bicycles as an authorized police vehicle, per state statute regulating emergency vehicle operation (Iowa code 321.231), in a safe and responsible manner.
- B. A department member will be appointed to serve as coordinator for the unit. The coordinator(s) reports to the Bicycle Patrol Unit Supervisor and will provide recommendations for training, equipment, maintenance, and rider activities. A Sergeant or Lieutenant will be appointed to serve as the Bicycle Patrol Unit Supervisor.
- C. The unit coordinator(s) must manage the maintenance of the bicycles and facilitate the replacement of worn equipment. The unit coordinator(s) must see that all activities of the bicycle officers are recorded for data collection purposes. Data will be compiled yearly, and the results supplied in an annual report to the Bicycle Patrol Unit Supervisor and Field Services Deputy Chief or Captain.
- D. Officers assigned to the unit are required to attend and complete the Bicycle Patrol Officer Course through an Iowa Law Enforcement Academy certified Bicycle Patrol Officer Instructor, or equivalent, before assignment to bicycle patrol duties.
- E. Police officers are required to attend in-service bicycle training sessions.

41.8.2 PERSONNEL SELECTION

The following shall govern personnel selection for the Department Bicycle Patrol Unit:

- A. A position posting will be made. Any non-probationary police officer may apply to the applicable coordinator in writing.
- B. The selection process will include an oral interview by the coordinator(s) and one unit member. The following criteria shall be used to evaluate interested officers:

1. Recognized competence and ability in patrol knowledge, and experience as evidenced by prior performance.
 2. Special skills or training as it pertains to this assignment.
 3. Good physical condition. Officers should be evaluated in their aptitude in riding a mountain bike before formalized training is initiated.
 4. A willingness to perform duties using the bicycle as a patrol vehicle and the specialized assignments delineated to bicycle patrol officers.
- C. The coordinator, with the approval of the Bicycle Patrol Unit Supervisor and Field Services Deputy Chief or Captain, will make the final selection.
- D. Officers assigned to the bicycle patrol units are required to commit to the unit for three years unless promoted or transferred. After the three years, officers wishing to resign from the unit should contact the unit coordinator.

41.8.3 OPERATION OF BICYCLE PATROL UNITS

The following shall govern procedures for the utilization of Department Bicycle Patrol Units:

- A. Officers assigned to the Bicycle Patrol Unit are expected to use the bicycles whenever assigned to do so by the department while maintaining his or her skills and proficiencies with the bicycle.
- B. Officers assigned to the Bicycle Patrol Unit are required to take part in the assigned duties of the unit.
- C. The Bicycle Patrol Unit will consist of as many members as needed to meet department needs. Vacancies will be filled on an as-needed basis.
- D. It is the responsibility of the shift supervisor to assign unit members to ride. When staffing permits, officers may be assigned to take bicycles on patrol.
- E. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.
- F. Unit members must have uniforms and equipment available at all times for assignment to the bicycle patrol unit duties.
- G. Deployment of bicycles for patrol use must be consistent with department needs.
- H. At the discretion of the shift supervisor, the bicycle unit may be assigned to patrol other areas.
- I. Officers assigned to the unit should strive for a high level of positive public relations and should maintain a high degree of initiative and visibility to promote the program.

41.8.4 UNIFORM & EQUIPMENT

The following shall govern equipment and maintenance for Department Bicycle Patrol Unit:

- A. Helmets shall be worn at all times when riding the bicycles.
- B. The department will supply helmets and bicycle gloves. Other clothing and equipment supplied will be determined by the department.
- C. Bicycle patrol uniforms shall be worn in accordance with ISUDPS Directive 26.1.3 (Code of Appearance).
- D. The department will supply bicycles.
- E. If the bicycle must be left quickly for a short period, handcuffs may be used to secure the bike temporarily. Apply the handcuffs to the frame and front tire to disable the bike.

- F. It is the responsibility of each member of the unit to keep clean and take proper care of the bicycles and report any damage to the unit coordinator immediately.

- G. Each bicycle should be equipped with the following items:
 - 1. One headlight,
 - 2. One red flashing LED taillight,
 - 3. One equipment bag,
 - 4. Water bottle cage(s),
 - 5. Bar ends,
 - 6. Clipless pedals; toe clips with approval,
 - 7. Mountain bicycle rack, and
 - 8. Reflectors in both front and rear.

- H. Equipment bags shall contain:
 - 1. Citation book,
 - 2. Reflective vest,
 - 3. First aid kit,
 - 4. Replacement tire tube, and
 - 5. Tire repair tool (tire lever).

- I. Maintenance and cleaning of personal equipment is the responsibility of the individual officer.

- J. All department provided equipment will be turned in to the unit coordinator when an officer resigns from the unit.