



UW-Madison Police Department

Policy: 41.8

SUBJECT: POLICE & SECURITY 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:

University of Wisconsin–Madison Police Department bicycle units were established to serve as an alternate and highly visible means of staffing, to assist in areas that are hard to reach by squad car 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 that way 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 a very 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 units:

- A. Police officers assigned to the Police Bicycle Unit, while in the performance of their duty, may operate bicycles as an authorized police vehicle in accordance with state statute regulating emergency vehicle operation, in a safe and responsible manner.
- B. Security officers assigned to the Security Bicycle Unit must operate bicycles in accordance with all state statutes and in a safe and responsible manner at all times.
- C. A Department member will be appointed to serve as coordinator for each unit. The coordinators report to the Bicycle Unit Commander and will provide recommendations for equipment, maintenance and rider activities.
- D. It is the duty of the unit coordinators to manage maintenance of the bicycles and facilitate replacement of worn equipment. It is the duty of the unit coordinators to see that all activities of officers of both bicycle units are recorded for data collection purposes. That data will be compiled on a yearly basis and the results supplied in an annual report to the Bicycle Unit Commander and Field Services Captain.
- E. Police officers assigned to the unit are required to attend and successfully complete a forty (40) hour department approved course in the operation and use of police bicycles within one year of acceptance to the unit.
- F. Security Officers assigned to the unit are required to attend and successfully complete a twenty-four (24) hour department approved course in the operation and use of police bicycles within one year of acceptance to the unit.
- G. Police officers are required to attend bicycle in-service sessions.

41.8.2 PERSONNEL SELECTION

The following shall govern personnel selection for the Department bicycle units:

- A. A position vacancy posting will be made. Any police officer or security officer may apply to the applicable coordinator in writing.

- B. The selection process will include an oral interview by the coordinator and one unit member. The interview will include but not be limited to information and questions in the following areas:
 - 1. Applicants will be informed of the expectations and asked to describe how they will meet the expectations.
 - 2. The training provided will be described and applicants will have an opportunity to ask questions.
 - 3. Applicants will be asked to tell why they are interested in being a member and what qualifications they will bring to the program.
- C. Final selection will be made by the coordinator with approval of the Bicycle Unit Commander.
- D. Officers assigned to the bicycle units are required to commit to the unit for a period of two years, unless promoted or transferred. After the two-year period, officers wishing to resign from the unit should contact the unit coordinator.

41.8.3 OPERATION OF BICYCLCE UNITS

The following shall govern procedures for the utilization of Department bicycle units:

- A. Officers assigned to either bicycle 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 either bicycle unit are required to take part in the assigned duties of the unit.
- C. Both bicycle units 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 police sergeants and security supervisors to assign unit members to ride. When staffing permits, one or two officers will be assigned to take the bicycles on patrol.
- E. Hours of operation will be dependent on staffing.
- F. Unit members must have uniforms and equipment available at all times for assignment to the bike patrol duties.
- G. The bicycle units can be used as an assigned district or route unit, generally that unit which is most easily patrolled by bicycle. Officers assigned to a Bicycle Police Unit district will be expected to handle all calls in that district when available, with the exception of those calls requiring transport of other persons. Community Officers who are members of the Bicycle Unit may also choose to use bicycles.
- H. Deployment of bicycles for patrol use must be consistent with Department need. There must be a sufficient number of police squads on patrol.
- I. At the discretion of the shift O.I.C., either bicycle unit may be assigned to patrol other areas.
- J. Officers assigned to the Units should strive for a high level of positive public relations and should maintain a high degree of initiative and visibility in order to promote the program.

41.8.4 UNIFORM & EQUIPMENT

The following shall govern equipment and maintenance for Department Bicycle Unit(s) officers:

- A. Helmets will be worn at all times when riding the bicycles.
- B. Helmets and bicycle gloves will be supplied by the Department. Other clothing and equipment supplied will be determined by the Department and clothing worn must be approved by the coordinator.
- C. Bicycles will be supplied by the Department and insured by the University of Wisconsin Risk Management. With the coordinator's approval, personal bicycles may be used if insured by Risk Management as "borrowed property."
- D. For police officers, if the bicycle must be left quickly for a short period of time, handcuffs may be used to temporarily secure the bike. Apply the handcuffs to the frame and front tire to disable the bike.

- E. For security officers, keys must always be safely stowed away while riding and on the officer's person when away from the bike. Bikes must be locked when not in use, or left in a safe place in an emergency situation.
- 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. 1 headlight;
 - 2. 1 red flashing LED taillight;
 - 3. 1 equipment bag;
 - 4. Water bottle cage(s);
 - 5. Bar ends;
 - 6. Clipless pedals; (or toe clips with approval from the unit commander);
 - 7. Mountain bicycle rack.
- H. Maintenance and cleaning of the personal equipment is the responsibility of the individual officer.
- I. All equipment will be turned in to the unit coordinator when an officer resigns from the applicable unit.