



UW-Madison Police Department

Policy: 41.8

SUBJECT: POLICE & SECURITY BICYCLE UNITS

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POLICY:

UW-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:

"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.

"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.

PROCEDURE:

41.8.1 ADMINISTRATION OF 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 and in a safe and responsible manner.
- B. Security officers assigned to the Security Bicycle Unit shall operate bicycles in accordance with all state statutes and in a safe and responsible manner at all times.
- C. A Department member shall be appointed to serve as coordinator for each unit. The coordinators report to the Bicycle Unit Commander and shall 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.
- E. It is the responsibility of the officers to submit their activity reports to the unit commander on a monthly basis. This may include riding hours, citations issued, event ID's or other data metrics as designated by the unit commander or designee.
- F. The unit commander shall compile the data on a yearly basis and the results shall be distributed to the Field Services Captain.
- G. 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.
- H. 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.
- I. Police officers are required to attend bicycle in-service sessions.

41.8.2 PERSONNEL SELECTION

- A. A position vacancy posting shall be made. Any police officer or security officer may apply to the applicable coordinator in writing.
- B. The selection process shall include an oral interview by the coordinator and one unit member.
- C. Final selection shall be made by 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 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 their 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 shall consist of as many members as needed to meet Department needs. Vacancies shall be filled on an as-needed basis.
- D. It is the responsibility of the shift police sergeants and security supervisors to manage unit assignments.
- E. Hours of operation shall be dependent on staffing.
- F. Unit members shall 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 shall 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 shall be consistent with Department need. There shall be a sufficient number of police squads on patrol.
- I. At the discretion of the shift supervisor or OIC, either bicycle unit may be assigned to patrol other areas.

41.8.4 UNIFORM & EQUIPMENT

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

- A. Helmets shall be worn at all times when riding the bicycles.
- B. Helmets and bicycle gloves shall be supplied by the Department. Other clothing and equipment supplied shall be determined by the Department and clothing worn shall be approved by the coordinator.
- C. Bicycles shall 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. Ideally, officer(s) shall secure the frame to a fixed object. In exigent circumstances officers may apply the handcuffs to the frame and front tire to disable the bike.
- E. For security officers, keys shall always be safely stowed away while riding and on the officer's person when away from the bike. Bikes shall 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 shall be turned in to the unit coordinator when an officer resigns from the applicable unit.