



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number:592

Police Bicycle Patrol

Issuing Authority: Chief John Barber

Effective Date: 07/27/2015

Rescinds/Supersedes: All previously issued directives

Review Date: 07/2016

Applicable NYSLEA Standards:

Number of Pages: 4

I. Purpose

The use of bicycles by Ithaca City Police officers is recognized as a valuable addition to the various transportation and patrol methods currently in use. This General Order establishes the policies and procedures applicable to the use of police bicycles.

II. Policy

It shall be the policy of the Ithaca City Police Department to implement the use of bicycles by officers whenever such methods will result in an improved level of service to the community. Police bicycles shall be operated in accordance with all applicable State laws, City ordinances, General Orders and bicycle patrol guidelines. Police bicycles are to be operated with due regard for the safety of the officer and the public. This policy is applicable to all officers operating police bicycles.

III. Procedures

- A. Officers and supervisors assigned to bicycle units who have not completed an approved bicycle training program shall attend the next available police bicycle training or similar program that is approved by the New York State Division of Criminal Justice Services.
- B. Prior to the operation of a police bicycle, the officer shall have a working knowledge of all applicable State laws, City ordinances, and General Orders.

- C. Newly assigned officers shall be initially assigned to ride with an experienced bicycle officer, preferably an instructor. Officers not assigned to bicycle units shall not operate a police bicycle prior to completing an approved training program.
- D. Helmets, eye protection, bike shoes, and bike gloves shall be worn at all times when the bicycle is in operation.
- E. If police bicycles are left unattended in a public place, they shall be secured, unless prevented by an emergency. In that case, the bicycles should be secured as soon as possible.
- F. Vehicle accidents involving police bicycles shall be reported and investigated in accordance with General Orders 345 and 501.
- G. Damage to bicycles that occurs other than through motor vehicle accidents shall be reported to the immediate supervisor.
- H. When bicycle officers ride at night, the headlamp and rear light shall be used in accordance with law.

IV. Uniforms

- A. The bicycle patrol uniform is a special duty uniform which shall be worn in accordance with General Order 350.
 - 1. It shall not be worn to court without the approval of the on duty supervisor.
 - 2. It shall not be worn for off duty employment or at ceremonial functions without the approval of the Chief of Police or his/her designee.
- B. Bicycle officers shall have a patrol uniform readily available in case reassignment is necessary.
- C. The ballistic vest shall be worn at all times, in accordance with General Order 350.
- D. The on duty supervisor shall have the discretionary authority to allow the wearing of other approved uniform and equipment items, as necessary, to meet operational needs.

V. Repair and Maintenance

- A. The Bike Team Coordinator is responsible for maintaining the bicycle equipment beyond the daily maintenance level. These duties include, but are not limited to, the following:
 - 1. Repair equipment within the means provided by the City.
 - 2. Make recommendations to the supervisor for sending equipment out for repair.
 - 3. Make recommendations for replacing equipment.
 - 4. Maintain the service log as to who makes repairs on police bicycles.
- B. Officers operating the bicycle shall be responsible for the daily maintenance of the bicycle and shall conduct a pre-tour and a post-tour inspection.
- C. Deficiencies shall be brought to the attention of the Bike Team Coordinator.
- D. Police bicycles requiring maintenance and/or repairs beyond the capability of the Bike Team Coordinator may be taken to a private bicycle repair shop, utilizing procedures established by the Deputy Chief of Operations. Maintenance and/or repairs that are covered under a warranty and/or service agreement should be taken to the designated repair shop.

VI. Equipment

- A. The following equipment shall be carried on each police bicycle:
 - 1. Traffic vest
 - 2. First aid supplies
 - 3. Lock (one per team) - handcuffs may be used instead
 - 4. Departmental forms
- B. Bicycle patrol officers shall be familiar with the operation of all equipment used by the unit.
- C. Officers shall only utilize those bicycles authorized by the department.
- D. Officers shall not operate, remove or alter police bicycles or equipment without the approval of the Bike Team Coordinator or on duty supervisor.

E. During periods when police bicycles and equipment are not in use, they shall be placed in secured storage at police headquarters or another secure facility.