

**Laurel Police Department – General Order  
Chapter IV, Section 900, Order 901 – Bicycle Patrol  
September 16, 2016**

**4 / 901.05 POLICY**

It is the policy that the Department to have a complete Bicycle Patrol Unit

**4 / 901.10 PURPOSE**

The purpose of Bicycle Patrol is to augment the motorized patrol units.

**4 / 901.15 DEFINITIONS**

None

**4 / 901.20 PROCEDURES**

A. GENERAL

1. The bicycle unit program is designed to allow officers to be more interactive with the community, while providing them with a mode of transportation more efficient than that of foot patrol and not diminishing the level of service.
2. The program permits involved officers to patrol in areas not accessible by police cruisers.
3. This program is intended to place officers in the neighborhoods where residents and merchants will become familiar with the officers.
4. Efforts will be directed at resolving community conflicts, reducing the opportunity for crime and disorder and reducing citizens' fears concerning crimes.

B. STAFFING

1. Bicycle patrol officers will be assigned to regular patrol shifts and will be deployed at the direction of their squad supervisor.
2. If manpower permits, supervisors are encouraged to utilize officers on bicycle patrol as frequently as possible.
3. Officers assigned to bicycle patrol will carry with them a supply of all forms and citations and will be able to perform all the functions of an officer assigned to a patrol area with the exception of responding to a call as an emergency vehicle or handling prisoner transports.

**Laurel Police Department – General Order**  
**Chapter IV, Section 900, Order 901 – Bicycle Patrol**  
**September 16, 2016**

4. To be eligible for assignment as a bicycle patrol officer, officers must have one year of patrol experience and completed the Department's probation period.
  - a. Officers must also satisfactorily complete a Department approved police bicycle patrol training course.

**C. DUTIES AND ASSIGNMENTS**

1. Officers assigned as bicycle patrol officers typically handle, but are not limited to, the following duties and assignments:
  - a. Directed patrol assignments such as periodic checks, preventive patrols, etc.
  - b. Assisting with crime prevention assignments such as Neighborhood Watch, home and business security surveys, and other programs as directed.
  - c. Community relation demonstrations
  - d. Any special details or assignments as directed by the Bureau of Patrol commander or the shift supervisor.
2. Bicycle patrol officer guidelines:
  - a. Perform all functions of a patrol officer except priority response, traffic stops and prisoner transports.
  - b. Bicycles will be operated in compliance with all laws of the State that govern bicycle operation.
  - c. Bicycle patrol officers will be responsible for calls assigned to their patrol area unless exempted by the shift supervisor or a Command Staff member.
  - d. Bicycle patrol officers are to notify Communications each time they begin and end a bicycle patrol.
  - e. Bicycle patrol officers are required to provide their location when making violator contacts.
  - f. Bicycle patrol officers should take every opportunity to support the Department's commitment to community policing.
  - g. Bicycles will be secured when unattended, circumstances permitting.
  - h. Police bicycles may be used for covert assignments, such as surveillance. Plain clothes are acceptable during covert assignments if approved by the Bureau of Operations Commander.
  - i. Bicycles will not be deployed during extreme weather conditions.

**D. SUPERVISORY CONTROL**

1. All shift supervisors are responsible for the direct supervision of bicycle patrol officers during their deployment and will approve or disapprove deployment of bicycle patrol officers considering factors such as manpower, activity level, etc. prior to allowing deployment.

**Laurel Police Department – General Order**  
**Chapter IV, Section 900, Order 901 – Bicycle Patrol**  
**September 16, 2016**

E. PRISONER TRANSPORTS

1. When a bicycle patrol officer has made an arrest, the bicycle patrol officer will properly search and secure the prisoner.
2. The officer will notify Communications to dispatch a patrol vehicle for transportation of the prisoner to the station.
3. The bicycle patrol officer will respond to the station and will be responsible for the processing and transport of the prisoner to the commissioner's office if necessary.

F. RADIO DESIGNATION

1. Officers operating as bicycle patrol officers will notify Communications when they begin and end bicycle patrol.
  - a. Bicycle patrol units will be designated by the addition of a 1 to their unit number. (i.e. Baker 3 goes on bicycle patrol and is now designated Baker 31)

G. EQUIPMENT

1. Each officer assigned to bicycle patrol will be assigned a Department bicycle.
  - a. Officers are prohibited from using any other bicycle unless the Chief of Police has specifically approved the non-Department bicycle.
  - b. The bicycle assigned to each officer is not to be utilized by any other officer unless the Bureau of Operations Commander gives approval.
  - c. Officers may take their assigned bicycle home as long as they secure the bicycle and remove the issued bicycle rack from their cruisers.
  - d. All bicycles will be secured within the bike shed, station, or individual officer's residence.
  - e. While on patrol, the bicycle patrol officer will secure the bicycle whenever leaving it unattended with the only exception being that of an emergency situation such as a crime in progress.
  - f. Bicycle patrol officers are responsible for minor repairs to their assigned bicycle as well as routine maintenance.
  - g. The Bureau of Operations Commander may designate an officer in charge of the bicycle patrol unit.
  - h. At the beginning of each tour of duty, officers will inspect the bicycle to ensure it is in safe operational condition.
  - i. Any defects or damage must be reported to the shift supervisor immediately and a report of damage forwarded to the Bureau of Operations Commander.
2. All bicycles used for patrol shall be equipped with the following:
  - a. Bicycle lock
  - b. Rear rack or pack
  - c. Front headlight(s) and rear taillight(s)
  - d. Audible bells

**Laurel Police Department – General Order  
Chapter IV, Section 900, Order 901 – Bicycle Patrol  
September 16, 2016**

- e. Air pump
  - f. Tire patch kit / tire levers
  - g. First aid kit
  - h. Water bottle
3. Bicycle patrol officers shall wear the assigned bicycle patrol uniform, except when operating in a covert assignment.
- a. Bicycle uniforms will only be worn when the bicycle is to be utilized for patrol. Bicycle uniforms will not be worn to court appearances.
4. Additionally, the following equipment shall be worn whenever the bicycle is ridden:
- a. Protective eye gear
  - b. Riding gloves
  - c. Helmet
5. Bicycle officers will ensure that their assigned bicycle is maintained in a clean and serviceable condition.

H. ANNUAL REVIEW

- 1. The Bureau of Operations Commander will evaluate the program annually each year and report his/her findings to the Chief of Police.

**4 / 901.25 GOVERNING LEGISLATION AND REFERENCES**

CALEA 41.1.3

**4 / 901.30 ANNEX**

None