

TITLE:	BICYCLE PATROL
CODIFIED:	44.1
EFFECTIVE:	5/10/21
RESCINDS/AMENDS:	SOP
PAGES:	4

PURPOSE

The purpose of this directive is to establish and delineate guidelines for the utilization of Bicycle Patrol and to establish criteria for the selection and training of its members.

DISCUSSION

In addition to mobile and foot patrol, bike officers provide an additional method to patrol. Bicycle Patrol not only provides a tactical alternative in addressing criminal issues, but also enhances the communication with the community, facilitating the partnership that is essential for community-oriented policing.

POLICY

It is the policy of the Santa Fe Police Department to maintain Bicycle Patrols which are not only effective, but as safe as possible for the officers and the Department.

PROCEDURE

SELECTION

GOAL

44.1.01 The Santa Fe Police Department will select personnel for Bicycle patrol assignments, capable of achieving Department goals and objectives.

OBJECTIVES

44.1.02 The Santa Fe Police Department will select personnel utilizing a series of tests deigned to measure psychological well being, physical strength, agility, stamina and the character of the applicant (i.e., disciplinary actions, work history). **Support**

Operations Commander and Unit Supervisor will assist the City of Santa Fe Human Resources Department to ensure compliance with the collective bargaining agreement in regards to the filling of vacancies section.

METHOD

44.1.03 The following procedures are the methods employed in selecting members of the Bicycle Patrol Unit.

- A. Physical strength, agility and stamina will be measured in accordance with acceptable physical fitness standards set forth through recommendations from the International Police Mountain Bike Association (IPMBA).
- B. Physical strength, agility and stamina will be measured by utilizing the following strength oriented exercises.
 - 1. Monarch Ergonomic Bicycle Test (administrated by the Bike Unit Supervisor)
 - a) Timed Bicycle carry, deployment of equipment, ride with course obstacles, dismount and run.
 - b) This test will be standardized for all applicants testing their physical strength, agility and stamina. The test given will be a timed test.
 - c) Each applicant who hits an obstacle or misses instructions will have a time penalty for such action.
 - d) A total time score taking into account any penalties will be tallied at the end of the test resulting in a final time score.
- D. Decision making skills will be measured by a series of questions/answers developed by the Support Operations Commander and Unit Supervisor with assistance from Human Resources Department.
- E. Questions/Answers will be developed to solicit responses that are quantifiable and not subject to interpretation by person(s) administering the test. A minimum qualifying score will be placed on all candidates.

- F. Oral exam consisting of a panel of at least three (3) sworn personnel to determine general knowledge of bicycle usage, safety and ordinances to determine overall understandings of patrol concepts.
- G. The suitability of the applicant will be measured by utilizing the following means:
1. Review of departmental personnel file to assure strict compliance of departmental directives, personnel rules and regulations.
 2. Interview with Command Officer(s) directly responsible for the supervision of the applicant to ascertain the applicant's attitude, work ethic, work product and loyalty/dedication to their assignment and department. (Questions and answers will be developed and approved by the City of Santa Fe Human Resources Department.)
- H. Additional criteria for selection will include the following requirements:
1. A minimum rank of POII and not in a probationary status..
- I. Upon completion of the aforementioned selection process, Support Operations Commander and Unit Supervisor will review the results of the selection process with the City Human Resources Department for each applicant. A formal list of eligible candidates will be forwarded to the Office of the Chief of Police requesting approval for the candidate having the highest cumulative score, to be placed on the auxiliary team. In cases where more than one opening exists in the auxiliary team, selection will be made based on numerical ranking.
- J. Full time bicycle team selection will be made based on the applicants IPMBA certification status as well as accumulative score from an interview process with questions developed by the Support Operations Commander and/or Unit Supervisor. There must be a vacancy within the full time unit to seek memorandums of interest for the full time unit. Qualifications for eligibility for the full time unit are as follows:
1. Must be a current or past member of the auxiliary bicycle patrol team.

2. Must be a current or past member of the full time bicycle patrol team.
3. Must be able to successfully complete a recertification course for IPMBA.

TRAINING

GOAL

44.1.04 The Santa Fe Police Department Bicycle Patrol will train and maintain professional, highly trained, skilled law enforcement personnel capable of achieving Department goals and objectives.

OBJECTIVE

44.1.05 The Santa Fe Police Department Bicycle Patrol will train in the area of Bicycle Patrol techniques. They will be trained and equipped to respond to assignments/calls for service on patrol Bicycles.

METHOD

44.1.06 The following procedures are the methods employed in training members of the Bicycle Patrol:

- A. The Santa Fe Police Department will provide for attendance of a 40 hour Patrol Bicycle Techniques Certification. Training will be conducted on duty time and will deal with patrol bicycle techniques to include but not limited to:
1. Arrest Procedures
 2. Apprehension Techniques
 3. Emergency Response
 4. Vehicle Approach
 5. Vehicle Stops
 6. On road/off road riding
- B. The Santa Fe Police Department Bicycle Patrol will receive advanced and specialized training in the areas identified in paragraph A of this section.
- C. When a deficiency in training is identified, a request will be made to the Support Operations Commander outlining the training required and avenues available in which to correct the deficiency.

The Unit Supervisor will assure a training calendar is developed and maintained outlining training dates and times by month and topics of training. All members will be apprised of the training as well as the division commanders for scheduling purposes.

- C. All members of the Bicycle Patrol/Auxiliary Bicycle Patrol will be required to conduct recertification training on an annual basis conducted by a certified IPMBA Instructor.
- D. Members, who do not pass the recertification course, will not be allowed to participate on assignments nor patrol on their assigned bicycle, until recertification has been accomplished.
- E. Members who do not pass the recertification course have thirty (30) days to schedule an appointment with a certified instructor to retest.
- F. If the member fails to pass the re-certification course, the member will be recommended for removal from the Bicycle Unit by the Support Operation Commander.
- G. Members of the Bicycle Patrol/Auxiliary Bicycle Patrol will be afforded bicycle training at least once a month depending on the weather. Training will be conducted while on duty time. Topics of bicycle training will be recommended from the Support Operations Commander and/or Supervisor or certified IPMBA Instructor.
- I. The Santa Fe Police Department Bicycle Patrol will train unit members by assignment. Training by assignment will include, but is not limited to, the following;

- 1. Full time Bicycle Patrol
- 2. Auxiliary Bicycle Patrol/District Patrol

DEPLOYMENT

GOAL

44.1.07 To provide a highly trained Bicycle Patrol capable of responding to all patrol calls for services and situations.

OBJECTIVE

44.1.08 To provide a more rapid response to calls for service as deemed necessary by the City of Santa

Fe Police Department with highly trained and skilled bicycle patrol personnel.

- A. The Bicycle Patrol will be utilized for all required calls for services as provided in the patrol operations Directive.
 - 1. Bicycle Patrol Officers will be assigned to the downtown Paseo De Peralta Loop and Canyon Road Gallery area.
 - 2. Bicycle Patrol Officers will respond utilizing their bicycles as the primary means of transportation.
 - 3. Bicycle Patrol Officers will be responsible for making positive citizen contacts in their area of patrol and maintain a high visibility within the Plaza.
 - 4. Bicycle Patrol Officers will be responsible for maintaining their bicycle in good working order and ensure they maintain all necessary paper work as required by their assignment.
 - 5. Bicycle Patrol Officers will be responsible for all arrests and will ensure all paper work is completed for transport officers prior to arrival.
- B. The Auxiliary Bicycle Patrol will be assigned to a district patrol team and utilized for all required calls for service as provided in the Patrol Operations Directive.
 - 1. Auxiliary Bicycle Patrol Officers may be utilized for special assignments. i.e.: Fiestas, Markets, Community Days, etc.
 - 2. Assignments for Auxiliary Bicycle Patrol Officers will be made by their Patrol Team Commander, as deemed necessary, to provide high visibility, high pedestrian traffic/congestion, and/or limited vehicle access.
 - 3. Auxiliary Bicycle Patrol Officers will transport their assigned bicycle racked on their unit each duty day prepared to respond utilizing their bicycle as an auxiliary means of transportation.
 - 4. Auxiliary Bicycle Patrol Officers will be responsible for making positive citizen contacts in their area of patrol and maintain a high visibility within their Patrol areas.

5. Auxiliary Bicycle Patrol Officers will be responsible for maintaining their bicycle and all assigned equipment in good working order. They will ensure they maintain all necessary paper work as required by their assignment.

44.1.09 Bicycle Patrol and Auxiliary Bicycle Patrol Officers will be responsible for all arrests and will, if a transport officer is necessary, ensure all paperwork is completed for transport officer prior to arrival.

44.1.10 An annual review and report will be conducted of the aforementioned policy and procedures as well as unity performance to assess validity and competence. Changes in any fashion will be implemented to assure the continued use and success of bicycle patrols.

OPERATION OF POLICE BICYCLES

44.1.11 The safe and responsible operation of police bicycles will be the top priority of bicycle and auxiliary bicycle officer.

A. Bicycles are not to be operated without the use of approved safety equipment. This equipment will be specifically designed for the use during the operation of a bicycle. This includes, but is not limited to:

- 1. A properly secured bicycle helmet,
- 2. Gloves,
- 3. Eye protection,

B. Only commissioned officers currently assigned to the Bicycle Unit or Auxiliary Bicycle Unit, certified through the International Police Mountain Bike Association (IPMBA) course may operate a department bicycle.

REMOVAL

44.1.12 Removal or suspension from the team will be the decision of the Chief of Police. Reasons for removal/suspension from the team include, but are not limited to:

- A. Failure to attend special assignments,
- B. Failure to attend training unless excused,
- C. Failure to pass a certification or re-certification course,

D. Failure to meet unit duties and responsibilities,

STAFFING

44.1.13 The full time Bicycle Unit will consist of a designated number of sworn officers set by the Chief of Police or designee, which includes the Bicycle Sergeant/Supervisor. The Officers assigned to this unit will be flexible regarding special events or assignments.

A. The Auxiliary Bicycle Unit will consist of a designated number if sworn officers set by the Chief if Police or designee, who will assist with special functions as outlined in this policy.

DRAFTED (awm)06/04 Amended (cml) 2/21

APPROVED: _____


ANDREW PADILLA
Chief of Police

DATE: _____

5-10-21