

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: BICYCLE PATROL	NUMBER: GO 2-44
EFFECTIVE DATE: May 30, 2019	REVIEW DATE: March 26, 2019
AMENDS/SUPERSEDES: GO 2-44, January 1, 2002	APPROVED: _____  Sheriff
VLEPSC: OPR.01.08	

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10 **POLICY**

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12 It is the policy of the York-Poquoson Sheriff's Office to utilize innovative methods such as the

13 Bicycle Patrol to deter crime, increase visibility, and foster positive community relations.

14

15 **PURPOSE**

16

17 The purpose of this policy is to outline the objectives, operational guidelines and procedures

18 pertaining to the Bicycle Patrol and to establish qualifications and training standards for its

19 personnel. The Bicycle Patrol Unit is intended to provide an additional dimension to regular

20 patrol activities. Deputies on bicycle can approach areas relatively undetected and maneuver in

21 places inaccessible to vehicles. The Bicycle Patrol Unit also serves a vital community relations

22 function. Deputies on bicycles appear more approachable to the general public and are afforded

23 greater flexibility in their patrol operations. The Bicycle Patrol Unit is also used for special

24 events and other crowd related activities.

25

26 **PROCEDURES**

- 27
- 28 • Selection
 - 29 ○ The following qualifications are required before a deputy may be assigned to the
 - 30 Bicycle Patrol:
 - 31 ▪ All deputies assigned to the Bicycle Patrol Unit shall possess law enforcement
 - 32 certification.
 - 33 ❖ Certification from the combined academy (corrections/courts) is not approved.
 - 34
 - 35 ▪ Must volunteer by written request sent through the chain of command.
 - 36 ▪ Must have completed the field training period.
 - 37 ▪ Must be in good physical condition.
 - 38 ▪ Must have no medical condition that would impair ability to operate a bicycle or

- 39 attend a law enforcement bicycle operations course.
- 40 ▪ Must present both a positive and professional image.
- 41 ▪ Must have received no formal disciplinary actions within the last year.
- 42 ❖ A formal disciplinary action is a Letter of Reprimand or higher.
- 43
- 44 ▪ Must successfully complete an approved law enforcement bicycle operations
- 45 course.
- 46
- 47 ○ The Bicycle Patrol Supervisor shall be the selection authority for filling vacancies on
- 48 the Bicycle Patrol.
- 49 ○ The bicycle patrol supervisor shall consult with the Division Commander in which the
- 50 Bicycle Patrol is currently assigned and the shift supervisor(s) or applicable
- 51 supervisor in charge of a section from which an opening is expected to be filled.
- 52
- 53 • Training
- 54 ○ All bicycle patrol deputies shall complete an agency approved law enforcement
- 55 bicycle training course prior to being deployed on bicycle patrol.
- 56 ○ Quarterly bicycle training/ meeting sessions shall be scheduled and conducted by the
- 57 Bicycle Patrol supervisor or his/her designee.
- 58
- 59 • Manning
- 60 ○ The Bicycle Patrol Unit shall consist of a number of deputies as determined by the
- 61 Sheriff or his designee.
- 62 ○ Bicycle patrol deputies may be assigned from the following divisions:
- 63 ▪ Uniform Patrol,
- 64 ▪ Community Services,
- 65 ▪ Administrative Services,
- 66 ▪ Investigations,
- 67 ▪ Court Security/Civil Process.
- 68 ❖ Deputies assigned from the Court Security/Civil Process Division must be law
- 69 enforcement certified.
- 70
- 71 ○ A bicycle patrol supervisor shall be appointed to supervise the daily functions of the
- 72 Bicycle Patrol Unit and shall report to the Uniform Patrol Division Commander.
- 73 ○ The Bicycle Patrol Supervisor shall assist the Uniform Patrol Division Commander by
- 74 performing the following duties:
- 75 ▪ Schedule and assign bike deputies to special events,
- 76 ▪ Schedule and conduct quarterly training,
- 77 ▪ Make recommendations on equipment purchases and operational guidelines,
- 78 ▪ Coordinate on-duty bike patrol operations with applicable shift supervisors and/or
- 79 the Investigations Division Commander.
- 80 ▪ Approve bicycle maintenance expenditures.
- 81 ▪ Manage the selection process for open billets.
- 82
- 83 • Equipment
- 84 ○ The Bicycle Patrol utilizes mountain bicycles that are issued by the sheriff's office

- 85 and are identified with “Sheriff” markings.
- 86 ○ Each bicycle shall be equipped with the following:
- 87 ▪ Headlight,
- 88 ▪ Rear taillight (red),
- 89 ▪ Water bottle cage,
- 90 ▪ Kickstand,
- 91 ▪ Equipment rack,
- 92 ▪ Equipment bag (to hold necessary forms and other equipment required for patrol).
- 93
- 94 ○ Deputies shall also be issued the following items:
- 95 ▪ Bicycle rack for patrol vehicles,
- 96 ▪ Bicycle helmet,
- 97 ▪ Bicycle Patrol uniform (winter),
- 98 ▪ Bicycle Patrol uniform (summer),
- 99
- 100 ○ Deputies assigned to the Bicycle Patrol shall be required to purchase:
- 101 ▪ Bicycle gloves,
- 102 ▪ Approved black athletic shoes,
- 103
- 104 ● Care and Upkeep
- 105 ○ Deputies are responsible to arrange for the care and upkeep of their assigned bicycles
- 106 and related equipment.
- 107 ○ Routine maintenance and repairs may be handled through local bicycle shops or by in-
- 108 agency qualified personnel.
- 109 ▪ Deputies shall request approval from the Bicycle Patrol Supervisor prior to having
- 110 service completed.
- 111
- 112 ● Bicycle Patrol Operation Hours
- 113 ○ The Bicycle Patrol will normally patrol the Yorktown area during special assignments
- 114 from 1000 hours to 1600 hours.
- 115 ○ The Bicycle Patrol will operate on-shift (day, evening, or night as required).
- 116 ▪ Shift supervisors shall determine whether existing manning permits the use of on-
- 117 shift bike patrol.
- 118 ❖ Over-time may be approved to accomplish targeted patrol in problem areas.
- 119 ❖ Over-time will not be utilized to fund regular patrol not required for special
- 120 events or targeted areas.
- 121
- 122 ○ Other operational hours may be determined as required.
- 123
- 124 ● Bicycle Patrol Operations
- 125 ○ Deputies shall:
- 126 ▪ Wear their helmet, with strap fastened, at all times while operating bicycles.
- 127 ▪ Deputies shall set the example for the public by:
- 128 ❖ Riding in a safe manner,
- 129 ❖ Wearing assigned helmets with chin strap properly fastened,

- 130 ❖ Obeying all traffic laws.
131
- 132 ○ The Bicycle Patrol is primarily responsible for patrolling:
133 ▪ The Yorktown area,
134 ▪ Shopping centers,
135 ▪ Residential neighborhoods, and
136 ▪ Other identified targeted areas.
137
- 138 ○ During inclement weather, special assignment bicycle patrol operations may be
139 suspended in favor of vehicle patrol.
140 ▪ It shall be the deputy's discretion when to opt for vehicle patrol if not directed by
141 a supervisor.
142
- 143 ○ Deputies shall normally engage in bicycle patrol operations in minimum groups of
144 two deputies.
145 ▪ A single bike patrol deputy may deploy at the Yorktown Waterfront with approval
146 from the on duty shift supervisor.
147
- 148 ● Transportation and Storage of Bicycles
149 ○ Deputies shall ensure that:
150 ▪ All bicycles are securely fastened to bike racks, and
151 ▪ That all racks are securely fastened to vehicles.
152
- 153 ○ Deputies are responsible for the secure storage of bicycles.
154 ○ Bicycles may be stored at the following locations:
155 ▪ Deputy's residence.
156 ▪ Bicycle unit enclosed trailer stored at the County Operations Center.
157
- 158 ○ Deputies shall ensure that all bicycles, equipment, and supplies are stored in an
159 orderly fashion.
160 ○ The work areas of other employees shall not be interfered with as to negatively effect
161 that activity.
162
- 163 ● Time Reporting
164 ○ Special bicycle patrol activities shall normally be documented on the regular time
165 card.
166 ○ Special events in the Yorktown area shall be documented on a special time card.
167 ▪ In either case, all time shall be immediately reported within the applicable time
168 reporting period.