



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 46	<b>Subject:</b> Bicycle Patrol Standard Operating Procedures	<b>Effective Date:</b> 12/13/1999
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

## I. Purpose

The purpose of this directive is to provide all University of Pennsylvania Police Department (UPPD) officers with guidelines relative to standard operating procedures of, and assignment to, the UPPD Bike Patrol.

## II. Policy

It is the policy of the UPPD to contribute towards improving the quality of life as well as developing the police/community partnerships within the University area. To that end, the Bike Patrol shall be a tool implemented by motivated and dedicated officers who shall engage in a highly visible patrol to reduce crime, the fear of crime, and increase positive interaction between the police and the community. The Bike Unit will further support the department's foot, mobile, and plain clothes patrol effort while also providing a quicker and contingent alternative response to calls for service.

## III. Scope

This directive shall affect all sworn police officers.

## IV. Procedures

### A. Selection

1. At the direction of the Chief of Police of Police, and to serve the needs of the Department, requests shall be made to uniformed officers stating the need for additional assignments to the Bike Patrol. Officers who wish to be considered for the Bike Patrol shall submit a letter of consideration to the Office of the Chief of Police of Police via the chain of command. In addition, officers also must:
  - a. Be in good physical condition as evidenced by a physician's letter of good health, as well as an evaluation by University Sports Medicine physicians or a licensed physical therapist; (the results of which will be provided to the department and will be incorporated into the decision to accept the candidate into the training program)

- b. Pass a drug-screen;
- c. Be free of departmental discipline (written or greater) for a period of one year prior to consideration, and
- d. Possess a positive attendance report for a period of one year prior to consideration.

#### B. Assignment

1. Officers selected for the Bicycle Patrol Unit shall be assigned to their current shift and may be assigned to other non-specialized duties as per the CBA.
2. Officers assigned to the Bicycle Patrol Unit will maintain all components of the bicycle uniform in a state of operational readiness, regardless of their assignment. This shall include bicycles and associated equipment. Shift Commanders shall be responsible for periodic inspections of assigned bicycle officers.
  - a. Officers shall submit a memorandum (UPPD-28) to their immediate supervisor if unable to maintain any of the components of the bicycle uniform, including the bicycle.
3. Officers assigned to the Bicycle Patrol Unit will be expected to perform the duties of a bicycle patrol officer at any time, which includes operating a police bicycle.
  - a. If an officer is unable to operate a police bicycle, he/she shall submit a memorandum (UPPD-28) to their immediate supervisor.
  - b. Requests for re-assignment or resignation from the Bicycle Patrol Unit must be sent via memorandum (UPPD-28) to the Chief of Police of Police, via the chain of command.

#### C. Training

1. Each officer considered for to the Bike Patrol shall receive a minimum of thirty-two (32) hours of training, based on the Basic Police Cyclist curriculum of the International Police Mountain Bike Association (IPMBA). Officers will receive training on the unit's policy, procedure, and equipment. Officers will also be trained on basic bicycling techniques, how a bike works, how to perform basic bicycle maintenance, crash survival techniques, suspect encounter techniques, weapon retention issues, bike specific firearms issues and safety issues dealing with policing by mountain bike.
2. The training will be conducted by a recognized IPMBA Instructor, the bicycle patrol unit supervisor, and current members of the Bike Unit.
3. All Bicycle Patrol personnel shall attend in-service bicycle training on an annual basis.
  - a. Training may consist of bicycle-specific firearms readiness training and/or other proficiency training as determined by the Chief of Police of Police or designee.

#### D. Regulations

1. Only officers officially assigned to Bike Patrol and have been trained and/or certified by UPPD bicycle instructors shall operate department police bicycles.
2. Officers assigned to operate police bicycles shall comply with all applicable laws, regulations and UPPD directives including but not limited to:
  - a. Vehicles Law of Pennsylvania, Title 75,
  - b. **UPPD Directive 12, "Vehicular Pursuits"**
  - c. **UPPD Directive 37, "Pedestrian and Vehicle Investigations"**
  - d. **UPPD Directive 42, "Traffic Enforcement"**
  - e. **UPPD Directive 45, "Appearance Guidelines, Uniforms and Equipment"**
  - f. **UPPD Directive 95, "Foot Pursuits"**
3. Officers assigned to Bike Patrol shall not use cellphones or use tobacco products while operating police mountain bikes in accordance with **Directive 100, "Use Of Cellular Telephones"** and **Directive 106, "Smoking And Use Of Tobacco Products."**
4. Police bicycles should not be operated on highways, tunnels or in violation of law or policy except in cases of emergency situations, or when otherwise authorized.
5. Officers operating police bicycles shall not wear sunglasses after dusk or times/areas of reduced visibility. Sunglasses may be worn after dusk only with a medical certification and/or specific approval by the Chief of Police or designee. (Clear or lightly tinted protective eyewear is authorized)
6. Officers shall not interchange or remove any parts of police bicycles unless specifically authorized by the Commander of the Bike Unit or designee.

#### E. Patrol Operations

1. Bicycle patrol officers shall be ultimately accountable to their Shift Commander, or designee. The Shift Commander or designee shall retain day to day supervisory capability and beat assignment.
2. Bicycle patrol officers will have the same patrol responsibilities as officers assigned to car and foot patrol, but with emphasis on different areas. They will patrol all areas within the UPPD jurisdiction but will concentrate on those areas that are most populated or less accessible to patrol cars. Bicycle patrol officers may be willing to respond to calls when they

are closer than another assigned officer or better suited to respond because of their added mobility.

3. Bicycle patrol officers will concentrate on issues such as:
  - a. Crime Prevention
  - b. Community Policing/Fear Reduction
  - c. Responding to crimes in progress
  - d. Bicycle theft prevention
  - e. Theft from Vehicles
  - f. Enforcement of bicycle policy on Locust Walk
  - g. Enforcement of the motor vehicle code statutes related to bicycles, and
  - h. Community Outreach and education programs
4. The Shift Commander/Supervisor may assign bicycle patrol officers to specific areas of responsibilities based on crime patterns or departmental needs.
5. Bicycle patrol officers should not conduct vehicle stops as a matter of routine, unless dictated by the assignment. If a bicycle patrol officer believes that a vehicle stop is necessary, attempts should be made to have the stop made by a marked patrol car. When a vehicle stop is conducted by a bicycle patrol officer, the guidelines listed in Directive 37, "Motor Vehicle Stops", must be followed.
6. In non-emergency situations, bicycle patrol officers shall walk their bikes over the Locust Walk footbridge.
7. The Police Bicycle is a vehicle and will be operated safely to prevent accidents, injuries, and damage to property. A police vehicle must be under complete control at all times.
  - a. In situations that require immediate police action, i.e. pursuits or apprehensions, the first responding bicycle officer will focus on the pursuit relays. The second arriving officer will relay pertinent information to the PennComm Center.
    - 1) Bicycles shall not engage in any vehicle pursuits.
  - b. In the event that a bicycle patrol officer should dismount his/her bike and engage in a foot pursuit, the second responding officer will maintain contact with the first officer and notify the PennComm Center of the exact location of the first officer's bicycle. The PennComm Center Police Supervisor will then assign either a foot patrol, mobile unit, or an additional bicycle patrol officer to secure the bicycle.

- 1) All foot pursuits shall comply with **Directive 95, "Foot Pursuits"**
8. Bicycle patrol beats will be designated "Bike Beats One through Five" based on the geographic layout of UPPD's primary jurisdiction. Radio call signs shall be "Bike One" through "Bike Five". Bicycle officers shall patrol on all three shifts.
9. Bicycle patrol officers will not be assigned to bike patrol duties during periods of extreme heat (heat index of 102 degrees and above) or cold (temperature/wind chill of 22 degrees and below). Further, bicycle patrol officers will not be assigned to bike patrol duties during periods of extreme inclement weather (i.e. ice, heavy rain/snow, etc.). Supervisory discretion will determine when, during these temperature extremes, it shall be necessary to reassign bike patrol officers to other assignments. Officers assigned to the Bicycle Patrol will have the regular uniform of the day stored in their departmental locker.
10. All patrol assignments, whether they be bike patrol, mobile patrol or foot patrol will be staffed per the operational needs of the UPPD. Supervisors will direct when and where bike patrols will be utilized in order to add the most value to the UPPD community policing mission. Understanding that the bike patrol assignment is a very physically taxing assignment, supervisors will not order an officer to ride if the officer claims that he/she is not physically able to ride.
11. If the assigned department bicycle is damaged (on or off-duty), PennComm will be notified, a control number assigned and a UPPD-10 report prepared for 'Damaged Police Equipment'. The on-duty supervisor will notify the Commander of Patrol Operations or his/her designee about the damage.
12. If the officer is injured as a result of a crash or other incident (on or off-duty), PennComm is to be notified and a control number assigned and a UPPD-10 report prepared for 'Hospital Case'. The on-duty supervisor will make the necessary notifications to the shift/night/bicycle commander.

#### F. Equipment And Uniforms

1. Each bicycle patrol officer shall be issued the following equipment:
  - a. Police department mountain bike with lights, and cargo bag;  
  
**NOTE: No police bicycle will be put into service without a working set of lights.**
  - b. Protective bicycle helmet;
  - c. Eye protection;
  - d. Cycling jacket (yellow) and two (2) pairs of bicycle pants (navy);
  - e. Two (2) bicycle patrol uniform shorts (navy);

- f. Two (2) UPPD turtlenecks (black);
  - g. Two (2) Polo style short sleeve uniform shirts (light blue) with reflective "POLICE" affixed to the back;
  - h. Nylon gun belt and nylon equipment/accessory holders (black);
  - i. Two (2) sets of riding gloves (summer and winter);
  - j. Retractable ASP baton;
  - k. Motorola radio with microphone.
2. The Shift Commander or his/her designee will be responsible to conduct a monthly inspection of the bicycles assigned to personnel under his/her command to ensure that they are properly maintained and include all required equipment including front/rear lights and cargo bag. This inspection shall be documented on the monthly shift report.
  3. Bicycle patrol officers shall conform to the "Uniform of the day" and be guided by **UPPD Written Directive 45, "Appearance Standards, Uniforms and Equipment"**.

**Weather conditions shall be given consideration in the ultimate decision to modify the uniform of the day for bicycle patrol officers.**

a. May 1-September 30:

The authorized uniform of the day shall be the prescribed short-sleeved "Polo" style uniform shirt, bicycle patrol pants or shorts.

*Patrol Jackets may be permitted at the discretion of the Chief of Police or Police or designee.*

b. October 1 – April 30:

The authorized uniform of the day shall be the prescribed long-sleeved "Polo" style uniform shirt and bicycle patrol pants.

*Patrol Jackets are permitted, but optional.*

- c. Other clothing and accessories, when worn with the "Uniform of the Day," will conform to the following:
  - 1) Helmets: Only issued helmets will be worn. Helmets shall be white in color, with "Police" stenciled on the sides. The helmet shall be worn at all times when operating a department bicycle.

- 2) Headbands/Earmuffs: Headbands/Earmuffs (black only) may be worn as part of the uniform of the day when the sustained temperature will be below **40 degrees** or in cases of extreme cold conditions.

**Note:** Headbands/Earmuffs may not be worn as the outmost headgear; a baseball cap (bicycle only) or helmet must be worn in accordance with this directive.

- 3) Cap: Navy blue baseball cap embroidered with the DPS Police Insignia **Only**.

- 4) Balaclavas (face mask): Black or navy blue are authorized and can be worn to keep the face and head warm. Bicycle patrol officers may wear the Balaclava when the sustained temperature will be below **40 degrees**,

**Note:** When balaclavas are worn on patrol, they must be removed or positioned in a manner that exposes the officer's face while conducting vehicle stops or otherwise interacting with the public on assignments other than traffic control.

- 5) Shoes: Black, tactical boot or athletic sneaker.

- 6) Socks: Black or White athletic, ankle- length; logo free.

- 7) Badges and Nametags: Must be worn at all times; May be embroidered on the uniform shirt or jacket.

- 8) Protective Eyewear: May be tinted or clear; Appropriate styles/colors are required. Eyewear shall be worn at all times when operating a department bicycle. Sunglasses are not permitted from dusk until dawn.

- 9) Whistles: May be worn on breakaway lanyards.

- 10) Gloves: Appropriate styles/colors are required.

- 11) Bicycle Unit Patch: The unit patch shall be worn only by members of the bicycle patrol unit and shall be affixed to the upper right sleeve of the uniform shirt and jacket.

- 12) Class "B" Polo Uniform Shirts: The prescribed class "B" uniform shirts shall be identified by manufacturer, style and color by the Chief of Police of Police or designee. Class "B" polo uniform shirts must have a reflective silver "Police" decal affixed to the back between the shoulder blades. Shirts worn as outermost garments must have a UPPD embroidered badge and nametape (or direct embroidering) affixed. Shirt colors are mandated as follows:

(i) Light Blue - Police Officer up to and including to the rank of Sergeant.

(ii) White – Lieutenant up to and including the rank of Chief of Police

13) Mock turtleneck shirts: The prescribed mock turtleneck shirt shall be identified by manufacturer, style and color by the Chief of Police of Police or designee. For all personnel up to and including the rank of Chief of Police of Police, mock turtleneck shirts shall be Black in color and must have "UPPD" embroidered on the wearers left/front collar in white letters, one (1) inch tall.

**Note:** The mock turtleneck shirt **May Not** be worn as an outmost garment. Mock turtlenecks are optional, but if worn, they must be worn under a long sleeve uniform shirt, commando sweater, or patrol jacket.

14) Undershirts: Are optional, but they **Must Be White**, if exposed when worn. When worn with a short sleeve uniform shirt, they may not extend below the uniform shirtsleeve.

15) Commando Sweater: The sweater shall not be worn as the outermost garment while operating a bicycle.

16) External Ballistic Vest Carrier: The authorized external ballistic vest carrier shall be identified by manufacturer, style, color and design by the Chief of Police of Police or designee.

- (i) When an external vest carrier is worn by bicycle patrol personnel as the outermost garment, a blue uniform shirt must be worn underneath.
- (ii) External vest carriers must be worn in accordance with ballistic vest manufacturer's warranty requirements.

17) Bicycle Patrol Jacket: (Yellow) Sleeves may be detached and used as a vest but only when a blue uniform shirt is worn underneath with the department patch affixed to the left upper sleeve.

4. Upon completion of their tour of duty, bicycle patrol officers will store their bicycles in the bike cage or racks located in the garage area of the UPPD Headquarters Building (HQ). All other equipment (helmet, eye protection, etc.) will be stored in the officer's locker or taken home at the end of the tour.
5. Unless listed in this directive, no other device, badge, button, insignia, or item, except those specifically authorized by the Chief of Police of Police or designee, will be worn or displayed on the official uniform. (Personnel replacing the original issued clothing or purchasing additional items will ensure that such replacement clothing/equipment conforms to the styles and colors of the items currently authorized.)

#### G. Repairs and Maintenance of Department-Owned Police Bicycle

1. Preventive maintenance shall be the responsibility of the assigned police mountain bike officer and shall be limited to minor equipment adjustments.



2. Requests for supplies and repairs beyond minor adjustments shall submit a memorandum to the Bike Unit Commander through the chain of command.

- a. A memorandum shall be submitted when bicycle parts are damaged, lost or faulty.

3. Repairs shall be made by certified UPPD bicycle mechanics or an approved University vendor.

#### H. Off-Duty Use Of The Department-Owned Police Bicycle

1. Officers assigned to the bicycle patrol unit will be permitted to take their department assigned bicycle home with them while off-duty or on vacation for the purpose for maintaining their skill handling levels.
2. Officers while off-duty will not wear their department issued uniform nor will they engage in police actions unless it meets the parameters as established in **Directive 3, "Off-Duty Conduct and Powers Of Arrest"**.
3. Officers that utilize their department bicycle off-duty will be responsible for any repair costs associated with damage to the bicycle occurring off-duty. When off-duty damage occurs, officers shall submit a memorandum to the Bike Unit Commander (through the chain of command). Repairs shall be made by certified UPPD bicycle mechanics or an approved University vendor.

#### I. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

#### J. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

#### K. Application

This directive constitutes departmental policy and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.