

## 12.033 MOUNTAIN BIKES AND SEGWAYS: ASSIGNMENT, USE, AND MAINTENANCE

### ***Reference:***

Procedure 12.020 - Uniforms, Related Equipment, and Personal Grooming

### ***Definitions:***

**Department Mountain Bike Coordinator** - A Police Officer/Specialist who is a member of the bike patrol. The duties of the Department Mountain Bike Coordinator are to oversee the safe, efficient, and economical operation of the mountain bike equipment; to review the mountain bike inspection and preventative maintenance program for the districts; and to review all mountain bike related paperwork requesting repair or replacement of any mountain bikes, mountain bike equipment, or uniform parts.

**District Mountain Bike Supervisor** - A supervisor designated by the District Commander. The District Mountain Bike Supervisor will maintain a list of all certified officers assigned to bike patrol duties.

### ***Purpose:***

To familiarize Department personnel with the functions, capabilities, assignment, use, and maintenance of the Department Mountain Bikes and Segways.

### ***Policy:***

Mountain bikes and Segways are primarily used for patrol duties. They are designed to have officers more accessible and visible to the public. This will facilitate contact between officers and the community.

Segway officers shall utilize the assigned dual beam headlight and the flashing red light at all times while operating Segway equipment.

### ***Information:***

Each district has officers trained to perform patrol duties on mountain bikes. Mountain bike equipment will be assigned and deployed to districts / sections / units by the Patrol Bureau Commander. Mountain bike equipment will only be operated by certified department personnel or personnel authorized by the Police Chief. Issued mountain bike equipment will be used by assigned officers only. Mountain bike equipment may be used by another bike officer with permission from the Department Mountain Bike Coordinator, or Mountain Bike Supervisor in the District.

Segways will only be operated by trained Department personnel.

**Procedure:****A. Deployment**

1. When transporting bikes or Segways to various beats on a marked police unit, officers will park in a centrally located area within their beat that is visible to the general public. Officers assigned to Segways will be assigned to a scout car or district pickup truck for transport purposes. Only two Segways will be transported at a time.
  - a. Bike carriers will be secured in the trunk of the vehicle while officers are on bike patrol, and at the end of their tour of duty.
    - 1) Whenever possible, bike officers or Segway officers should be assigned to patrol in pairs.

**B. Weather**

1. Bike officers are expected to ride their bikes in varying weather conditions. Officers and supervisors should take a common sense approach toward riding in extreme conditions, which would pose an obvious threat to their physical health (i.e., extremely cold/extremely hot and humid).
  - a. Restrictions
    - 1) Riders will return to vehicle patrol when the following conditions exist:
      - a) Thunderstorms and active lightning in the area
      - b) Severe weather warnings
      - c) Snow and/or ice covered streets and sidewalks
      - d) District supervisor determines that service demands are high and/or district coverage needs are present
    - 2) In addition to above, Segways will not be operated when the outdoor temperature is below 40 degrees Fahrenheit.
2. If any of the restricted conditions occur after officers begin their tour of duty, they will remain in bike uniform for the remainder of their tour.
3. If any of the restricted conditions occur before their tour of duty, all bike officers will wear the operational uniform.
  - a. Bike officers will maintain a complete operational uniform in their district locker.
  - b. Bike officers will be subject to change their uniform at the discretion of a district supervisor.
4. Segway operators will only wear the operational uniform, including a department-approved helmet (CDOP or department bicycle helmet) and eye protection.

## C. Prisoner Transportation

### 1. Orderly Prisoners

- a. Orderly prisoners will be guarded at the scene by one bike/Segway officer. The other bike/Segway officer will ride to retrieve the vehicle and transport the prisoner.

- 1) If the bike/Segway officers do not have a vehicle in the field, a beat car will transport the orderly prisoner to the district and meet the bike/Segway officers.

### 2. Disorderly Prisoners

- a. Back up units will transport the prisoner. The bike/Segway officers will relieve the transporting unit at the Justice Center once they have retrieved their vehicle.

## D. Mountain Bike and Segway Equipment

### 1. Districts have varying amounts of fully equipped mountain bikes. These bikes all have the following accessories:

- a. Rear red flashing battery operated light
- b. Cyclometer
- c. Two water bottle cages
- d. Rear heavy duty kick stand
- e. Rear rack (for top mount bag)
- f. Top mount expandable bag with "Police" markings
- g. Protective tire liners for front and rear
- h. Mini tire pump
- i. Inner tube repair kit with tire levers
- j. Security cable

### 2. If a replacement part/equipment is needed, the officer will complete a Form 630.

### 3. Segway accessories include:

- a. Wireless Infokey Controller
- b. Front dual beam headlight, with rechargeable battery.
- c. Red flashing battery operated light.
- d. Security cable.

## E. Equipment Security

1. Officers will secure their bikes or Segways whenever they are away from them, unless circumstances exist that prevent the officer from doing so (crime in progress, assistance, etc.). When officers are away, they will use the security cable, using their spare set of handcuffs to lock the cable.
2. Bikes and Segway related equipment will be kept in a secured area in the district when not in use.

## F. District Equipment

1. The following bike equipment will be maintained in the district:
  - a. Bike stand - used for making minor repairs
  - b. Floor tire pump
  - c. Front dual beam headlight
    - 1) Signed in/out of the Electronic Blotter
2. The following Segway equipment will be maintained in the district:
  - a. Segway stand
  - b. Floor tire pump
  - c. Repair tools
3. Spare Parts
  - a. A sufficient amount of spare parts for minor repairs should be maintained in the district. Parts should include, but are not limited to:
    - 1) One high and low beam replacement bulb per bike
    - 2) One replacement inner tube per bike
    - 3) AA batteries (1 case) for rear lights
    - 4) Any other bike related equipment, manuals, and instruction sheets
  - b. These items will be kept in a secured locker with access limited to supervisors /or bike officers.
  - c. A bike patrol log will be maintained for pertinent information regarding bike repairs, parts removed, damage, etc. The Department Mountain Bike Coordinator will note any repairs made in the log.
  - d. A monthly inventory of the locker will be kept by the District Mountain Bike Supervisor to ensure that an adequate inventory of replacement parts is maintained.

## G. Inspection

1. By the fourth Sunday of each calendar month, the District Mountain Bike Supervisor will ensure a Form 428 is completed for each bike, and forward it to the Department Mountain Bike Coordinator.
2. The Department Mountain Bike Coordinator will prepare and keep on file a Form 428A (Cincinnati Police Department Mountain Bike Inspection Summary) indicating that each bike has been inspected.
3. Bike officers will make daily inspections of their assigned mountain bike before and after their tour of duty, (including an unassigned bike if used during their tour of duty).
4. A monthly inspection of the Segways and accessories will be completed by a designated supervisor, who will be assigned by the District Commander.

## H. Maintenance and Repairs

1. The Mountain Bike Officer is responsible for the upkeep of their bike, to include notifying the Mountain Bike Supervisor of repairs and service needed.
2. Maintenance Files
  - a. Department Mountain Bike Coordinator will maintain bike jackets, which must contain:
    - 1) City number, model, and serial number of the bike & assigned officer
    - 2) Replacement Parts Form 630
    - 3) Date of purchase and purchase price
    - 4) Description of the bike and accessories
    - 5) Maintenance contract date of purchase and expiration
    - 6) Repair slips, copies of Forms 630, purchase orders, and any invoices
    - 7) Damage reports
  - b. The district commander will designate a supervisor who will maintain a file on each Segway including:
    - 1) City and manufacturer serial numbers
    - 2) Description and accessories
    - 3) All repair records including copies of all purchase orders, repair slips, Forms 630 and invoices.
    - 4) Maintenance contracts
    - 5) Damage reports

3. Monthly bike tune ups and repairs will be scheduled at each district.
  - a. Minor repairs can be made on the scene by the bike officer.
    - 1) Complete the repair slip indicating what the repair was and any parts used.
    - 2) If possible, tire repair/replacement will be done by the bike officer at the district.
4. Major repairs are those that only a bike mechanic may handle.
  - a. During business hours:
    - 1) Fill out a repair slip and take the bike to the vendor for repair.
  - b. Non-business hours:
    - 1) If the repair is needed and the vendor is not open for business, take the bike out of service.
      - a) The District Mountain Bike Supervisor will notify the vendor of the repairs needed. The vendor will respond to pick up the bike or the officer will drop the bike off.
  - c. If the request for parts is not covered by the maintenance contract:
    - 1) The bike officer will send a copy of the Form 630 to the Department Mountain Bike Coordinator for review and recommendation.
    - 2) The officer will submit the form to their District Mountain Bike Supervisor.
  - d. Personnel picking up or accepting delivery of repaired bikes will obtain a completed repair slip, with cost and signature included.
    - 1) Forward the signed repair slip to the Department Mountain Bike Coordinator.
  - e. Repainting or replacement of frames, or replacement bikes must be requested on a Form 630 explaining the reason for the request.
    - 1) The officer will forward a copy of the 630 to the Department Mountain Bike Coordinator.
5. Segways in need of service or repair will be documented on a repair slip and forwarded to the designated supervisor.
  - a. The city has a service contract for the Segways. The designated supervisor will notify the service provider for repair and pick-up after receiving a repair slip.

I. Cleaning

1. Bikes should be wiped down daily with a dry rag to remove dirt. If water is needed to clean, use a damp cloth. Never spray a bike with water from a hose. Sprayed water can damage internal bearings.
2. Segways can only be cleaned with a damp cloth. No water should be sprayed on the Segway. Sprayed water can damage electrical components and internal bearings.

J. Mountain Bike Training and Public Appearances

1. Requests for mountain bike training/public appearances will be submitted through the officer's chain of command.
  - a. Once approval has been given, the officer will contact the Mountain Bike Coordinator for necessary information.