

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.

District Segway Coordinator – Designated by the District Commander; the Segway Coordinator is responsible for ensuring the assigned Segway and T3 equipment is properly inspected and maintained, damage reported, required repairs requested, all reports and documentation filed, and the District Administrative Supervisor is informed of the serviceability of the assigned Segway and T3 equipment in the district.

Purpose:

To familiarize Department personnel with the functions, capabilities, assignment, use, and maintenance of the Department Mountain Bikes and Segways (including T3s).

Policy:

The primary use of Mountain bikes and Segway/T3s is for uniform patrol duties. Officers utilizing Mountain bikes and Segway/T3s become much more visible and accessible to the public. The increased visibility and accessibility to the public facilitates individualized contact between patrol officers and the community.

Segway officers shall utilize the assigned headlight and the flashing red tail-light at all times while operating Segway/T3 equipment.

Although some Segway/T3s may have flashing blue / red lights and a siren, they are inappropriate for designating the unit as an Emergency Vehicle and will **not** be used for stopping motor vehicles, vehicle pursuits, blocking roadways, crossing vehicular traffic at intersections, or any other emergency vehicle operations.

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.

Each district has officers trained to perform patrol duties on Segway/T3s. Segway/T3 equipment will be assigned and deployed to districts / sections / units by the Patrol Bureau Commander. Segway/T3s will only be operated by Department personnel who have completed the four-hour training conducted by a certified Segway instructor.

Segway officers are not issued Department Mountain Bike uniforms.

Procedure:**A. Deployment**

1. When transporting mountain 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. Whenever possible, bike officers or Segway officers should be assigned to patrol in pairs.
 - b. T3 units shall be operated out of the district of assignment, and should not be transported unless necessary due to the unit becoming inoperable.

B. Weather

1. Bike and Segway officers are expected to operate 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 (applicable to both mountain bike and Segway/T3 operations)
 - 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. If any of the restricted conditions occur after bike 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/T3 operators will only wear the operational uniform, including a department-approved 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/T3 Equipment

1. Districts have varying amounts of fully equipped mountain bikes. These bikes all have the following accessories:
 - a. Headlamp (500 lumen or greater) and red, battery operated tail-light
 - b. Two water bottle cages
 - c. Rear heavy duty kick stand
 - d. Rear rack bag frame (for top mount bag)
 - e. Top mount expandable bag with "Police" markings
 - f. Protective tire liners for front and rear
 - g. Security cable
2. Segway/T3 accessories include:
 - a. Wireless Infokey Controller
 - b. Front headlight

- c. Red, battery operated tail-light
- d. Security cable
- 3. If a replacement part/equipment is needed:
 - a. For a mountain bike, the bike officer will:
 - 1) Ensure the deficiency is reported, as soon as practical, to the Maintenance contractor for timely repair or preplacement.
 - 2) If required, complete a Form 630 and route the form to the District Mountain Bike Supervisor.
 - b. For a Segway/T3, the Segway officer will ensure the District Segway Coordinator is fully aware of the deficiency requiring correction
 - 1) The District Segway Coordinator will complete the Form 630 or other required paperwork to remedy the Segway deficiency

E. Equipment Security

- 1. Officers will secure their bikes or Segway/T3s 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.
 - a. When there is not a sufficient object available to secure the mountain bike to, an acceptable alternative is to use handcuffs to secure the turned handlebar to the bike frame.
- 2. Bikes and Segway/T3 related equipment will be kept in a secured area in the district when not in use.

F. District Equipment

- 1. The following mountain bike equipment will be maintained in the district:
 - a. Bike stand - used for making minor repairs
 - b. Floor tire pump
- 2. 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) Five replacement inner tube kits
 - 2) Correct size batteries (1 case) for red tail-lights
 - 3) 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 mountain 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.
- 3. The following Segway/T3 equipment will be maintained in the district:
 - a. Segway stand
 - b. Floor tire pump
 - c. Repair tools
- G. Inspections
 - 1. Mountain Bikes
 - a. By the fourth Sunday of each calendar month, the District Mountain Bike Supervisor will ensure a Form 428M, Mountain Bike Inspection Report, is completed for each bike, and forward it to the Department Mountain Bike Coordinator.
 - b. 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.
 - 1) Maintaining an electronic file, in lieu of paper hardcopies, is acceptable for recordkeeping purposes.
 - c. 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).
 - 2. Segway/T3s
 - a. A monthly inspection of the Segway/T3s and accessories will be completed by the designated Segway coordinator assigned by the District Commander. The designated Segway coordinator will ensure a Form 428S, Segway Inspection Report, is completed for each Segway.
 - 1) Maintaining an electronic file, in lieu of paper hardcopies, is acceptable for recordkeeping purposes.
- H. Maintenance and Repairs
 - 1. The Mountain Bike Officer is responsible for the upkeep of their bike, to include notifying the District Mountain Bike Supervisor of repairs and service needed.

2. The operating officer will sign-out the Segway/T3 at the beginning and end of each shift in the log located in the storage area. Access to the Segway/T3s, the parts storage area, and maintenance of Segway/T3s is restricted to Segway operators and the designated Segway coordinator.
 - a. The Segway operator is responsible for ensuring the motor and headlight batteries are plugged in and charging at the completion of each shift.
3. Maintenance Files
 - a. Department Mountain Bike Coordinator will maintain an electronic file, 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 commanders will designate a district Segway coordinator who will maintain a file on each Segway/T3 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. Segway/T3s in need of service or repair will be documented on a repair slip and forwarded to the designated district Segway coordinator.
 - a. The city has a service contract for the Segway/T3s. The designated district Segway coordinator 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. Segway/T3s can only be cleaned with a dry or damp cloth. **No water should be sprayed on the Segway/T3.** 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.