



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 322 – Bicycle Operations*

Office with Primary Responsibility:	PSC, PNC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	CTA, CPS	Number of Pages:	4
Forms Referenced in Procedure:	SAPD Form #19 B Purchase Requisition Form	Related Procedures:	310

### **.01 INTRODUCTION**

This procedure establishes guidelines for the acquisition, issuance, maintenance, and removal of police bicycles used by the Department and also sets guidelines for the selection and training of officers assigned to bicycle duties.

### **.02 POLICY**

- A. It is the policy of the San Antonio Police Department to deploy police bicycles to various units throughout the city, making officers more accessible and able to interact with the communities they serve in the furtherance of the community policing philosophy of the Department.

### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Bicycle	Bicycle Coordinator	Bicycle Equipment
Police Bicycle	Police Bike Fleet System” (PBFS)	

### **.04 ACQUISITION OF BICYCLES AND EQUIPMENT**

#### A. Department Purchase

1. Any unit requesting a bicycle or bicycle equipment shall complete a purchase requisition form, obtain approval through the chain-of-command, and forward the purchase requisition form to the Bicycle Coordinator.
2. The Bicycle Coordinator, after verifying that the requested bicycle or bicycle equipment is not available in current inventory and that funds are available for the purchase, forwards the purchase requisition form to the Fiscal Services Office.

#### B. Donations From Outside Sources

1. Bicycles and bicycle equipment to be donated to the Department by individuals, groups, or other sources outside of the Department must be purchased by the individuals, groups, or other outside sources prior to the donation.
2. Bicycles and bicycle equipment to be donated to the Department must meet San Antonio Police Department written specifications.
3. The donation of bicycles and bicycle equipment must be coordinated through the Bicycle Coordinator and the Fiscal Services Office.
4. Units anticipating the donation of bicycles or bicycle equipment shall notify the Bicycle Coordinator in writing three (3) business days in advance of the donation. If advanced notification of the donation is not made by the outside donor, the Bicycle Coordinator is notified upon acceptance of the donation.
5. Specifications for bicycles and bicycle equipment may be provided to the individuals or groups. The Department shall not recommend a specific vendor for the purchase of bicycles or bicycle equipment or accept cash for the purchase of bicycles or bicycle equipment.



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### **.05 BICYCLE CERTIFICATION TRAINING**

- A. Bicycle certification training is considered voluntary and, if necessary, officers must voluntarily change their relief days and duty hours to attend the training. Overtime is not authorized for attending the training. However, officers who qualify for shift differential pay for their regular duty assignments shall receive differential hour's credit for attending the training.
- B. Unit Directors maintain a list of officers who volunteer to receive bicycle certification training and select officers to be trained from the list of volunteers based on the unit needs.
- C. When unit needs arise, unit directors submit requests for officers to receive bicycle certification training through their chain of command to their Division Commanders.
- D. When division commanders determine the need for bicycle certified officers, they notify the Bicycle Coordinator, who schedules a Bicycle Certification Training Class in cooperation with the Training Academy.
- E. Officers who are bicycle certified shall only use police bicycles to perform bicycle patrol duties during their regular duty assignment or at any city overtime assignment. Officers shall not use personally owned bicycles to perform bicycle patrol duties during their regular duty assignment or at any city overtime assignment.
- F. Officers who are not bicycle certified shall not perform bicycle patrol duties during their regular duty assignment or at any city overtime assignment.

### **.06 ISSUANCE OF BICYCLES AND EQUIPMENT**

- A. Officers who have passed bicycle certification training and are selected by their unit directors to perform bicycle patrol duties may be issued police bicycles by the Bicycle Coordinator.
- B. Officers shall be issued safety equipment, to include helmets, light sets, and equipment bags by the Bicycle Coordinator.
- C. Officers who do not retain their bicycle certification or who are transferred to a unit where they do not perform bicycle patrol duties will return the police bicycles and the bicycle equipment, if issued, to the Bicycle Coordinator.

### **.07 BICYCLE PATROL DUTY UNIFORM**

- A. Officers assigned to bicycle patrol duties at their regular duty assignments or at off-duty assignments in City facilities and officers in uniform riding their personal bicycles in outside employment shall wear only the Bicycle Patrol Duty Uniform and Accessories as listed in GM Procedure 310, *Uniforms and Dress Codes Appendix*.

### **.08 RESPONSIBILITIES**

- A. Bicycle Coordinator
  - 1. Determines the specifications for bicycles and bicycle equipment;
  - 2. Approves the purchase and acquisition of bicycles and bicycle equipment;
  - 3. Assigns bicycle control numbers to all police bicycles;
  - 4. Maintains the Department bicycle inventory;
  - 5. Administers the bicycle certification training;
  - 6. Issues bicycle equipment to officers passing bicycle certification training;



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7. Coordinates the maintenance and repair of bicycles and bicycle equipment;
  8. Removes non-repairable bicycles and bicycle equipment from inventory; and
  9. Updates the PBFS computer program;
- B. Unit Directors
1. Determine the need for bicycle certified officers within their units;
  2. Approves officer's request for a bicycle to be issued to him by Bicycle Coordinator;
  3. Maintain a sign-out log of officers who borrow other officers' assigned bicycles;
  4. Provide for proper storage and security of bicycles; and
  5. Assign an officer to act as liaison between the unit and the Bicycle Coordinator.
- C. Officers
1. Operate assigned bicycle in accordance with unit standard operating procedures;
  2. Ensure assigned bicycle receives proper care and maintenance;
  3. Immediately report any problems or damage to assigned bicycle; and
  4. Return non-repairable bicycles and bicycle equipment to the Bicycle Coordinator.

### **.09 PREVENTIVE MAINTENANCE**

- A. All police bicycles shall receive preventive maintenance service in accordance with a schedule provided by the Bicycle Coordinator.
- B. The preventive maintenance service will consist of cleaning, lubrication, and tune-up of all components and will be performed at the Downtown Bike Unit Office.
- C. The officers will ensure that their assigned bicycles are available on the date the preventive maintenance service is scheduled. (By bringing them to the Downtown Bike Unit Office or having them available for pickup at their station.) Upon completion of maintenance service the officer will be responsible for picking up his bike at the Downtown Bike Patrol Unit Office.

### **.10 BICYCLE REPAIRS**

- A. Bicycles needing repairs are delivered to the Downtown Bike Unit storage and maintenance area by the assigned officers. The assigned officer shall fill out SAPD Form #19-B, *Bicycle Repair Request*, and attach the form to the bicycle.
- B. Officers assigned to bicycle patrol duties shall perform the following types of repairs on their assigned bicycles:
  1. Fix flat tires; and
  2. Adjust seat position.



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- C. Officers needing police bicycles repaired or replaced due to negligence or intentional abuse by the officers may be required to reimburse the City for the cost of repairs or replacement in accordance with the Collective Bargaining Agreement.

### **.11 REMOVAL OF BICYCLES AND BICYCLE EQUIPMENT FROM INVENTORY**

- A. An officer assigned a bicycle or bicycle equipment that is non-repairable or has reached the end of its usable life shall notify the Bike Coordinator. If, after an initial inspection, the Bike Coordinator agrees that the bicycle or bicycle equipment needs to be replaced, the assigned officer shall deliver the bicycle or bicycle equipment to the Bicycle Coordinator.
- B. The Bicycle Coordinator, after inspecting the condition of the police bicycle or bicycle equipment, recommends the salvage or disposal of the bicycle or bicycle equipment. Police bicycles and equipment that are to be disposed of are removed from inventory and transferred to the City Store for sale to the public.

### **.12 OFF-DUTY USE OF POLICE BICYCLES**

- A. Bicycle certified officers may use their assigned police bicycles in off-duty employment assignments in city facilities when assigned by the Off-Duty Employment Detail. Officers will not use police bicycles that have not been assigned to them in off-duty employment assignments in city facilities without the permission of their unit director and the assigned officer.
- B. Bicycle certified officers may use police bicycles in outside employment only when compensation is made through the police payroll system.
- C. Officers who are not bicycle certified will not use police bicycles.
- D. Officers participating in authorized voluntary rides may use a police bicycle and equipment with permission of their Unit/Shift Director.