



California Exposition and State Fair Police Department

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DEPARTMENT GENERAL ORDER

ORDER № 3100.000

Feb. 2019 (Revised)

Feb. 2016 (New)

BICYCLE PATROL POLICY

3100.001: PURPOSE

- A. The purpose of this order is to establish the procedure for the operation of the California Exposition & State Fair Police's Bicycle Patrol.

3100.002: GENERAL

- A. The California Exposition & State Fair Police's Bicycle Patrol is comprised of sworn officers. The unit operates as an element of Field Services and will be used for training, directed patrol, or special enforcement activities as directed by the Chief of Police or designee. Deployment, transportation, and utilization of bicycles shall be under the direction of the Chief or designee.
- B. The Chief of Police or his designee may approve bicycle operations, which utilize officers under their command who have met the required standards for the bicycle patrol officer.
- C. The Chief of Police or his designee will maintain a roster of all officers certified as bicycle patrol officers.

3100.003 DUTIES AND RESPONSIBILITIES

- A. Unit Supervisor(s)
1. Shall be the rank of sergeant or above and be appointed by the Chief of Police.
 2. Manage and direct the unit.
 3. Receive requests for bicycle operations and coordinate these operations with command staff.
 4. Plan bicycle operations and assign operation team leaders if necessary.
 5. Select officers to the unit based on qualifications and suitability.
 6. Consult with command staff in planning operations.
 7. Schedule officers participating in operations, ensuring a sufficient number of qualified team leaders are scheduled.
 8. Prepare deployment rosters and forward copies to communications and others as necessary.
 9. Arrange for portable radios and other needed equipment. Ensure the borrowed radios and other equipment are picked up and returned promptly after the operation.
 10. Coordinate with other team sergeants, such as Mounted, Motors, Mobile Units, Investigations, and Flex Teams.
 11. Deploy and direct teams and support vehicles as necessary to complete the operation.
 12. Ensure activities are conducted in accordance with department policies and orders.

*The mission of the California Exposition & State Fair Police is to:
Provide for the safety and security of visitors, employees, and stakeholders; keep order and
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

13. Collect information from team leaders to complete the activity report and evaluate the operation. Forward the activity report, copies of all crime reports, citations Field Interrogations (FIs) and other pertinent information as required.

B. Team Leader

1. Shall be designated by the unit supervisor(s).
2. Lead a team of officers.
3. Act as the Officer in Charge (OIC) when designated by the unit supervisor, event OIC, or higher authority.
4. Coordinate with the unit supervisor(s) and other team leaders to complete the operation.
5. Ensure team activities are conducted safely and in accordance with department policies and orders.
6. Advise the unit supervisor(s) of activities and conditions encountered.

3100.004 EQUIPMENT

A. Bicycles

1. Shall be a quality mountain bike style which is suitable for law enforcement and approved by the unit supervisor.
2. At minimum, the bicycle must have front suspension.
3. Pedals with foot retention devices, such as clipless pedals or toe clips are recommended, but not required based on individual rider preference.
4. Equipped with a headlight and a red taillight.
5. Black rear pack with "Police" in gold or white lettering on both sides.
6. The department will provide standardized bicycles, but individuals may supply their own bicycle, with the unit supervisor's permission, for use as long as it meets minimum standards. Any department equipment used on the bicycle will be returned at the end of the event.
7. Authorized individually owned bicycles used on duty will be repaired when damaged on duty, as approved by the unit supervisor or their designee, with an acceptable serviceable part from the department's approved supplier or repair facility. If the officer chooses a replacement part that costs in excess of the acceptable serviceable part, the remaining cost will be the responsibility of the officer at the time of the repair and with the supplier or repair shop directly.

B. Uniform and Safety Equipment

1. Uniform Shirt

- a. Safety/Traffic Yellow polo shirt uniform with other member's shirts. Cornerstone, 5.11, or near exact color and cut as approved by the unit supervisor in order to maintain uniformity with other team members.
- b. Embroidered California Exposition & State Fair Police badge (as designed and authorized by the department) on the left upper chest.
- c. The appropriate rank such as "Officer" or "Sergeant" embroidered in black under the badge.
- d. The last name embroidered in black on the opposite, right side, upper chest.
- e. The word "POLICE" in black embroidered on the back. Size and font will be approved by the unit supervisor in order to be uniform with existing team member's shirts.
- f. California Exposition & State Fair Police department patches must be worn on both shoulders. Sergeant chevrons will be worn as appropriate on the sleeves.

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2. Uniform Shorts/Pants
 - a. Black bicycle law enforcement style short pants with belt loops and pockets, approved by the unit supervisor for uniformity.
 - b. Black bicycle law enforcement style long pants with belt loops, pockets, and ankle snag hazard prevention, approved by the unit supervisor for uniformity.
3. Shoes/Socks
 - a. Athletic or bicycle specific shoes which are primarily black. Accent colors will be limited to yellow similar to the polo shirt color.
 - b. Socks will be primarily black and be no higher on the leg than the ankle.
4. Long Sleeve
 - a. Cold weather long sleeves may be necessary to wear under the yellow polo shirt. The color is to be black with no additional writing on the exposed portions of the sleeves or neck, other than an appropriate brand name in white or gray. The sleeves will be formfitting and not excessively loose. The neckline may have a “turtle neck” based on individual officer preference.
5. Jacket
 - a. Cold weather jackets must be approved for uniformity by the unit supervisor. Upper half is yellow (including sleeves) and the lower half is black. Typical brands are 5.11 or Law Pro and are specific to law enforcement bicycle patrol.
 - b. The jacket must have approved California Exposition & State Fair Police patches on each shoulder.
 - c. Either a metal or embroidered badge is approved and must be worn on the upper left chest. If an embroidered badge is worn, it must either contain the badge number clearly displayed on or below the badge, or the upper right chest must have the last name of the officer clearly displayed.
 - d. Only during wet weather will a black rain jacket be approved for use by the OIC or unit supervisor. Regular uniform markings on the rain jacket will be worn. Care should be used to not ride in traffic when foul weather and the black rain coat are worn.
6. Tactical Vest
 - a. Only upon the approval of the Chief of Police or OIC for an event, will a tactical vest be worn by bicycle officers outside a tactical deployment. The vest will be black and worn over any soft body armor or the regular yellow polo shirt.
 - b. The vest will have a metal badge or embroidered badge and the last name of the officer clearly visible. Yellow “Police” will be clearly visible on the rear of the vest.
 - c. The vest must not obstruct the shoulder patches on the yellow polo shirt.
7. Bicycle helmets shall be black, meeting the specified standards of the American National Standards Institute (ANSI), the Snell Memorial Foundation, and/or the Consumer Product Safety Commission (CPCS).
8. Riding gloves shall be predominantly black in color and be worn at all times when riding the bicycle.
9. Eye protection shall be worn anytime hazardous conditions to the eyes exist.

3100.005 QUALIFICATIONS

- A. Officers must meet requirements unique to the assignment prior to bicycle patrol operations.
 1. Successful completion of a Federal, State, or local agency law enforcement bicycle training, similar to a P.O.S.T. or IPMBA basic bicycle course.

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- B. Yearly recertification or formalized bicycle training must occur every 12 months by each team member between the end of the State Fair and the beginning of the next year's State Fair. Satisfaction of this requirement can be met:
 - 1. Attending an allied agency law enforcement bicycle training for a minimum of 8 hours.
 - 2. Attending a P.O.S.T. or IPMBA law enforcement bicycle training course for a minimum of 8 hours.
 - 3. Attending one of the California Exposition & State Fair Police bicycle annual training days for skills and evaluation.
 - 4. Only the Chief of Police may waive an individual member's required yearly training.
- C. California Exposition & State Fair Police department instructors are designated by the Chief of Police and the unit supervisors.
 - 1. Instructors will train and evaluate team member's adherence to law enforcement bicycle police standards. If a deficiency cannot be overcome through training, then the instructors are to report the deficiency to the unit supervisor(s).
 - 2. Areas of instruction, such as crowd control, may be taught in conjunction with other instructors.

3100.006 SKILLS/EVALUATIONS STANDARDS

- A. The yearly skills, evaluation, and testing standards will be comprised of:
 - 1. Yearly skills fitness demonstration must minimally include:
 - a. Successful completion of slow riding, emergency braking, mounting and dismounting, obstacle avoidance, fall prevention by maintaining balance with no forward movement, over taking a suspect and other techniques as determined by the California Exposition & State Fair Police's department bicycle patrol training instructors.
 - b. Successful completion of the bicycle patrol cone patterns as determined by the California Exposition & State Fair Police's Department bicycle patrol training instructors.
 - c. Successful demonstration of descending a minimum of three stairs, as determined by the California Exposition & State Fair Police's Department bicycle patrol training instructors.
 - d. Successful completion of an endurance ride to include navigating obstacles as trained.
 - 2. Additional training areas will include:
 - a. Crowd control
 - b. Bicycle Response Training
 - c. Safe riding in crowds
 - d. Use of the bicycle and equipment as weapons.
 - 3. Evaluation will be completed by the department instructors and unit supervisors.
 - a. All team members must satisfactorily complete all areas of instruction given to remain currently certified by the California Exposition & State Fair Police Department as bicycle patrol officer.

3100.007 ASSIGNMENT

- A. Assignment to the unit shall remain flexible, contingent upon satisfactory performance of the duties unique to the unit. Bicycle teams may be directed to work as a unit or integrate with other units such as Motors, Mounted, Foot Patrol, Entry Gates, Flex Teams, other agencies or other specialized details. Bike team members will have a broad knowledge of overall and specialized operations.

3100.008 DEPLOYMENT

- A. Routinely, bicycle officers will work in teams of two or more. No fewer than two officers will be deployed without the specific authorization of the Chief of Police or their designee.
- B. While patrolling on bicycles, all officers will wear the authorized California Exposition & State Fair Police's Department bicycle uniform unless specific exemption is given by the unit supervisor (i.e. training).