

**THE BILL BLACKWOOD
LAW ENFORCEMENT MANAGEMENT INSTITUTE
OF TEXAS**

**Village Police Department
Bicycle Patrol
Standard Operating Procedure**

**A Policy Research Project
Submitted in Partial Fulfillment
of the Requirements for the Professional Designation
Graduate, Management Institute**

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ABSTRACT

The purpose of this paper is to establish a need for bicycle officers within the Village Police Department, to show its effectiveness in community oriented policing; to show the efficient use of the bicycle patrol unit in the ability to travel bike paths and trails where patrol vehicles cannot go; to show its cost effectiveness and the health benefits to the bicycle patrol officers and the department; and, to establish a Standard Operating Procedure ("SOP") for the bike unit. Based upon this research, bicycle patrol is a viable option for the Village Police Department.

Introduction

Twenty-three years ago when this author started a career in law enforcement the use of bicycles in the day-to-day operations of metropolitan police departments was all but non-existent. The purpose of this paper is to extend the idea of bicycle patrol as a viable form of community-oriented policing and to establish a standard operating procedure for implementation within the Village Police Department.

In addition to numerous academic and professional publications, this research includes the results of a survey of police departments with bicycle patrol programs. These cities include Houston, Texas; Denton, Texas; Fort Worth, Texas; and the Las Vegas Metropolitan Police Department, Nevada.

The problems associated with the implementation of any bicycle program, especially in small departments, is the manpower allocation and the cost effectiveness. Currently the bicycle unit is assigned to the day shift. If four or more officers (including the Sergeant) report for duty, the bicycle officer will then be used to patrol. The officer assigned to ride each day will use a patrol vehicle to transport himself and the bicycle to a designated area within the Villages. This allows the bike officer to stay within ten to fifteen blocks of the patrol vehicle in the event his duties require the use the patrol vehicle.

The cost of one bicycle, fully equipped, is approximately \$1,000.00 with an estimated annual maintenance of \$100.00. The cost of one patrol vehicle is approximately \$23,000.00 with an estimated annual maintenance of \$3,000 - \$4,000.00. Departments can fully outfit ten to fifteen bicycle officers for the cost of just one patrol vehicle. (I.P.M.B.A. 1993)

This research is intended to show how a standard operating procedure will assure the success of the bicycle program. In addition, this research will demonstrate how the

added use of one or two bicycle officers to a shift can assist in developing a positive working relationship within the community to improve the overall image of the Village Police Department.

Theoretical Context

A standard operating procedure is the development of guidelines (procedures) which bridge sound methodology with learned skills. Once developed the proper application of a procedure, in response to an event, leads to its successful resolution. Moreover a procedure establishes an accepted uniform standard for action within an organizational unit.

Bike officers can travel faster and further than foot officers and they are able to patrol areas unreachable by patrol cars. A bicycle gives officers the "stealth" advantage, because they are silent cops on bikes can ride right up to the scene of a crime before they are even noticed.

Bicycles are a great public relations tool, an officer on a bike is much more approachable than one in a patrol car.

Officer's moral is improved. Departments benefit from decreased health care costs (I.P.M.B.A. 1993).

The primary goal of the bicycle patrol is to expand the relationship between residents and business by improving communication and interaction through leadership, education and training. The first step involves establishing a bicycle patrol to augment the Field Staff Command (Patrol Division).

Review of Practice

Effective management of operations of the bicycle patrol unit requires clear

delineation of responsibility of all members of the unit following the designated chain of command.

The field staff commander, designated by the chief of police, is responsible for the overall supervision of the bicycle patrol unit of the Village Police Department. As such the field staff commander will be the designated custodian of all records pertaining to the unit and, additionally, will make assignments and decisions necessary to maintain the integrity and efficiency of the bicycle patrol unit with the assistance of the bicycle unit sergeant.

The bicycle unit sergeant will be selected and assigned by the field staff commander from the patrol sergeant ranks within the Village Police Department. Bicycle patrol unit duties will be in addition to the normal duties of a patrol sergeant. The bicycle unit sergeant will insure proper administration of the bicycle patrol unit and monitor all bicycle training programs to insure they are properly conducted. The bicycle unit sergeant will initiate selection process and interviews for new bicycle officers and be responsible for implementing policies regarding proper use of bicycle units, and insure adherence to these policies. The bicycle unit sergeant will also determine when and if a particular bicycle officer is no longer effective in that position and initiate the officers transfer from the bicycle patrol unit. The bicycle unit sergeant will also arrange for necessary equipment and/or service needed to maintain bicycle training and proficiency.

The bicycle officer will be patrol officers selected by the field staff commander and bicycle unit sergeant for assignment to the bicycle patrol unit. The assigned officers duties will be in addition to routine and normal patrol duties already assigned to the officers by policy and procedures of the Village Police Department.

In order to preserve the integrity and high standards of the bicycle patrol unit within

the Village Police Department, it is mandatory that proficiency is maintained both by routine training and specialized or continuing education as available. Routine proficiency training is the direct responsibility of the assigned bicycle officer, along with the maintenance of accurate, current, records of routine training maintained on the prescribed department forms. All training records will be checked for accuracy, signed by the bicycle unit sergeant and then forwarded, by him, to the field staff commander for maintenance. Routine proficiency training should include, but not limited to, overall body strength and conditioning which will include being able to lift and carry the bicycle as normally equipped (both wheels on and attached, bike bag and rack) up and down two (2) flights of stairs in two (2) minutes and include cardiovascular conditioning.

Due to the strenuous duties associated with bicycle officers, the importance of looking and feeling good is a must. It is essential to maintain a positive mental attitude, and be in top physical condition resulting from proper diet, exercise and rest; all play a major role in keeping the bicycle officer alert to his/her surroundings while patrolling (L.V.M.P.D 1993).

A certification course of forty (40) hours from T.C.L.E.O.S.E. or I.P.M.B.A. must be completed within one (1) year of starting work as a Village police bicycle patrol officer. Bicycle certification consists of bicycle handling skills, night operations, bicycle maintenance, emergency maneuvers, nutrition, group riding, tactical maneuvers and firearm training.

The following equipment will comprise the working complement issued to each bicycle officer, unless otherwise amended at the direction of the field staff commander. All bicycles used by the Village Police Department shall be 21 speed mountain bikes. Due to

the daily stresses placed on the bikes, the frames and forks shall be required to be constructed of chrome-molly steel or similar high grade alloy (example: Raleigh's "technium" which blends chrome-molly steel and aluminum). Wherever possible, with obvious exceptions such as tires or seats for example, the remaining components of any mountain bike used by the Village Police Department bicycle patrol unit will be constructed primarily of metal. All bikes will be required to be equipped with reflectors and all other standard safety equipment. It is imperative that only well constructed mountain bikes be used because of the daily use of the bikes under extreme weather conditions and various terrains (Sloane 1995).

Bicycle patrol officers wear a lighter uniform and gear to facilitate ease of motion. First and foremost all officers should be equipped with properly fitted helmets. Other gear includes lightweight bicycle pants, often worn by officer in warm weather and golf style shirts with patch badges that free the officer of heavy, cumbersome metal badges and pins. Knee-length socks and bicycling shoes finish the outfit in a manner that provides uniformity and comfort to physically active officers.

Discussion of Relevant Issues

When beginning a new program within the established workings of a police department you must first begin with your draft addressed to the chief of police. Once the police chief gives his approval, then you must present your proposal to the Board of Police Commissioners. In the Villages we have one commissioner and one deputy commissioner per city (total of six). Once the commissioners have approved the program it is then presented to the city counsels of each city for approval.

After receiving final approval the implementation of a bicycle patrol within an existing

department requires training of the entire department in the community policing philosophy to eliminate any confusion and misunderstanding. The development of a management style and organizational structure (i.e., standard operating procedures) assures a relatively smooth transition.

Physical conditioning encompasses several factors; attitude, nutrition, stretching, rest, and cross training. The amount of mileage that a bicycle officer will ride will vary according to terrain and the amount of activity he/she is involved in. Officers are encouraged to develop cross training conditioning of their own. The Bicycle officer can incorporate a five (5) through seven (7) day exercise program of his/her own. It is important to find a cross training activity you enjoy. Before beginning any physical exercise program, and this includes riding a bicycle on duty, see your doctor.

Proper eating habits are a must to fuel and keep a well conditioned body. Staying away from junk food and fast food will keep a better conditioned body and prolong life. Fruits and vegetables will produce lower cholesterol levels than fast food, lessening the risk of heart attack.

Eat a variety of foods. The body needs about forty (40) different nutrients to stay healthy. These include vitamins and minerals, amino acids (from proteins), essential fatty acids (from vegetable oils and animal fats), sources of energy (calories from carbohydrates, proteins and fats). The nutrients are found in the food you normally eat. A proper diet should consist of approximately: 55% Carbohydrates, 30% Protein, and 15% Fat. Summer and winter eating habits should be the same because research shows that energy needs are the same. Stick to a carbohydrate diet. In the winter it is especially necessary to eat right to have enough energy so the body muscles can keep you warm. Heat loss occurs

five times faster in damp clothing. There is fifty-five percent (55%) loss of heat through the head. In addition, have adequate iron intake, because it is more difficult to retain heat when you are iron deficient. Drink at least sixteen ounces (16 oz.) of water per hour, whether it is summer or winter. In the summer, you must replace fluids lost to prevent hypothermia and dehydration. Dehydration produces:

- A. Reduced blood volume
- B. Less oxygenated blood to muscles which causes fatigue
- C. Less blood flowing through the skin which hinders heat loss
- D. Further fluid loss will cause the body to shut down the cooling system thus leading to hypothermia, heatstroke.

Water is still the best fluid for the body but electrolyte replacements are also good, such as Carbocharge, Gatorade, Power Burst. Stay away from high sugar, sodium drinks such as soft drinks.

Environmental pollutants can affect an athlete's performance. Proper nutrition must be maintained to combat pollutants that will run your body down. Carbon monoxide has four times more absorbing elements in it than water (L.V.M.P.D.1993).

Becoming a good bicycle officer takes time, patience and a good attitude. What most bicycle officers fail to look out for is their own body and not the physical condition, their skin. They spend eight (8) hours a day, forty (40) hours a week outside subject to all the elements, and the big enemy is the sun and skin cancer. Most people learn at a very early age to conduct outdoor activities either in the early morning or late evening, staying out of that mid day sun, 10:00 A.M. to 4:00 P. M. A bicycle officer does not have that luxury. They are out in the sun and must learn to protect themselves.

Skin cancer is the most prevalent of all cancers. More than 600,000 Americans develop skin cancer each year. The principal cause of skin cancer is overexposure to sunlight (ultraviolet radiation), especially when it results in sunburn and blistering.

Although anyone can get skin cancer, the risk is greatest for people who have fair skin that freckles easily, often those with red or blonde hair and blue or light colored eyes.

There are three major types of skin cancer:

A. Basal cell carcinoma

A basal cell carcinoma is the most common and least severe of the skin cancers, appearing 90 percent of the time on sun exposed areas of the skin such as the face, neck, and hands. It is about one hundred percent (100%) curable.

This tumor of the skin usually appears as a small fleshy bump or nodule or as a sore that does not heal. The basal cell cancer doesn't spread quickly. It may take many months or years for one to reach a diameter of one-half inch. Untreated, the cancer will begin to bleed, crust over, then repeat the cycle.

B. Squamous cell carcinoma

Squamous cell skin cancers might be called intermediate in malignancy and develop on sun exposed areas of the skin as well as junction areas of the skin and lip tissue or skin and eyelid tissue. These lesions are also associated with the use of tobacco, are more aggressive than basal cell cancer and can spread (metastasize) to other organs. It is typically found on the rim of the ear, the face, lips and mouth. This cancer will increase in size,

developing in time into large masses. The cure rate with early detection is almost one hundred percent (100%).

C. Malignant melanoma

Malignant melanoma is the most severe and potentially lethal form of skin cancer, typically arising from cells that produce the skin's pigment or melanin.

Each year more than 32,000 people in the United States find out they have melanoma. And in that same year, 6,300 people will die from the disease. It is important to note that the death rate is at least declining because people are seeking help earlier. Melanoma is almost always curable in the early stages.

Melanoma can occur on any skin surface. In men, it is often found on the trunk or the head and neck. In women, melanoma often develops on the lower legs or trunk. Melanoma affects people of all age groups, but the chance of developing this disease increases with age.

Thinking of "A B C D" can help you remember what to watch for:

- A. Asymmetry - The shape of one half does not match the other half.
- B. Border - The edges are irregular, ragged or blurred.
- C. Color - The color is uneven. Shades of black, brown and tan may be present. Areas of white, gray, red or blue may also be seen.
- D. Diameter - There is a change in size usually greater than 6 millimeters (about the size of a pencil eraser).

Malignant melanoma is highly treatable in the early phase, when the cancer first spreads to the skin. If left untreated, the tumor will spread downward into other skin areas

into lymph nodes or internal organs.

Early detection of skin cancers is the surest way to a cure. The cure rate for skin cancer could be 100 percent if all skin cancers were brought to a doctors attention before they had a chance to spread (Anderson 1994).

General Recommendations: Avoid sunburns! Physical protection with appropriate clothing and hats (helmets in our case) should be added whenever possible, and sunscreen with SPF-15 or more with water resistance should be used (Stehlin Foundation 1984).

Recommendations

With the evolution of modern policing in the 1990's specialized police units have become more important to the police manger trying to balance al the demands paced on contemporary officers. Such units - particularly in urban and rural communities - can help to address the needs of a changing society, picking up where patrol vehicles leave off. Establishing a bike patrol may be one of the better public relations moves a department can make. It also can create greater camaraderie among officers and spur them to live healthier lifestyles (Pilant 1994).

No longer are bike patrols a rarity in police work. Bike patrols tend to be a real boon to community policing. The development of a management style and organizational structure (i.e., standard operating procedures) assures a relatively smooth transition. As such, having definite standard operating procedures within each organizations gives direction, guidance and continuation of the established law enforcement rules and regulations. A copy of the standard operating procedures, developed for the Village Police Department is attached. (Appendix A).

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VILLAGE POLICE DEPARTMENT
BICYCLE PATROL
STANDARD OPERATING PROCEDURE

BY

KEN W. MALONE

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SECTION 1

MISSION STATEMENT, GOALS AND OBJECTIVES OF STANDARD OPERATING PROCEDURE

1.01 MISSION STATEMENT

The mission of the bicycle patrol unit of the Village Police Department is to support and assist all facets of the field staff command in enforcement of all federal and state laws, and the city ordinances of the cities of Bunker Hill, Piney Point, and Hunters Creek Villages, and the protection of lives and property of all citizens within the jurisdiction of the Village Police Department.

1.02 GOALS

The primary goal of the bicycle patrol unit of the Village Police Department is to assist the patrol division and to expand the relationship between residents, and business, by improving communication and interaction through leadership, education, and training.

1.03 OBJECTIVES OF STANDARD OPERATING PROCEDURES

The objectives of the Standard Operating Procedures of the Village Police Department bicycle patrol unit are designed to set uniform standards to be followed in given events. Standards are not meant to restrict a Bicycle Officers initiative and discretion, but to enhance and compliment them. By defining appropriate task, an outline of basic steps is presented which establishes the basic responsibility of a Bicycle Officer and the bicycle team while dealing with an event.

The Standard Operating Procedures as set forth herein are designed to assist in developing a positive working relationship within the community to improve the image of the Village Police Department, and assure success of the bicycle program.

SECTION 2

ADMINISTRATION

Effective management and operations of the bicycle patrol unit requires the clear delineation of responsibility of all members of the unit, following the designated chain of command. This section of the bicycle patrol unit SOP addresses each step in the chain of command and the responsibilities of each.

2.01 FIELD STAFF COMMANDER

The Field Staff Commander, designated by the Chief of Police, is responsible for the overall supervision of the bicycle patrol unit of the Village Police Department. As such the Field Staff Commander will be the designated custodian of all records pertaining to the unit and, additionally, will make assignments and decisions necessary to maintain the integrity and efficiency of the bicycle patrol unit with the assistance of the Bicycle Sergeant.

2.02 BICYCLE SERGEANT

The Bicycle Sergeant will be selected and assigned by the Field Staff Commander from the patrol sergeant ranks within the Village Police Department. Bicycle patrol unit duties will be in addition to the normal duties of a patrol sergeant.

DUTIES AND RESPONSIBILITIES:

- I. Insure proper administration of the bicycle patrol unit.
 - A. Monitor all bicycle training programs and insure they are properly conducted.

- B. Exert staff supervision over the degree of training of the bicycle teams.
 - C. Initiate selection process and interviews for new Bicycle Officers.
 - D. Implement policies regarding proper use of bicycle teams, and insure adherence to these policies.
 - E. Determine when and if a particular Bicycle Officer is no longer effective in that position and initiate the officers transfer from the bicycle patrol unit.
- II. Cause accurate records to be kept, maintain inventory as required regarding all bicycle activities.
 - III. Supervise the maintenance of personnel and equipment assigned to the unit.
 - A. Insure bicycle assigned to the Bicycle Officer is kept in good repair, clean, and available.
 - B. Arrange for necessary equipment and/or service needed to maintain bicycle training and proficiency.

2.03 BICYCLE OFFICER

The Bicycle Officer will be patrol officers selected by the Field Staff Commander and Bicycle Sergeant for assignment to the bicycle patrol unit. The assigned officers duties will be in addition to routine and normal patrol duties already assigned to the officers by policy and procedures of the Village Police Department.

DUTIES AND RESPONSIBILITIES:

- I. Attend all scheduled training assignments, and otherwise maintain proficiency of a department Bicycle Officer.
- II. Maintain the department assigned equipment, and duty uniforms in good working order and neat appearance.
- III. Keep current and maintain all required records and Reports including training records, offense reports, and any other records deemed necessary by the Department.
- VI. Perform any other duties or assignments as designated by the Field Staff Commander or Bicycle Sergeant.

SECTION 3

TRAINING AND CERTIFICATION

In order to preserve the integrity and high standards of the bicycle patrol unit within the Village Police Department, it is mandatory that proficiency is maintained both by routine training and specialized or continuing education as available.

3.01 TRAINING

Routine proficiency training is the direct responsibility of the assigned Bicycle Officer, along with the maintenance of accurate, current, records of routine training maintained on the prescribed department forms. All training records will be checked for accuracy, signed by the Bicycle Sergeant and then forwarded, by him, to the Field Staff Commander for maintenance. The area of routine proficiency training should include, but is not limited to:

- I. Overall body strength and conditioning
 - A. Lift and carry the bicycle as normally equipped (both wheels on and attached, bike bag and rack) up and down two (2) flights of stairs in two (2) minutes.
 - B. Lift the bicycle up onto a trunk mounted bike rack.
 - C. Remove the front wheel and lift the bicycle up and into the trunk of a patrol vehicle.
 - D. While utilizing the proper tire changing tools, remove, repair and replace a bicycle tire and tube.

- II. Cardiovascular conditioning
 - A. Ride a typically equipped bicycle one-half ($\frac{1}{2}$) mile in two (2) minutes.
 - B. Ride a typically equipped bicycle five (5) miles in twenty-five (25) minutes.
 - C. Ride a typically equipped bicycle three hundred thirty (330) yards, dismount and run one hundred ten (110) yards, for a total distance of four hundred forty (440) yards (one-fourth ($\frac{1}{4}$) mile) in one (1) minute.

3.02 CROSS TRAINING

Due to the strenuous duties associated with Bicycle Officers, the importance of looking and feeling good is a must. It is essential to maintain a positive mental attitude, and be in top physical condition resulting from proper diet, exercise and rest; all play a major role in keeping the Bicycle Officer alert to his/her surroundings while patrolling.

Physical conditioning encompasses several factors; attitude, nutrition, stretching, rest, and cross training.

- I. Attitude
 - A. Always come to work with a positive attitude.
 - B. A sound mind starts with a sound body.
 - C. Proper attitude and physical conditioning makes for a better officer:

- i. Mental alertness
- ii. Faster and more effective progression through stages of readiness
- iii. Mental edge when pursuing a actor (knowing you are in better shape than the actor)
- iv. Better motor movements
- v. Quicker reflexes
- vi. More endurance
- vii. Ability to think faster
- viii. Greater flexibility
- ix. Reduced stress because regular exercise is a natural therapeutic stress reliever.

Incorporate this new attitude and physical conditioning into your daily routine. Make it a habit.

- II. The amount of mileage that a Bicycle Officer will ride will vary according to terrain and the amount of activity he/she is involved in. Officers are encouraged to develop cross training conditioning of their own. The Bicycle Officer can incorporate a five (5) through seven (7) day exercise program of his/her own using some of the activities listed below:

- A. Running
- B. Swimming
- C. Lifting/Weight training

D. Racquetball

E. Tennis

It is important to find a cross training activity you enjoy. Before beginning any physical exercise program, and this includes riding a bicycle on duty, see your doctor.

III. Now that the Bicycle Officer is ready to begin exercising, let's look at a must if he/she doesn't want to pull those muscles that have been sitting idle. First, begin with stretching. Always stretch before and after your ride. This helps to loosen tight muscles. Stretch in a slow and controlled manner. Hold each stretch 20 seconds or more. If time is short, stretch the large muscle groups:

A. Quadriceps (thighs)

B. Hamstrings (back of thighs)

C. Gluteus Maximus (rear end)

Stretch to the point where you cannot stretch further, then relax into the stretch. Exhale and hold the stretch for about twenty (20) seconds. Most important, if the stretch hurts, back off.

3.03 NUTRITION

Proper eating habits are a must to fuel and keep a well conditioned body. Staying away from junk food and fast food will keep a better conditioned body and prolong life. Fruits and vegetables will produce lower cholesterol levels than fast food, lessening the risk of heart attack.

Eat a variety of foods. The body needs about forty (40) different nutrients to stay healthy. These include vitamins and minerals, amino acids (from proteins), essential fatty acids (from vegetable oils and animal fats), sources of energy (calories from carbohydrates, proteins and fats). The nutrients are found in the food you normally eat.

A proper diet should consist of approximately:

55% Carbohydrates

30% Protein

15% Fat

Summer and winter eating habits should be the same because research shows that energy needs are the same. Stick to a carbohydrate diet. In the winter it is especially necessary to eat right to have enough energy so the body muscles can keep you warm. Heat loss occurs five times faster in damp clothing. There is fifty-five percent (55%) loss of heat through the head. In addition, have adequate iron intake, because it is more difficult to retain heat when you are iron deficient.

Drink at least sixteen ounces (16 oz.) of water per hour, whether it is summer or winter. In the summer, you must replace fluids lost to prevent hypothermia and dehydration. Dehydration produces:

- A. Reduced blood volume
- B. Less oxygenated blood to muscles which causes fatigue
- C. Less blood flowing through the skin which hinders heat loss

D. Further fluid loss will cause the body to shut down the cooling system thus leading to hypothermia, heatstroke.

Water is still the best fluid for the body but electrolyte replacements are also good, such as Carbocharge, Gatorade, Power Burst. Stay away from high sugar, sodium drinks such as soft drinks.

Environmental pollutants can affect an athlete's performance. Proper nutrition must be maintained to combat pollutants that will run your body down. Carbon monoxide has four times more absorbing elements in it than water.

3.04 PROTECTION FROM THE ELEMENTS

Becoming a good Bicycle Officer takes time, patience and a good attitude. What most Bicycle Officers fail to look out for is their own body...not the physical condition, their skin. They spend eight (8) hours a day, forty (40) hours a week outside subject to all the elements, and the big enemy is the sun and skin cancer. Most people learn at a very early age to conduct outdoor activities either in the early morning or late evening, staying out of that mid day sun, 10:00 A.M. to 4:00 P. M. A Bicycle Officer does not have that luxury. They are out in the sun and must learn to protect themselves.

Skin cancer is the most prevalent of all cancers. More than 600,000 Americans develop skin cancer each year. The principal cause of skin cancer is overexposure to sunlight (ultraviolet radiation), especially when it results in sunburn and blistering.

Although anyone can get skin cancer, the risk is greatest for people who have fair skin that freckles easily often those with red or blonde hair and blue or light colored eyes.

There are three major types of skin cancer:

A. Basal cell carcinoma

A basal cell carcinoma is the most common and least severe of the skin cancers, appearing 90 percent of the time on sun exposed areas of the skin such as the face, neck, and hands. It is about one hundred percent (100%) curable.

This tumor of the skin usually appears as a small fleshy bump or nodule or as a sore that does not heal. The basal cell cancer doesn't spread quickly. It may take many months or years for one to reach a diameter of one-half inch. Untreated, the cancer will begin to bleed, crust over, then repeat the cycle.

B. Squamous cell carcinoma

Squamous cell skin cancers might be called intermediate in malignancy and develop on sun exposed areas of the skin as well as junction areas of the skin and lip tissue or skin and eyelid tissue. These lesions are also associated with the use of tobacco, are more aggressive than basal cell cancer and can spread (metastasize) to other organs. It is typically found on the rim of the ear, the face, lips and mouth. This

cancer will increase in size, developing in time into large masses. The cure rate with early detection is almost one hundred percent (100%).

C. Malignant melanoma

Malignant melanoma is the most severe and potentially lethal form of skin cancer, typically arising from cells that produce the skin's pigment or melanin.

Each year more than 32,000 people in the United States find out they have melanoma. And in that same year, 6,300 people will die from the disease. It is important to note that the death rate is at least declining because people are seeking help earlier. Melanoma is almost always curable in the early stages.

Melanoma can occur on any skin surface. In men, it is often found on the trunk or the head and neck. In women, melanoma often develops on the lower legs or trunk. Melanoma affects people of all age groups, but the chance of developing this disease increases with age.

Thinking of "A B C D" can help you remember what to watch for:

- A. Asymmetry - The shape of one half does not match the other half.
- B. Border - The edges are irregular, ragged or blurred.
- C. Color - The color is uneven. Shades of black, brown and tan may be present. Areas of white, gray, red or blue may also be seen.
- D. Diameter - There is a change in size usually greater than 6 millimeters (about the size of a pencil eraser).

Malignant melanoma is highly treatable in the early phase, when the cancer first spreads to the skin. If left untreated, the tumor will spread downward into other skin areas into lymph nodes or internal organs.

Early detection of skin cancers is the surest way to a cure. The cure rate for skin cancer could be 100 percent if all skin cancers were brought to a doctors attention before they had a chance to spread.

General Recommendations: Avoid sunburns! Physical protection with appropriate clothing and hats (helmets in our case) should be added whenever possible, and sunscreen with SPF-15 or more with water resistance should be used.

3.05 PROFICIENCY AND CERTIFICATION

A certification course of forty (40) hours from T.C.L.O.S.E. or I.P.M.B.A. must be completed within one (1) year of starting work as a Village Police Bicycle Patrol Officer.

SECTION 4

UNIFORMS AND EQUIPMENT

It is the responsibility of each assigned officer to see that all assigned equipment, bicycles, and uniforms are maintained in good order and repair.

The following equipment will comprise the working complement issued to each Bicycle Officer, unless otherwise amended at the direction of the Field Staff Commander.

4.01 BICYCLE

- A. All bicycles used by the Village Police Department shall be 21 speed mountain bikes. Due to the daily stresses placed on the bikes, the frames and forks shall be required to be constructed of chrome-molly steel or similar high grade alloy (example: Raleigh's "technium" which blends chrome-molly steel and aluminum).
- B. Wherever possible, with obvious exceptions such as tires or seats for example, the remaining components of any mountain bike used by the Village Police Department bicycle patrol unit will be constructed primarily of metal.
- C. All bikes will be required to be equipped with reflectors and all other standard safety equipment. It is imperative that only well constructed mountain bikes be used because of the daily use of the bikes under extreme weather conditions and various terrains.

4.02 SUMMER UNIFORM

- A. The summer bicycle uniform will consist of a blue short sleeve cotton/polyester shirt with collar. The shirt will have Village Police on the back in gold lettering. The department badge will be on the left breast of the shirt and the officer's initials and last name will be in gold lettering over the right breast. The department's shoulder patch will be on each sleeve.
- B. Mid-thigh black bicycle "padded" bike shorts will be worn underneath the khaki "bike" shorts.
- C. The footwear will be black leather, low quarter coaches or athletic shoes with either black laces or Velcro straps.
- D. Officer's, while in summer bike uniform, will wear solid white crew socks.

4.03 WINTER UNIFORM

- A. The winter bicycle uniform will consist of a blue long sleeve cotton/polyester shirt with collar. The shirt will have Village Police on the back in gold lettering. The department badge will be on the left breast of the shirt and the officer's initials and last name will be in gold lettering over the right breast. The department's shoulder patch will be on each sleeve.

- B. Mid-thigh black bicycle "padded" shorts will be worn underneath the khaki "bike" shorts. Black outerwear such as "brat wear" may be worn over the black mid-thigh bicycle shorts.
- C. Bicycle Officers will be issued a black winter jacket with Village Police in gold lettering on the back. The jacket will also have a cloth badge on the left breast and department shoulder patch will be on each sleeve.
- D. A white dickey may also be worn underneath the winter shirt to protect the neck and chest from the cold.
- E. The footwear will be black leather, low quarter coaches or athletic shoes with either black laces or Velcro straps.
- F. White mid-calf socks can be worn underneath outerwear.

4.04 EQUIPMENT

Each Bicycle Officer will be issued the following listed equipment.

Officers shall be held accountable for lost or misplaced items.

- A. One Giro riding helmet (white) with the word "police" (in black) on each side of the helmet.
- B. One pair each of summer and winter riding gloves.
- C. Three pair of black padded riding shorts.
- D. Three pair of khaki bike shorts.
- E. Three short sleeve pull over shirts (summer).
- F. Two long sleeve pull over shirts (winter).
- G. Two white dickeys.

- H. One winter jacket, black "Village Police " in gold lettering on the back.
- I. Two pair of black outerwear.
- J. One issued nylon web gear, and nylon belt.
- K. Eye protection
- L. Footwear-black leather low quarter coaches or athletic Shoes, with black lace or Velcro straps.
- M. Tool kit consisting of: 4,5,6, mm hex wrench, folding Allen wrench set, (2) tire spoons, patch kit, tire pump, cable lock, rear saddle bag with the word "police" each side, "Nite Light" with rechargeable battery, "Stringer" flashlight.

4.05 REPLACEMENT

Replacement of any equipment will be considered at or when the need arises and at the sole discretion of the Field Staff Commander via chain of command.

SECTION 5

RECORDS AND REPORTS

5.01 MAINTENANCE RECORDS

Maintenance records will be maintained on each department owned bicycle and all equipment issued by the Field Staff Commander as the custodian of records. (Exhibit A)

5.02 DAILY REPORT

All Bicycle Officers will maintain a daily activity log (Exhibit B) to be turned over to the Bicycle Sergeant and then forwarded to the Field Staff Commander for maintenance.

SECTION 6

DEPLOYMENT AND USE OF BICYCLE DIVISION

6.01 BICYCLE TEAM

When functioning as a bicycle team, officers shall ride in teams of at least (2) officers.

6.02 COVER VEHICLE

A uniformed patrol vehicle will function as a cover car to assist in transporting equipment and prisoners and to assist in arrests, or any other detail deemed necessary by the Bicycle Sergeant.

6.03 RIDING CONDITIONS

- A. The bicycles shall not be ridden during icy or severe weather conditions. This determination shall rest with the Bicycle Sergeant.
- B. Bicycle Officers will not operate on freeways. If necessary, the cover vehicle or other patrol vehicles will assist in activities involving the freeways.

6.04 ASSIGNMENTS

Bicycle Officers in addition to the duties assigned them by the Bicycle Sergeant will assist patrol officers as necessary. Officers will be assigned a different city to patrol in each day and will be responsible for running call's within that city. Offense reports will be made by the bicycle patrol unit when the occasion arises. The bicycle patrol unit will not be assigned accidents, but will assist patrol units if needed.

6.05 GENERAL DUTIES

Bicycle division will patrol areas as determined by departmental needs. Special attention will be given to parks, school grounds and the neighborhood house watch program.

EXHIBIT A

Village Police Department

OFFICER WEEKLY BICYCLE INSPECTION

Bicycle # _____ Date of Inspection _____

Inspecting Officer _____ ID# _____ Shift _____

EQUIPMENT INVENTORY CHECK

Hex wrench _____ Allen wrench set _____ Tire spoons (2) _____

Patch kit _____ Tire pump _____ Cable lock _____ Saddle bag _____

Headlight _____ Battery pack _____ Flashlight _____ Charger _____

Other _____

BICYCLE DAMAGE CHECK

Check the bicycle for new damage and missing or defective equipment. All damage or missing or defective equipment should be indicated below.

Damage/Comments _____

SUPERVISOR NOTIFIED OF DAMAGED, MISSING, OR DEFECTIVE EQUIPMENT

Supervisor name _____ ID# _____

EXHIBIT B

Village Police Department
Field Operations
Bicycle Patrol

DAILY ACTIVITY WORKSHEET

SCHOOL CHECKS

School	Time	Comments
Bunker Hill	_____	_____
Frostwood	_____	_____
Hunters Creek	_____	_____
Kinkaid	_____	_____
Memorial Drive	_____	_____
St. Francis	_____	_____

HOUSE WATCH PROGRAM

Bunker Hill _____ Hunters Creek _____ Piney Point _____
Comments _____

ACTIVITY

Reports _____
On View Investigations _____
Special Assignments _____
Arrests _____
Citations _____

Citizen Contacts

OFFICER _____ ID# _____ DATE _____

OFFICER _____ ID# _____ DATE _____