



California State University, Los Angeles
Department of Public Safety

NUMBER: I-8 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/29/2004 Reviewed/Revised: May 1, 2010

SUBJECT: **Eagle Patrol Bicycle Policy**

I. PURPOSE:

This policy is established to set forth and designate the duties and responsibilities of Eagle Patrol Student Assistants assigned to Bicycle Patrol.

II. POLICY:

This policy is established to provide the Cal State L.A. Department of Public Safety with an additional law enforcement tool and to facilitate the development of new community partnerships between Eagle Patrol, the Police Department, and members of the campus community to help solve problems from a community policing perspective.

III. DEFINITIONS: None

IV. PROCEDURE:

A. Statement of the operational objectives of the Eagle Patrol Bicycle Program:

1. The Eagle Patrol Bicycle Program is designed to enhance community-based relations by increasing visibility in the campus interior and parking lots.
2. It shall be the policy of the Department to utilize Eagle Patrol Bicycle Patrol to:
 - a. Assist the Police Department and Parking Services as needed;
 - b. Patrol areas of the campus which are less accessible by foot, or which are inaccessible to motor vehicles;
 - c. Improve response time for calls for service
 - d. Increase contact with the public in an effort to further develop the Department's community-based philosophy with the university.

B. Instructions, conditions, and limitations of usage.

1. Eagle Patrol personnel that operate a bicycle during work hours will follow all traffic laws. Eagle Patrol officers are not permitted to ride bicycles on sidewalks or grassy areas. Bicycles are to be walked when on an escort.

2. Eagle Patrol personnel who are interested in participating in the Bicycle Patrol Program must be in good physical condition and capable of physical exertion without adverse reaction. Eagle Patrol personnel must not have any preexisting injuries or condition, which would be aggravated by riding a bicycle.
 3. Only the Watch Commander on duty shall grant approval for qualified Eagle Patrol officers to go out on Bicycle Patrol.
 4. Personnel will not ride during inclement weather, including rain, fog, heavy winds or extreme hot temperatures.
 5. Eagle Patrol bicycle officers will perform the same patrol duties as all other Eagle Patrol officers with the following exceptions: bicycles are not allowed to be taken into any building at any time and no one shall be ridden on any part of the bicycle at any time as a passenger.
 6. During patrol, Eagle Patrol officers will concentrate on the following:
 - a. Observing and reporting suspicious or criminal activity;
 - b. Bicycle, skateboard & vehicular traffic in campus core;
 - c. Community-based relations and;
 - d. Other duties as determined by the Watch Commander on duty.
 7. Eagle Patrol officers shall not ride their patrol bicycle off or up curbs or stairs.
 8. Eagle Patrol officers shall not hold onto or balance themselves on other motor vehicles, including police vehicles whether the vehicles are moving or not.
 9. Eagle Patrol officers shall not allow themselves to be towed by motor vehicles.
 10. Eagle Patrol officers that have had approved bicycle training shall be the sole operators of the Eagle Patrol bicycles
- C. Authorization for use in various situations. Eagle Patrol bicycle officers may be used:
1. in traditional patrols to supplement Eagle Patrol shifts;
 2. for special events; and
 3. to focus on areas of enforcement due to recently identified trends in activity, especially parking lots.
- D. Qualifications and training for personnel assigned.
1. Eagle Patrol officers who have successfully completed their new hire probationary period are eligible to apply for the bicycle program.
 2. Interested personnel must submit a written request for the required training to the Eagle Patrol supervisor. The Eagle Patrol supervisor will make the

selections of interested candidates. Selection will be made based on willingness to ride regularly, physical fitness, and eligibility.

3. The Watch Commander can advise the Eagle Patrol supervisor to have an Eagle Patrol officer removed from or added to the program. The final decision shall rest with the Eagle Patrol supervisor and the Watch Commander.
4. Eagle Patrol officers who are proven to recklessly endanger him or herself or the public as determined by the Eagle Patrol supervisor, shall be removed from the Bicycle Program for no less than six months. Eagle Patrol officers also may be removed from the program if their bicycle is stolen or damaged beyond repair due to officer negligence.
5. Training
 - a. Candidates selected to ride bicycles must satisfactorily complete a training program designed and taught by a POST Certified Instructor on Bicycle Patrol or his/her designee. The instructor is the sole judge of satisfactory training course performance. Upon completion candidates will be certified to operate department bicycles.
 - b. Eagle Patrol officers who fail to maintain the specified level of proficiency will not be eligible for assignment until they have demonstrated acceptable skills.
 - c. Eagle Patrol officers bicycle training will be in accordance to POST recommended guidelines.

E. Maintenance

1. The Eagle Patrol supervisor will coordinate with the technical parking supervisor to ensure the proper maintenance and repair of all bicycles and equipment.
2. The Eagle Patrol supervisor will coordinate with the technical parking supervisor to ensure that all bicycles are inspected and serviced every 6 months by a qualified bicycle shop
3. The technical parking supervisor will ensure that all bicycles will be maintained in a clean, safe, and lawfully operable condition at all times.
4. The technical parking supervisor will inspect each bicycle monthly or as necessary. If unreported damage is discovered, a report will be forwarded to the parking director and the Eagle Patrol Supervisor.

5. Weekly inspections shall be conducted by the Eagle Patrol Supervisor to include the frame, brakes and cables, tires, crank, and quick releases as taught in bike class.
6. The Eagle Patrol supervisor will ensure that all Eagle Patrol officers assigned to a bicycle conduct a safety inspection of the bicycle at the start and end of each watch or use-period and fill out the bicycle inspection log.
7. The Eagle Patrol supervisor will ensure that all appropriate bicycle logs are maintained properly.
8. The Eagle Patrol supervisor will coordinate with the technical parking supervisor with regard to the inspection sheets requiring action needed to correct any damage, defects, malfunctions, or other problems documented.

F. Authorized Equipment

1. Eagle Patrol officers will wear the department-issued safety helmet and cycling protective gloves at all times while operating the bicycle.
2. Eagle Patrol officers shall wear the approved Eagle Patrol-Bicycle Uniform, which includes the following:
 - a. Yellow Eagle Patrol polo shirt with embroidered shoulder Parking patch and chest badge.
 - b. Blue or black shorts
 - c. Protective Helmet (Department provided).
 - d. Cycling & protective gloves (Department provided)
 - e. Protective eyewear (Employee provided)
 - f. Tennis or Cycling shoes

V. Appendices: None.