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POLICY/PROCEDURE NUMBER: 08-L.E.-015

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SUBJECT: POLICE MOTORCYCLE OPERATIONS

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: February 1, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARDS: 9.2.1

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – YES

APPROVED: Anne P. Glavin, Chief of Police

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## I. PURPOSE

The purpose of this policy is to provide effective and efficient procedures to operate police motorcycle patrols that are used to aid in ensuring the safe and expeditious flow of pedestrian and vehicular traffic in and around the campus of California State University, Northridge. The overall goal of this program is traffic enforcement and education within the campus community and areas surrounding the University which are impacted by campus traffic patterns.

## II. POLICY

It shall be the policy of the California State University, Northridge Police Department to rigorously enforce all vehicular and pedestrian traffic laws on the roadways in and around the campus. The department shall utilize police motorcycles as the primary enforcement vehicle in order to accomplish this task.

## III. DEFINITIONS

- A. Collision: A collision is defined as an unintended event that produces damage or injury, where the word "injury" includes "fatal injury." Although the words "accident" and "collision" are synonymous, the word "collision" should be used to describe the event.
- B. Patrol: The deployment of police officers to repress and prevent criminal activities, investigate offenders, and furnish day-to-day law enforcement services to the community.
- C. Pursuit: A peace officer in an authorized emergency vehicle, as defined by the California Vehicle Code, attempting to apprehend a known or suspected violator of the law who is the driver or occupant of the pursued vehicle and who is avoiding apprehension and/or ignoring the police officer's attempt to stop him/her. This includes failure to yield.

- D. Selective Traffic Enforcement: The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such assignments are usually due to traffic volume, accidents, frequency of traffic violations, and emergency service needs.
- E. Traffic Law Enforcement: Law enforcement as it applies to statutes, ordinances, and legally authorized regulations relating to the use of streets and highways and ownership/operation of motor vehicles and other road vehicles.
- F. Traffic Law Violation: Violation of any statutes, ordinances, and legally authorized regulations relating to the use of streets and highways or the operation and ownership of motor vehicles and other road vehicles.
- G. Traffic Patrol: The part of law enforcement traffic supervision that consists of driving or walking within an area or a roadway for the purpose of providing protection, security, and service to the public.

#### IV. PROCEDURES

##### A. Usage Objective

Due to the engineering of the roadways and the volume of traffic during peak hours, motorcycles have proven to be the most effective traffic enforcement vehicle due to their maneuverability and size. It is the primary objective of the motor unit to utilize motorcycle officers and take advantage of the motorcycle's maneuverability in enforcing traffic in and around the California State University, Northridge campus and surrounding area. Motor officers will also be used to provide selective traffic enforcement which may include but is not limited to:

1. Project PED (Pedestrian Safety Enforcement Deterrence);
2. DUI (Driving Under the Influence) Task Forces;
3. Hang It Up (Cell Phone Enforcement)
4. Click It or Ticket (Seatbelt Enforcement)
5. Bicycling and Skateboarding Safety Enforcement
6. Traffic control and/or enforcement during the first week(s) of the fall or spring semesters;
7. Traffic control and/or enforcement during commencement week;
8. Traffic law enforcement in and around the California State University, Northridge campus;
9. Dignitary motorcade escorts
10. Community Relation and Crime Prevention education as it relates to traffic safety (e.g. child safety restraint education to the child care center and the Safety Fair)
11. Other directed patrol issues as they relate to traffic safety and parking lot security.

## B. Motorcycle Operations

1. Motorcycle officers are assigned to a motor unit shift (4/10 Schedule) but may be assigned to a patrol shift and other details as necessary including but not limited to traffic control during special events or the first weeks of the semester, DUI task forces, and other special enforcement details such as Operation PED, Click it or Ticket, and ADA Placard Enforcement.
2. Communications
  - a. The radio designation for motorcycle officers shall be "M" (as in Mary) followed by a numerical designation.
  - b. A numerical designation shall be assigned in order of rank (e.g., the sergeant assigned to the motor unit shall be designated as Mary 1).
  - c. In the event of equal rank, radio designations shall be determined by time in the unit.
  - d. When an officer assigned to the motor unit is not working on a motorcycle, his/her radio designation shall be their standard call sign (e.g., Sam 1 or Paul 55).
3. Prisoner Transportation
  - a. The primary responsibility of motor officers is traffic enforcement. If an arrest should become necessary, such as the refusal to sign a citation, a DUI, a felony or other exceptional circumstance, the motor officer will turn the prisoner over to a marked patrol unit for transportation.
  - b. If there are insufficient resources available within the patrol operations division, the motor officer shall garage his/her motorcycle and transport the prisoner in a marked patrol unit.
4. Officer Involved Collisions
 

Any collision involving a motorcycle officer shall be investigated in compliance with Policy/Procedure Number 05-O.A.-004, (Memorandums of Agreement: CHP and LAPD), Section 2.f of the CHP agreement and Policy/Procedure Number 07.-L.E.-005, (Traffic Collision Investigation), Section IV.C.1.
5. Storage
 

Motorcycles will be stored in the motor bay within the DPS storage facility, located beneath the B3 parking structure when they are not being operated. Motorcycle stalls located at the rear of the police station shall only be utilized for temporary motorcycle parking during the officer's shift.

## C. Motorcycle Operation - Special Situations

### 1. Pursuits

Nothing in this policy shall be construed as preempting existing department policy relating to vehicle pursuits (see 02-L.E.-001, Vehicle Pursuit Guidelines).

- a. A shift supervisor or any member of the command staff may order pursuits terminated if they present a danger to the public (see 02-L.E.-001.F.2, Supervisor's Responsibilities).
  - b. Given the inherent dangers of pursuits and the additional hazards of motorcycle operations, motor officers should terminate a pursuit if the risks of continuation are not justified by the severity of the offense for which the pursuit was engaged (see 02-L.E.-001.B, Number of Involved Law Enforcement Units Permitted).
  - c. A motor officer involved in a pursuit shall discontinue the pursuit as soon as marked patrol vehicles join the pursuit (see 02-L.E.-001.B, Number of Involved Law Enforcement Units Permitted).
  - d. A motor officer should not join in a pursuit if he/she was not the initiating unit.
2. Emergency Response (Code 3): On Code 3 responses, officers should slow down or stop whenever approaching an intersection, and proceed across the intersection with extreme caution, always being prepared for the unexpected. While responding Code 3, officers should avoid passing on the right (see Department Policy 07-S.O.-011, Section V.C.2.b.iii, Police Services Communications for definition of Code 3 response).

#### D. Assigned Personnel

1. Basic Qualifications: Officers selected for the motorcycle assignment shall:
  - a. Be in good physical condition;
  - b. Maintain a current satisfactory rating or above on their performance rating;
  - c. Have completed probation with the department;
  - d. Possess a valid California Class M-1 motorcycle driver's license;
  - e. Satisfactorily complete a POST-approved motorcycle training course.
2. Appointment
  - a. Appointment to a motorcycle assignment shall be for a minimum of three years with the option of additional years at the discretion of the Chief of Police.
  - b. Interested applicants shall submit a memorandum of interest to the Captain of Patrol Operations when open positions are posted.
  - c. Final appointment is at the discretion of the Chief of Police.
3. Chain of Command
  - a. Motorcycle officers will report via the police operations division chain of command for the purposes of their watch.

- b. Motorcycle officers shall report to the Traffic Safety sergeant for the purposes of traffic enforcement details and other associated special assignment.
- c. The Traffic Safety sergeant shall report directly to the Captain of Patrol Operations.

#### 4. Training

- a. All motor trainees shall complete a two week pre-motor school training in preparation for the POST approved course.
- b. All motorcycle officers shall pass a POST-approved motorcycle school.
- c. Motor school graduates shall complete a two week evaluation period with a senior member of the motor unit prior to solo deployment.
- d. All motor officers shall have completed, within one year of appointment, a POST-approved intermediate traffic investigation school.
- e. Other required training may include, but is not limited to:
  - i. Narcotics for Patrol;
  - ii. Radar/LIDAR training;
  - iii. Seatbelt safety school;
  - iv. DUI enforcement;
  - v. Drug, Alcohol Recognition;
  - vi. POST recommended bi-annual in-service training;
  - vii. POST Intermediate Traffic Collision Investigation;
  - viii. POST Advanced Traffic Collision Investigation;
  - ix. POST Reconstruction traffic Collision Investigation.
- f. All training files shall be maintained by the department's training coordinator.

#### 5. Removal from Program

The Chief of Police may remove any officer from the motorcycle unit. Reasons for such removal may include, but are not limited, to the following:

- a. Physical or mental condition which would preclude the safe operation of a motorcycle or which would be aggravated by riding a motorcycle.
- b. Failure of the officer to maintain an adequate level of field performance as determined by the Traffic Safety sergeant or any command staff member.

- c. Failure of the officer to respond to supervisory training and counseling.
- d. Failure of the officer to maintain his/her motorcycle in accordance with the standards set forth in this policy.
- e. Inappropriate use of the motorcycle on or off-duty.
- f. Reassignment after the initial three-year commitment, promotion, or transfer.

E. Inspection and Maintenance

- 1. Motorcycle officers shall regularly inspect the motorcycles assigned to them.
  - a. Motor officers shall inspect their motorcycles daily and record the inspection on a Vehicle Inspection Checklist as per Policy/Procedure Number 05-L.E.-002 (Vehicle Use/Daily Vehicle Inspection Checklist).
  - b. At least once a month, the Traffic Safety sergeant should inspect the motorcycle with the officer who is assigned to that motorcycle. The Captain of Patrol Operations shall inspect the Traffic Safety sergeant's motorcycle if he/she is assigned to the motor unit.
  - c. Officers are expected to become knowledgeable regarding aspects of motorcycle mechanical operation, cost reduction and safe riding practices. Minor adjustments (e.g., changing light bulbs and parts lubrication), which do not require the expertise or special tools of a motorcycle mechanic should be performed by the officer.
  - d. Department motorcycles should be scheduled for routine maintenance and repair by a manufacturer approved mechanic and authorized repair center as per the motorcycle manufacturer's recommendations and guidelines.
  - e. On a quarterly basis, the Traffic Safety sergeant shall conduct operational readiness inspections of all police motorcycles assigned to the traffic safety unit. The inspections are to be documented and forwarded to the Captain of Patrol Operations for review no later than the third week of March, June, September, and December of each year.

F. Equipment

- 1. When operating a police motorcycle an officer shall wear proper safety equipment and motorcycle uniform. The Department will initially furnish all of the uniform equipment listed Policy/Procedure Number 06-P.A.-005 (Uniforms and Personnel Appearance), Section V.E.
- 2. Officers shall maintain all equipment in good condition and shall be responsible for replacements.
- 3. Department-issued Class D uniform may be worn for training and maintenance work only. This uniform may also be approved by a member of the command staff for use in inclement weather or when assigned to a child safety seat inspection event.

4. All motorcycles will be maintained with an AED, first aid kit, and department issued shotgun to be properly secured in the rack at all times while on patrol. Exceptions to this requirement may only be authorized by a member of the command staff.

G. Authorization to Operate

1. Department motorcycles are assigned to a specific motorcycle officer and that officer is the only officer authorized to use that motorcycle for patrol duties unless prior approval is given by a command staff member.
2. For repair and maintenance purposes, other assigned motorcycle officers are authorized to operate other department motorcycles for the purpose of assisting in delivering or retrieving a motorcycle from repair and maintenance facilities.

H. Vehicle Take Home/Off-Duty Operation Procedures

1. Motor officers that live within a 30 mile radius of the campus are authorized to ride their assigned motorcycles to and from their place of residence under the following terms and conditions:
  - a. All department-issued shotguns will be secured in the police equipment room prior to their end-of-watch and secured on the motorcycle's shotgun rack upon return to the station.
  - b. Motor officers who ride a police motorcycle between the department, his/her place of residence, or any other approved destination away from the California State University, Northridge campus, shall not engage in any routine traffic enforcement while in transit.
  - c. Motor officers who witness a serious crime or collision while in transit between the campus and their residence are reminded to consider their ability to properly respond to such an incident (e.g., radio communication, ability to handle the situation without immediate back up, etc.) Whenever possible, the officer should consider whether there is an immediate danger to the public or if providing good accurate information to the law enforcement agency with the proper jurisdiction (e.g., California Highway Patrol, Los Angeles County Sheriff's Department, etc.) will serve the situation.
    - i. In any incident in which an officer takes any official police action, while identifying himself/herself as a peace officer, shall immediately report the incident to the officer's supervisor.
    - ii. The supervisor shall report the incident up the chain of command.
    - iii. A RIMS report will be completed by the officer involved in the incident as soon as practicable.
    - iv. If force is used by the officer, a Use of Force report will be completed by the officer in compliance with 08-L.E.-011, section V.A, Use of Force Reporting.

- d. It is strictly prohibited for a California State University, Northridge motor officer to use their assigned motorcycle for any personal purpose or for a reason other than approved department business. This includes but is not limited to:
  - i. Personal errands on the way to/from the campus;
  - ii. Transportation or otherwise riding of the motorcycle off-duty or on regularly scheduled days off.
- e. Motor officers must have a fully enclosed car garage at their residence. Upon arrival at their residence, the motor officer shall secure his motorcycle in the garage.
- f. Motor officers are not authorized to maintain their assigned motorcycles at their place of residence for prolonged periods of time (e.g. vacations, prolonged trainings, etc.). In such cases the motor officer shall make the appropriate arrangements to have his/her assigned motorcycle parked in the department motor bay.
- g. Motor officers shall have a letter in their department file issued by the Chief of Police approving a motor officer to drive their assigned motorcycle to their residence.
- h. It remains the right of the Chief of Police to amend or rescind the ability of a motor officer to drive a department motorcycle to their place of residence for any reason.

#### I. Inclement Weather

- 1. If, while on duty, the weather should become such as to render it unsafe to operate a police motorcycle, the officer shall seek approval by a member of the command staff to garage the motorcycle, check out an available marked patrol vehicle to resume traffic patrol.
- 2. If the weather remains inclement and unsafe for the officer to drive home to his residence, that officer may drive another department vehicle home with the approval of a command staff member.
- 3. If, prior to leaving for work, the weather should become such as to render it unsafe to operate a police motorcycle, the officer shall drive his/her own personal vehicle to work and use a department vehicle for their patrol activities that day.