



POLICY/PROCEDURE NUMBER: 08-L.E.-016 Page 1 of 6

SUBJECT: BICYCLE AND ALTERNATIVE TRANSPORTATION VEHICLES

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: Procedural Directive #2004-009, Housing Community Policing Program; February 1, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: 9.2.1

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

The purpose of this policy is to set forth and designate duties and responsibilities of police officers assigned to bicycle and alternative vehicle (i.e., Trikke, T3) patrols. Furthermore, it is the desire of this department to establish and develop a collaborative process between the police and the university community that identifies concerns and produces effective solutions.

II. POLICY

It shall be the policy of the department to utilize bicycle and alternative vehicle patrols to reduce crime, enforce laws and regulations, patrol areas of the campus which are less accessible or which are inaccessible to motor vehicles, and to increase contact with the public to further develop the department's community-based policing philosophy within the university.

III. DEFINITIONS

- A. Campus Core: That area of the campus that is designated as the main campus. The boundaries of the campus core are Plummer Street on the north, Lindley Avenue on the east, Etiwanda Avenue on the west, and Nordhoff Street on the south.
- B. Housing Community Policing Team: A two-officer Housing patrol team whose main mode of patrol is bicycle and foot patrol.
- C. Direct Action Response Team (D.A.R.T): D.A.R.T. is a specialized patrol bicycle team that provides high-profile policing on bicycles to address identified problem areas on the campus.

IV. PROCEDURES

- A. Operational objectives of the bicycle and alternative vehicle patrol programs

1. Bicycle and alternative vehicle patrols are designed to enhance crime prevention, selective enforcement and community-based efforts by increasing visibility and police presence in the campus core and parking lots.
 2. It shall be the policy of the department to utilize bicycle and alternative vehicle patrols when officers are trained and available, to:
 - a. Reduce the opportunity for criminal events;
 - b. Enforce laws and regulations;
 - c. Patrol areas of the campus which are less accessible or which are inaccessible to motor vehicles. Directed patrol utilization of the "T3 units" shall be primarily focused within the campus core.
 - d. Increase contact with the public so as to further develop the department's community-based policing philosophy within the university.
- B. Instructions, conditions, and limitations of usage
1. Officers assigned to bicycle and alternative vehicle patrol use the bicycle or other alternative vehicle as a means of transportation and high visibility in the performance of regularly assigned patrol duties during established shifts. Their primary task is enforcement of state laws, in particular selective enforcement of common crimes (e.g., bicycle theft, vandalism, burglary from motor vehicles, auto theft).
 2. Police officers may be assigned to a standard shift or a special time period, and will be under the supervision of the patrol shift supervisor.
 3. The Patrol Operations Lieutenants are responsible for the bicycle and alternative vehicle patrol programs for their respective patrol shifts. A supervisory coordinator (sergeant or corporal) may be designated to enhance control.
 4. Bicycle and alternative vehicle patrols shall be approved only when there is at least one police motorized vehicle on patrol (car or motorcycle). Bicycle or alternative vehicle patrol shall not be utilized as the sole type of mobile unit.
 5. Bicycle and alternative vehicle officers will perform the same patrol duties as all other officers except for those that cannot be performed on a bicycle or other alternative vehicle.
 6. Bicycle and alternative vehicle officers shall obey all traffic laws and regulations. Officers will be permitted to ride on sidewalks and within the core of the campus, in the course of their duties, when it is safe to do so.
 7. Bicycle and alternative vehicle patrols will be temporarily suspended during inclement weather conditions with approval of the shift supervisor.
 8. During patrol, bicycle and alternative vehicle officers will concentrate on the following:
 - a. Safety;

- b. Crime prevention;
 - c. Pedestrian, bicycle, skateboard , scooter, and vehicular traffic within inner campus areas, focusing on the campus core;
 - d. Community-based policing;
 - e. Parking lot patrols;
 - f. Report writing/investigations.
9. Police bicycles and alternative vehicle units are not emergency vehicles as defined within the Vehicle Code. Vehicle stops may be made by an assigned police officer under authority of CVC Section 2800. Such a stop will be made only when it is reasonably safe to do so, and only within the guidelines of the California Vehicle Code and departmental policy.

C. Authorization for use in various situations

Bicycle and alternative vehicle patrol officers may be utilized:

- 1. In traditional patrols to supplement patrol shifts;
- 2. For special events;
- 3. To directed patrol to recently identified trends in criminal activity;
- 4. As the primary mode of transportation for officers assigned to the Housing Community Policing Team;
- 5. For community relations/crime prevention purposes.

D. Qualifications and training for assigned personnel

- 1. It is expected that every police officer who has successfully completed their probationary period be trained in one or more of the following alternative patrol vehicles: Bicycles via POST-approved program; the T3 electric vehicle via the Department's internal lesson plan; the Trikke via the approved Trikke basic operator course; and any other approved alternative vehicle patrol program (i.e., applicable policy/procedures and vehicle/equipment maintenance and operation). Exceptions to this requirement must be authorized by the Chief of Police.
- 2. Corporals and officers are the primary positions from which bicycle and alternative vehicle patrol personnel are selected.
- 3. Bicycle and alternative vehicle officers who have recklessly ridden their assigned vehicle and endanger themselves or the public, as determined by a Patrol Operations Commander or the Chief of Police, shall be removed from the bicycle patrol program for no less than six months. Officers also may be removed from the program if their bicycle is stolen or damaged beyond repair because of the officer's negligence or unreasonable response to a situation.
- 4. Training

- a. Prior to assuming any alternative vehicle assignment, officers shall attend and successfully complete the department approved vehicle operator training course.
- b. Officers shall begin patrolling on bicycles and/or alternative vehicles only after they have received the required training and signed for the receipt and acknowledgement of department policy related to bicycle, T3, Trikke, and other authorized alternative vehicle use.
- c. If an officer is deemed by command staff to have failed to maintain the level of proficiency specified within the POST bicycle training course, Department's T3 course, Trikke basic operator course, or any other approved alternative vehicle patrol course, he/she will be ineligible for assignment until they have demonstrated acceptable skills to a certified/approved alternative vehicle patrol instructor..

E. Direct Action Response Team (D.A.R.T)

1. The mission of the men and women of the California State University, Northridge Department of Police Services is to provide excellent police service by creating partnerships that reduce crime, create a safe environment, build trust, and enhance the quality of life in our academic environment. The creation of a specialized bicycle/Trikke patrol team that provides high profile policing to address identified problem areas on campus furthers the progress of our Department mission.
2. This specialized bicycle/Trikke team—known as the Direct Action Response Team—will deploy patrol-ready bicycles as a proactive approach to crime on campus. The utilization of bicycles and Trikkes provide a quiet, high mobile and visible patrol platform. In addition to tactical advantages, patrol bicycles and Trikkes allow for easy accessibility to police officers and for consistent community interaction.
3. Members of the Direct Action Response Team will partner with the CSUN community to address crime prevention needs together. Team members will place emphasis on preventative methods through high-visibility and directed patrol to eliminate problems before they occur. Team members are more accessible on bicycles to the campus community thereby encouraging police/community interaction in addressing community concerns.
4. It is through these fundamental community-policing practices that the Direct Action Response Team will continue demonstrating our Department's dedication to our academic community through excellent police service.

F. Housing Policing Team

1. The Housing Policing Program patrols the campus Housing complex and emphasizes crime prevention, problem-solving tactics, and partnerships with the Housing community.
2. The Housing Policing Team is permanently assigned to Housing from August through July of each academic year. Officers assigned will provide support assistance in the area of crime prevention education and needs assessments.

3. The team work schedule is Wednesday through Saturday from 6:00 p.m. to 4:00 a.m. Assignments outside of this schedule are possible to accommodate the needs and schedule of the Housing community.
4. Housing policing officers may not be assigned to calls elsewhere on the campus nor may they patrol elsewhere on the campus. The only exception to this rule is police response to a critical incident or catastrophic emergency where, in the opinion of the supervisor on duty, all officers on duty are needed to respond.
5. A mandatory minimum staffing requirement is in place for this program to ensure there are always two bicycle patrol officers on duty in the Housing area, Wednesday through Saturday from 6:00 p.m. to 4:00 a.m. This means that if a Housing patrol officer has unplanned leave, the supervisor shall replace the officer to ensure that two officers are on patrol. The overtime call list shall be utilized for this process.
6. The patrol focus for the Housing area is the development of excellent relationships with students and staff within Housing and the creation of a true working partnership on all matters of public safety. Officers will mix their patrol process by patrolling on bicycle, Trikke, T3, foot patrols inside residence halls, and any other approved alternative vehicle focusing on one-on-one contact with students and staff, crime prevention education tasks and problem solving. Guidance on this process will be provided by Command staff.
7. The Housing Policing Team office is located in lot G7. A dedicated phone line has been installed in this area for officers to receive calls related to the housing policing program. Additionally, a dedicated email address has been set up for officers to intake community concerns and to correspond with the community. The email addresses is communitycops@csun.edu. The Housing Policing Office phone number is: 818 677-2107.

F. Authorized equipment

1. Bicycles, T3s, Trikkes, other alternative vehicles, and field support equipment shall be checked out in the same manner as vehicle assignments. The only equipment to permanently remain affixed to the bicycle and T3 units are the lighting/sound equipment and carry bags/packs. Trikke's incorporate lighting and sound equipment only.
2. Only approved wearing apparel shall be worn, as listed in Policy/Procedure Number 06-P.A.-005, section VII.E 1-10 (Uniforms and Personal Appearance), to include the appropriate bicycle/T3 officer uniform, an approved bicycle/T3 helmet, assigned safety equipment, protective body armor, and portable radio.
3. Each officer will perform a thorough inspection of his/her equipment prior to any assignment/shift and discrepancies or hazards shall be immediately reported. If repairs cannot be made and replacement equipment is unavailable, the assignment for that officer will be temporarily suspended.
4. During hours of darkness, officers shall meet the requirements of CVC Section 21201(d). Every bicycle, T3, Trikke, and other approved alternative vehicle upon any highway during darkness shall be equipped and utilize the following:

- a. A lamp emitting a white light that illuminates the highway in front of the bicycle, Trikke, and T3 which is visible from a distance of 300 feet in front and from the sides.
 - b. A red reflector visible from front and rear, which shall be visible from a distance of 500 feet. (bicycle only)
 - c. A white or yellow reflector on each pedal visible from front and rear of the bicycle from a distance of 200 feet. (bicycle only)
 - d. A white or yellow reflector on each side forward of the center of the bicycle, and a white or red reflector on each side to the rear of the center of the bicycle.
 - e. A solid red emergency light and siren shall be affixed to all bicycles, T3s, Trikkes, and other alternative vehicles.
5. T3 equipment shall include a vehicle backpack, first aid kit, AED, and an AED prep kit.

G. Maintenance

1. Police bicycles, T3s, Trikkes, and other alternative patrol vehicles will be maintained in a clean, safe, and lawfully operable condition at all times.
2. The assigned officers will handle basic maintenance and repairs to the bicycles. An authorized T3 and Trikke repair vendor will handle mechanical, structural, and electrical repairs required of the those units.
3. Repairs to bicycles that cannot be done by the assigned officer shall be performed at an authorized repair facility as designated by a Patrol Operations Commander. When repairs or maintenance are needed that require specially trained individuals, a request for repair shall be forwarded to a Patrol Operations Commander via a memorandum detailing the bicycle serial number and problem(s) associated with the bicycle. A repair tag located in the police equipment room shall be attached to the bicycle handlebars once a request for repair has been made.
4. Daily inspection shall include the frame, brakes and cables, tires, crank and quick releases, lighting systems, T3 AED/First Aid kit, etc. as taught in bicycle, T3, Trikke, and any other alternative vehicle training courses. This inspection shall be documented on the daily inspection checklist as per policy 05-L.E.-002, section III.B (Daily Vehicle Inspection Checklist).
5. Documented operational readiness inspections shall be inspected by the following individuals on a quarterly basis. Inspection reports are to be provided to the Deputy Chief via the chain of command within one week prior to the end of a quarter (i.e., March, June, September, December of each year).
 - a. Bicycles – the senior department POST certified bicycle patrol instructor or assigned DART team member
 - b. T3s and Trikkes – a patrol sergeant or corporal as assigned by the Deputy Chief or designated patrol operations commander