



# ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER BICYCLE UNIT



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To: All Deputy Sheriffs & Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order - Bicycle Unit

**PURPOSE:** The purpose of this General Order is to establish policy and procedures governing the use of Sheriff's Office bicycles.

**I. POLICY.**

A. It shall be the policy of the Orange County Sheriff's Office to utilize bicycle patrol techniques for the purpose of addressing all types of criminal activity within the County and enhance the community policing efforts of this Office.

**II. PROCEDURE.**

A. Only Deputies that have successfully completed a course of instruction as prescribed by the Law Enforcement Bicycle Association (LEBA) will be allowed to patrol on a bicycle.

B. The Sheriff or his designee will assign bicycle patrol duties at their discretion, with respect to staffing, locations, time and weather conditions.

C. Deputies assigned a bicycle can use the bicycle to patrol an area, however, the fact that they are on a bicycle does not relieve them from their responsibility to handle the calls for service in the assigned patrol area in the appropriate manner.

**III. MANDATORY EQUIPMENT USE.**

A. Protective Helmet - as certified by ANSI or Snell Foundation, and as prescribed by OSHA regulations. Bicycle Deputies will wear protective helmets whenever they engage in bicycle patrol.

B. Eye Protection Devices – Bicycle Deputies will protect their eyes whenever riding a bicycle by wearing Office approved eyewear and/or eyeshields that guard against sunlight, dust, exhaust and any other hazardous materials.

C. Gloves – as issued. Gloves will reduce the potential of an injury from a fall.

D. Uniform traffic ticket book, first aid supplies, and flashlight.

**IV. BICYCLE PATROL EQUIPMENT.**

A. The following equipment will be provided to Deputies assigned to the Bicycle Unit. This equipment includes but is not necessarily limited:

1. Police mountain bike with water bottle
2. Water resistant jacket and pants
3. Approved bicycle helmet
4. Night bicycle light system, with selective switch
5. Headlights

#### V. BICYCLE UNIFORMS.

- A. The following uniform equipment will be provided by the Department to Bicycle Deputies. This uniform list includes but is not limited to:
1. Bicycle shorts, black.
  2. Bicycle shirts, black and yellow.
    - (a) OCSO emblem on left shoulder.
    - (b) Sheriff's star logo embroidered shield over left breast.
    - (c) U.S. Flag on right shoulder
  3. Bicycle jacket, black and yellow.
    - (a) OCSO emblem on left shoulder.
    - (b) Sheriff's Star over left breast.
    - (c) U.S. Flag on right shoulder
    - (d) Reflective SHERIFF lettering on back.
  4. Bicycle pants, black.
  5. Protective gloves.

#### VI. BICYCLE OPERATIONS.

- A. Police mountain bicycles are not emergency vehicles. Bicycle Deputies are to only operate the bicycle in accordance with New York State statutes, Department General Orders and procedures.
- B. Bicycle Deputies are responsible for educating the public on traffic laws governing the use of bicycles. Therefore, it is important that on-duty riding habits should be an example of safety and courtesy and Deputies are required to follow the provisions of the Vehicle and Traffic Laws pertaining to the operation of bicycles. The only exception to this rule should be during the necessary performance of law enforcement duties, and then only in accordance with established Department procedure and state law.

#### VII. BICYCLE MAINTENANCE.

- A. Bicycle Deputies shall perform inspections of their bicycle before they begin a tour of duty in the same manner that they would inspect their patrol cars for damage and items in need of repair. Any malfunction of equipment or maintenance that is needed shall be addressed immediately.
- B. Issued police mountain bicycles will not be altered without the permission of the Sheriff or his designee. Alterations will be limited to items considered practical or necessary for operation of the police mountain bicycle.

- C. Bicycle Deputies will be responsible for Sheriff's Office police bicycles receiving inspection and maintenance by a qualified mechanic to insure the safety of the bicycle. The Bicycle Unit supervisor will keep accurate records for each bicycle and keep a maintenance log listing the dates of inspections, maintenance and repair.
  - 1. Bicycles will only be serviced when prior authorization for such service has been approved.
- D. Any problem or deficiency with a police bicycle shall be reported to the Bicycle Unit supervisor for appropriate actions or repairs.

#### VIII. PATROL AREA.

- A. The authorized area for the bicycle patrol will be as follows:
  - 1. The length of the Heritage Trail within the County property.
  - 2. Any area as assigned by a Special Detail supervisor.
  - 3. Any area as assigned by a person of competent authority.

#### IX. RADIO COMMUNICATIONS.

- A. All Deputies shall maintain radio communications with Orange 911 Communications personnel at all times.
- B. Deputies shall use their assigned numbers when transmitting and receiving.
- C. All Deputies shall follow guidelines set forth in the Two Way Radio Communications procedure.

#### X. DEFINITIONS.

- A. Bicycle Deputy – Deputies that have received a bicycle and related issue equipment, the required training, and are able to utilize the bicycle to perform police duties during the normal tour of duty.
- B. Severe Weather Conditions – Environmental weather conditions that affect the delivery or continuation of bicycle patrol services. Severe weather conditions include but are not limited to:
  - 1. Lightning
  - 2. Heavy rainfall
  - 3. Strong winds
  - 4. Extreme temperatures, either heat or cold
  - 5. Other weather conditions which contribute to an increased risk to the rider or others in bicycle operations.