

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 044a
SUBJECT: COMMUNITY BIKE PATROL**

I. PURPOSE

To establish the use of bicycles by the Sheriff's office in order to promote community relations and respond to citizens' needs.

II. POLICY

The Fairfax County Sheriff's Office Community Bike patrol is a support Unit whose primary function is to provide law enforcement related services to the agency. Patrol related services will be conducted at the Fairfax County Judicial Complex, special events and upon the request for assistance from other jurisdictions. Duties will include the enforcement of state and county ordinances, security presence, citizen assistance, and traffic control. The Unit will also assist the Community Relations Branch in representing the agency at various events such as fairs, bike safety demonstrations, and community events.

III. PROCEDURE

- A. The Sheriff or her designee will designate a Bike Patrol Unit Coordinator. Deputies wishing to be assigned to the bike patrol unit will send a memo to the coordinator expressing their intent and qualifications.
- B. Deputies assigned to the Bike Patrol Unit who have not completed an approved bicycle training program will attend the next available Fairfax County Police bicycle training or similar program that is approved by the Sheriff's Office.
 - 1. Newly assigned deputies will be teamed to ride with an experienced bike patrol deputy.
 - 2. Deputies not assigned to the Bike Unit will not operate a Sheriff's Office bicycle.
- C. Bike Patrol Unit deputies will have a working knowledge of all applicable state laws, county ordinances, and agency SOPs.
- D. Helmets will be worn at all times when the bicycle is in operation.
- E. Deputies escorting prisoners will walk the bicycles.
- F. Damage to bicycles will be reported to the Bike Patrol Unit Coordinator immediately.
- G. When deputies ride at night, the headlamp and rear light will be used in accordance with local law.

IV. UNIFORMS

- A. The Bike Patrol Unit uniform is a special duty uniform. It will not be worn to court. Bike Patrol deputies will have a Class A uniform available in case of reassignment.
- B. It is required that the ballistic vest be worn during Bike Patrol Unit duties.

V. REPAIR/MAINTENANCE

- A. One Bike Patrol Unit deputy will be designated as the chief mechanic. The chief mechanic is responsible for maintaining the bicycle equipment. Duties of the chief mechanic include:

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1. Repair equipment within the means provided by the Sheriff's Office.
 2. Make recommendations to the unit coordinator for sending equipment out for repair.
 3. Make recommendations for deadening equipment.
 4. Maintain a service log.
- B. Deputies operating a bicycle will conduct a pre-tour and post tour inspection. Deficiencies will be brought to the attention of the unit coordinator and chief mechanic.
- C. Sheriff's bicycles requiring maintenance and/or repairs beyond the capability of the chief mechanic may be taken to a private bicycle shop. Maintenance and/or repairs that are covered under warranty and/or service agreement should be taken to the designated repair shop.

VI. EQUIPMENT

- A. The following equipment will be carried on each Sheriff's bicycle:
1. Reflective traffic vest.
 2. First Aid kit.
 3. Bicycle lock. (Handcuffs may be used for this purpose.)
 4. Spare tube and tire changing tools.
 5. Flash Light.
- B. Deputies will not operate, remove, or alter Sheriff's Office bicycles or equipment without the approval of the Bike Patrol Unit Coordinator.
- C. During periods when Sheriff's office bicycles and equipment are not in use, they will be placed in secure storage at the ADC.
- D. The use of the bicycle repair/supplies budget will be determined by the Bike Patrol Unit Coordinator.

**01/01/00
DATE APPROVED**

**07/19/99
EFFECTIVE DATE**

Revised: May 2004, May 2017


**STACEY A. KINCAID
SHERIFF**