DAVIS POLICE DEPARTMENT
MOTORCYCLE OPERATION, CARE, AND TRAINING
Policy and Procedure 2.01-C

DEPARTMENT MANUAL

Index as:
Motorcycles, Police
Police Motorcycles

I. POLICY
The Davis Police Department’s Motorcycles will be operated in the safest way possible. The care and maintenance will be such that the cycle itself will always be safe to ride.

II. PROCEDURE
A. Initial Training

1. A Motorcycle Officer candidate, who does not otherwise receive POST approved motorcycle training, shall spend at least 120 hours with an approved Davis Police Department Motorcycle Instructor. Each candidate shall take and pass a final riding performance test.

2. Upon completion of an approved Motorcycle Training Program (In-house or Motor School), each candidate will receive an additional 40 hours of motorcycle enforcement training prior to being assigned solo traffic enforcement responsibilities. This will cover actual vehicle stop procedures, officer safety considerations, and radar instruction.

3. A Motorcycle Officer candidate may be removed from motorcycle duty because of unacceptable performance.

B. In-Service Training

1. Each Motorcycle Officer will receive a minimum of four hours of in-service training monthly. Failure to complete any in-service training requirement may result in suspension of the officer’s ability to work a motorcycle assignment.

2. In-service training shall be scheduled and monitored by the Traffic Supervisor. The Traffic Supervisor shall maintain training records.

C. Operation of Motorcycles

1. All officers shall wear protective gloves, glasses, and a department issued helmet when operating a police motorcycle. The helmet strap must be fastened during operation.

2. Batons or other equipment must be mounted on the motorcycle in an approved holder or carried on the rider.

3. Officers shall not operate Department motorcycles in an enforcement mode when the weather and/or road conditions make such operation hazardous. This decision can be made
by the motor officer or a supervisor. Officers may be re-assigned to patrol cars when such situations exist.

4. The riding of Department motorcycles while off-duty is prohibited, except while traveling directly to or from court, a normal duty assignment, or other motorcycle detail.

5. Any officer who has been on extended sick or injury leave, or who is currently sick or injured, shall not operate a motorcycle without proper clearance from the Traffic Supervisor, a Patrol Commander, or the Deputy Police Chief. A doctor’s release may be required.

6. All emergency motorcycle operations shall be in compliance with PP 2.00-A.

D. Care of Motorcycles

1. No officer shall add or remove parts or equipment, or modify any part or equipment on a police motorcycle without permission from the Traffic Supervisor.

2. Each officer is responsible for maintaining their assigned motorcycle. The following items shall be checked prior to operation:
   a. Tires: Check air, tread, wear, and general condition.
   b. Rear Chain or Belt: Inspect and lubricate as needed.
   c. Engine: Check for fluid or fuel leaks.
   d. Frame and Parts: Inspect for rust, breaks, and general condition.
   e. Lights, Siren, Radio, and Radar: Inspect for condition and proper operation.
   f. Appearance: Each officer is responsible for washing, waxing, and polishing the bike when needed. Bikes will not be placed in storage unless they have been cleaned and inspected.

E. Service of Motorcycles

1. General
   a. Blanket purchase orders will be issued annually to appropriate vendors for work authorized by Fleet Services mechanics.
   b. Only Fleet Service mechanics and the General Service Administrator are authorized to arrange service or repairs under the blanket purchase order issued by Fleet Services.
   c. Vendors will be provided with names and contact information for Fleet Services mechanics and the General Services Administrator.
   d. The Traffic Supervisor can override a Fleet Services Mechanic or the General Service Administrator on decisions of service or repair deemed necessary by the Traffic Supervisor.

2. Preventive Maintenance
   a. After the initial 600 mile service, preventative maintenance (PM) service will be scheduled every 180 days or 3,000 miles and will be listed on the monthly Fleet PM Schedule.
   b. The Patrol Commander will have scheduled motorcycles transported to Fleet Services to activate the Fleet PM Job Order. Fleet Services mechanics will contact the vendor to arrange the PM service.
c. For any repair items other than the PM, a Fleet Services mechanic will phone the dealer to authorize and will add the items to the open PM Job Order.
d. An Officer will transport the motorcycle to the appropriate repair shop.
e. After the work is complete, the officer will obtain the dealer Service Repair Order and deliver to Fleet Services within one (1) business day.
f. Upon receipt of the dealer Service Repair Order, the Equipment Supervisor will complete the Fleet Job Order and turn in within two (2) business day

3. Other Repairs
   a. An Officer will transport motorcycle to Fleet Services for inspection and to open a Fleet Job Order.
   b. Minor repairs may be made by Fleet Services mechanics; or, if the motorcycle will need to go to the dealer, a Fleet Services mechanic will phone the dealer to authorize the repair.
   c. If the vendor contacts Fleet Services to authorize additional work, the Fleet Services mechanic will, at that time, add the additional work to the open Fleet Job Order.
   d. An Officer will transport the motorcycle to the vendor; or, if it cannot be driven, Fleet Services will arrange for transport.

4. Accidents
   a. The Officer involved will complete Vehicle Accident/Damage Report form, have signed by the Patrol Commander and turn in to Fleet Services with the motorcycle within one (1) business day of the accident.
   b. Fleet Services will open a Fleet Job Order and if necessary contact vendor to arrange for repairs.
   c. An Officer will transport the motorcycle to the vendor; or, if it cannot be driven, Fleet Services will arrange for transport.

F. Security and Shelter for Motorcycle

1. Each Motorcycle officer is responsible for the security of their assigned motorcycle and equipment.

2. All motorcycles shall be secured under cover at the Davis Police Department.

Darren Pytel
Police Chief

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Revised:
   12/04 service section added
   1/06: Harley-Davidson of Sacramento approved for motorcycle maintenance.
   1/07: Harley-Davidson of Sac switched to HD of Vacaville.
   03/10: home retention removed
   05/17: minor edits changing sergeant to supervisor
   05/18: minor edit on DC

Reviewed:
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