



Use of Police Cycles Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable's personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

Overarching Policies:

Dress and Appearance Policy

Other Documents available via the Fleet Commissioning Team:

Cycle User Request Form

Pre-Read Pack - Cycle Training

Monthly Cycle Inspection and ABC Quick Check List

Process

1. Police Cycle Procurement

Pedal cycles will only be purchased through Transport and Logistics (T&L) aligned to agreed standard specification. Donations of pedal cycles from outside of the organisation will not be accepted however financial donations against the purchase cost may be accepted with strategic agreement.

Allocation of cycles across all areas will be determined by the Cycle User Group and will remain in that area unless a relocation is authorised at Inspector level and T&L notified.

Cycles should be replaced every 6 years or when they become uneconomical to maintain. T&L will assess cycles at relevant periods and maintain records accordingly and once reaching 5-years, the frame will be inspected at 6-monthly intervals to ensure roadworthiness.

2. Management of Use

All cycles will be issued with a logbook. It is the responsibility of officers using cycles to ensure all journeys are recorded via the logbook. It is essential that journeys are accurately recorded to ensure that a proper record is made of the cycles use. This will ensure that a proper maintenance schedule is kept on each cycle.

Cycle checks to be recorded on monthly cycle check sheets. Defects and damage found to be reported to Supervision and Transport, by email or the Transport Web Portal.

3. Cycle Service

All cycles must be serviced at least once every 12 months. The servicing is managed by T&L.

Records must be retained for all servicing and work carried out on individual cycles. The service protocols should be in accordance with the guidance (33-point check list given nationally by the Cycle Training Working Group).

All parts replaced and other work carried out should be recorded on the Transport Asset Management system for all NYP cycles.

4. Care of Police Cycles

All cycles should be subject to monthly checks and a pre ride inspection should be carried out before each ride. Cycles should be cleaned and lightly oiled after each patrol.

Any faults located to a cycle should be reported to supervision and the T&L Email Box.

All cycles must be booked out prior to use in accordance with local procedures.

Locally, an officer should be delegated for the daily management of cycles at each station where cycles are kept and maintained.

5. Accidents or Injuries from Use of Police Cycles

In the event that an officer riding a cycle as part of a duty is involved in a collision whereby injury or damage is caused, the incident will be regarded as a police collision and a patrol supervisor is required to attend the scene and investigate the circumstances of the collision. RIDDOR forms must be completed for any injuries. Near miss forms must be submitted for non-injury accidents.

6. Approved Riders

Only approved riders are permitted to use police cycles. Riders shall only carry out cycle duties to the skill level that they are trained.

NYP will keep a record of cycle skills for each officer on relevant People Services systems.

It is essential that Officers are assessed to establish that they have the requisite level of skills, ability, and fitness to perform the role and to undertake the NYP cycle training if the role requires it. It is the responsibility of line managers to ensure officers maintain the required level of fitness. Police Officers who are selected to use cycles will be required to have current authority to carry and use Officer Safety training equipment. Please refer to section 10. Training

7. Lighting

Cycles are equipped with cycle lights, which conform to the BS6102 standard. Cycles used during the hours of darkness or periods of reduced visibility are required to have BS6102 approved lights fitted and functional.

Individual cycles will not have their own lighting system. Each cycle will have a bracket on the front capable of taking an appropriate front cycle light. Lights will be stored locally and charged for use amongst shared cycles.

This will also ensure that costs are managed and that lights are fully utilised instead of simply being an accessory. Long-life lights of a minimum of 240 lumens (candlelight measure) will provide a useful light for patrolling towns and cities, whilst being capable for light off-road usage.

Cycles will be fitted with rear lights and reflectors in accordance with British Standards. These lights are not to be removed from the cycles.

8. Cycle Uniform

The specification for cycle uniform must be approved by the force clothing and equipment committee. Officers and users will be designated either 'occasional' or 'regular' cycle users and issued kit accordingly. A "regular" user would be either a PCSO or Police Officer who uses or is likely to use a cycle for over 50% of their shifts whilst an "occasional" user would be less than 50% of their shifts on patrol. The level of equipment issued will be decided by the SNC Operational Delivery Inspectors. If there is any doubt to an individual's anticipated usage of cycles, then occasional user status will be the default status.

The request for issue of such uniform must be approved through the appropriate channels in conjunction with the Cycle User Request Form. After completion a copy of the form must be sent via email. Records will also be maintained in the Entitlement folder and stored in the Transport Cycle folder in SharePoint updated by the Fleet commissioning department.

This cycle uniform must only be worn whilst on cycle patrol and must adhere to the North Yorkshire Police Dress and Appearance Policy. Purchasing and Procurement will maintain a list of clothing for cycle duties. Cycle officers must wear appropriate and issued safety helmets, glasses, gloves, and high visibility clothing in accordance with the North Yorkshire Police Dress and Appearance Policy. It is the responsibility of each cycle officer to carry out regular checks on their helmet and safety equipment and to report where there are faults. The use of cleat and pedal systems are prohibited, pedals with toes clips/straps are also prohibited, therefore only flat pedals are to be used on police cycles. No shoes with fitted pedal cleats are to be used with flat pedals.

Plain clothed officers and users are required to wear the minimum of a Cycle Helmet, Glasses & Gloves. Please see section 4. Care of Police Cycles.

9. Personal Protective Equipment

Officers and PCSO's engaged on cycle duties are required to comply with the requirements governing personal protective equipment and the wearing of body armour. Only force approved personal protective equipment is permitted to be worn.

During periods of warm or hot weather, or after physical exertion officers will lose considerable amounts of water through sweat. Officers should be aware of the effects of dehydration and heat exhaustion. Every effort should be made to drink extra fluids to reduce the likelihood of either condition. Officers should ensure that routes are planned to enable them to replenish water supplies at regular intervals in hot conditions. This is especially relevant for officers on patrol around rural towns and villages.

10. Training

This procedure has been designed to ensure that cyclists are trained to an agreed national standard. It is critical that only appropriately qualified and experienced trainers conduct assessment of pedal cyclists at all levels.

Students attending a cycle course will be assessed at the Department for Transport's National Standards for Cycle Training Levels 1, 2 and 3. A clear audit will ensure that records of assessments are maintained, and students complete the necessary fitness to train documentation at the start and end of each training session. NYP will record cycle skills on management systems which will be administered by Training Services.

The Standard Cycle Course will be a 1 day course based around the DfT National Standards for Cycle Training Levels 1, 2 and 3. Attendees must be able to ride a cycle prior to attending the course. They must also have a level of fitness required to pass the standard cycle course and able to conduct patrol on a Police cycle. The course has a ratio of 1 trainer to 3 students.

The standard course will be set and managed as a force course through Training Services. It should be delivered as and when cycle vacancies become available in command areas. The training will normally take place in spring, summer and autumn but can take place on an ad hoc basis where vacancies and demand dictate.

Requests for all cycle training should be made by completing the Cycle User Request Form. This should be completed by the person requesting and authorised by their line manager and the cycle SPOC for the area they work in. Once completed the form should be forwarded to Training Admin. Students will be placed onto the nominations list and allocated courses in conjunction with RMU. Training will notify procurement to ensure students can order cycle uniform prior to coming on training. Records of all cycle training skills and qualifications will be maintained on NSPIS by Training Services.

Instructors – The force will appoint a minimum of one Instructor who will be qualified as a National Standard Cycle Training Instructor (NSIQ) via a DfT approved Instructor Training Organisation. The force will also appoint a small group of other cycle instructors from the PPST Team and across force areas (either police constables or police staff) that will work with the NSIQ instructor on courses. The NSIQ instructor must assess each of the other instructors before they deliver any courses independently. The NSIQ instructor does not need to be present for all course deliveries; however, where possible they should be present to oversee the training.

On occasions where the force cycle instructors are not available to deliver a course, external companies would need to be used, this should be a last resort. Use of external companies would need to follow the force guidance on procurement and would be organised and agreed by one of the forces training managers. Only training organisations that use National Standard accredited instructors will be used.

The force should maintain a database of course material electronically. This shall be managed and kept up to date by the NSIQ Instructor.

All cycle instructors must strictly adhere to the objectives laid out in each of the lesson plans. Trainers must assess each student continually through the course against the set criteria detailed by the National Standards.

The health & safety considerations should be in line with guidance provided within the manuals and lesson plans. All training areas must be risk assessed by instructors.

Refresher training will not be generally required unless it is deemed necessary by Management. An example where refresher training might be deemed necessary would be after an incident where the cyclist got injured on duty using an NYP Cycle.

11. Pursuits on Cycles

Officers engaged in the pursuit of suspects must conduct a dynamic risk assessment of the situation before pursuing a suspect/s on foot or on a cycle. The dynamic risk assessment will require consideration of the following:

- Road or highway conditions
- Suitability of terrain
- Traffic
- Pedestrians
- Environmental conditions including weather and lighting
- Seriousness of the offence
- Is the suspect known
- Is immediate action necessary
- Whether the suspect is armed or if the suspect has warning markers
- Human Rights Act

During the process of conducting a dynamic risk assessment of the pursuit, officers must alert the Force Control Room (FCR) so that the Duty Inspector provides the necessary authority.

In circumstances where officers are engaged in the pursuit of suspects and the suspect or suspects are injured as a consequence of the pursuit the Duty Inspector must be informed via the FCR. In the event that death or a serious injury occurs, then Professional Standards must also be informed as soon as practicable. If this is outside of office hours there is an on-call facility that can be accessed through the FCR.

In circumstances where injury is caused, as a consequence of a pursuit, Corporate Communications should be notified of the circumstances.

12. Cycle Storage

The Estates Department are responsible for identifying an appropriate storage location for police cycles on individual police stations. Storage locations should be identified ensuring that cycles are secure and will not be adversely interfered with and should not be accessible to members of the public.

Cycles should be equipped with suitable anti-theft devices such as cable locks or wheel immobilisers. Where cycles are left unattended by patrolling officers every effort should be made to immobilise and secure the cycle to prevent theft or damage.

Cycles are equipped with accessories, which have quick release catches to assist the officer in removal. Items such as lights, battery, inflation pump, computer, water bottle, rear trunk bag should not be left on an unattended cycle.