

# **SAN DIEGO POLICE DEPARTMENT TRAFFIC DIVISION**

## **MOTORCYCLE UNIT OPERATIONS MANUAL**



**CONFIDENTIAL**

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# **SECTION ONE**

## **MISSION OF THE MOTORCYCLE UNIT**

### **1.1 SCOPE**

- I. The purpose of this manual is to establish uniform performance standards. It will clarify all past and present policies, procedures and memos regarding the Motorcycle Unit's function, protocol and mission. This document conveys the same authority as other Department Rules, Regulations, and Policies and Procedures. Compliance is required by all officers of the Motorcycle Unit. Violation of any portion of the Motorcycle Section Operations Manual may result in disciplinary action. It is stated in general terms.
- II. This Operations Manual will not apply in such a way as to violate state or federal laws, other Department Policies or Procedures, or abridge the constitutional rights of members of the Department. If, for any reason, any portion of this manual is held to be invalid, the remainder of the manual shall not be affected.

### **1.2 MISSION STATEMENT**

The Motorcycle Unit is committed to providing a high level of service to the community and the Department. The section pro-actively enforces all traffic laws and responds to the concerns of the area commands and the communities they serve. They strive to ensure the safe and orderly flow of traffic through the proper use of enforcement, engineering requests, and education. Secondly, the Unit provides the utmost of professional service as it relates to dignitary protective details and special events. Personnel assigned to this section continually strive to set the standards for all others to follow, as it relates to police services and the use of the law enforcement motorcycle.

### **1.3 OBJECTIVES**

- I. The main objective of the Motorcycle Unit is to develop and maintain a specially trained and well-disciplined group of motorcycle officers that:
  - A. Provide fair and impartial traffic enforcement.
  - B. Provide safe and orderly movement of motorcades and escorts.
  - C. Provide efficient traffic flow at special events.
  - D. Provide a rapid response force for Mobile Field Force operations to include any rapidly evolving threat to public safety.

- E. Provide specialized motorcycle training for the San Diego Police Department and other law enforcement agencies.
- F. Support Traffic Division and the community by investigating collisions.
- G. Use problem-solving strategies.
- H. Cultivate and embrace community partnerships.
- I. Professionally represent the Department.

## **1.4 HISTORY**

The Motorcycle Unit has been in existence as an integral part of the San Diego Police Department since the early 1900's. The motorcycle officers were known then as “speed cops” and were responsible for traffic enforcement. The Motorcycle Unit has been at or near its present strength for the past forty years and has a long-standing history of providing excellent service to the community.

The Motorcycle Unit has evolved over the last several years to include the philosophy and concepts of Neighborhood Policing by using Problem Solving Strategies in day-to-day operations. Members of the section routinely partner with community members and allied law enforcement agencies to proactively address community concerns and issues involving the quality of life. In addition to enforcing vehicle code violations, motorcycle officers are called upon to provide motorcade protection to visiting dignitaries such as Governors, Presidents, and Vice Presidents from around the world. The San Diego Police Motorcycle Unit provides the highest level of professional motorcade and dignitary protection available in the state of California and maintains a nationwide reputation as being “America’s Finest” in motorcade and dignitary protection services.

## **SECTION TWO**

### **ORGANIZATION**

#### **2.1 CHAIN OF COMMAND**

- I. The Motorcycle Unit is a section of the Traffic Division. The Traffic Division is under the Neighborhood Services Branch Commander. The Motorcycle Lieutenant reports to the Traffic Division Captain.
  - A. The Motorcycle Sergeants report to the Motorcycle Lieutenant.
  - B. The Motorcycle Sergeants administer and supervise the motorcycle officers.

#### **2.2 SECTION RESPONSIBILITIES**

- I. The San Diego Police Department's Motorcycle Section is a centralized uniformed support section that offers a specialized resource to the Department and the community. Motorcycle officers pro-actively identify hazardous traffic conditions throughout the city and use problem solving techniques to resolve them. They work closely with the community and city engineers to correct problems and use public education, engineering, and enforcement methods. In addition, motorcycle officers are responsible for dignitary protection and motorcade escorts.
- II. Funerals for active Department personnel are planned and carried out by the Motorcycle Section. Any request for Motorcycle support for any funeral will be routed through Medical Assistance Unit to the Traffic Division Captain for approval. Motorcycle officers are also utilized to professionally represent the Department by attending out-of-town funerals. Additionally, they attend patrol line-ups; go to neighborhood meetings and present traffic education programs for citizens and our own officers. Motorcycle officers act as a resource to area command personnel with any traffic related problems.

#### **2.3 MOTORCYCLE LIEUTENANT**

The Motorcycle Lieutenant is responsible for the overall administration of the Motorcycle Unit, and direct supervision of the Motorcycle Sergeants. In addition, the Motorcycle Lieutenant liaisons with City Council staff, community-based organizations, Service Area Lieutenants and Captains to insure section resources are being used efficiently and effectively throughout the city. The Motorcycle Lieutenant has the option of riding a motorcycle. This person must have completed the SDPD Motorcycle Academy prior to using this specialized equipment.



## **2.4 MOTORCYCLE SERGEANTS**

Motorcycle Sergeants are responsible for the overall administration of motorcycle squads, and the direct supervision of the motorcycle officers. Motorcycle Sergeants will monitor the radio at all times, shall routinely patrol their assigned areas, being alert for collision-prone areas; assign their personnel to the best advantage in achieving their objective of collision prevention and community involvement; require the highest standards of performance and conduct from their subordinates, training them as necessary to achieve this goal; plan and execute special events, motorcades, demonstrations; conduct crowd control and any other duties as assigned by the Motorcycle Lieutenant.

## **2.5 MOTORCYCLE OFFICER**

Motorcycle Officers are responsible for carrying out the mission of the Motorcycle Section. These officers shall direct their efforts toward the prevention of traffic collisions through diligent enforcement and educational programs directed at negligent drivers and pedestrians. They shall recommend traffic control improvements and regulate and control traffic at congested areas and special events. The motorcycle officer assists C.I.B. with collisions as needed. The motorcycle officer works directly with the community in a problem-solving partnership, facilitates motorcades and demonstrations as directed, and any other duties as assigned by Motorcycle Sergeants.

## **SECTION THREE**

### **UNIT REGULATIONS**

#### **3.1 EXPECTATIONS**

The Motorcycle Unit is a voluntary assignment. Based on its importance to the Police Department and the amount of fiscal resources required for the operation of the section; members of the Motorcycle Unit are expected to be dedicated, disciplined, well trained, highly skilled and outstanding police officers in every aspect.

The Motorcycle Unit expects the standards of each member of the section to be higher than what is expected of other officers in terms of their performance, appearance, attitude, interpersonal skills, and work ethic. Each member of the Motorcycle Unit is expected to be accountable to these higher standards.

#### **3.2 INSPECTIONS**

Sergeants and officers will be inspected weekly. Sergeants will conduct standup inspections of their officers and inspect their motorcycle every Tuesday. Inspections will be conducted in compliance with the Field Operations Inspection Schedule. Inspection reports will be turned in to the Motor Lieutenant by the last day of each month. The inspecting sergeant will document any discrepancies noted during weekly inspections. Any deficiencies shall be corrected. A re-inspection will occur the following workday.

#### **3.3 UNIFORMS**

I. When operating the police motorcycle all personnel assigned to the Motorcycle Unit will dress in accordance with San Diego Police Policy and Procedure 5.10, and the Department Uniform Specifications Manual, unless otherwise outlined in this manual.

A. Headgear:

1. The equipment sergeant, will issue motorcycle helmets.
2. Helmet will be equal to a DOT approved full face modular helmet, white in color with black high rise trim. The helmet will have a clear and tinted internal face shield. The Modular helmet offers the protection of a full face helmet while providing the option of wearing it in the open face configuration based on current conditions or assignment.

- i. When wearing the Modular helmet the motor officer will comply with the following:
  1. While travelling on the Highway at high speeds, the chin bar will be in the lowered position providing full face protection. (Exceptions will be allowed during group movements, Escorts and Motorcades to allow rider to rider communications directly to coordinate movement.)
  2. While riding on surface streets or slow speeds, the chin bar may be worn in the open position providing more visibility and airflow.
- ii. When making contact with any citizen, the chin bar will be in the raised position and the sun visor will be up for maximum visibility.

3. The helmet will be fitted with an internal motorcycle communication headset.
4. The headset will be fully operational and used as designed.

B. Baseball style caps:

1. Current Department approved baseball style cap or a black, all wool, baseball style cap with the words "San Diego Police Department" or "SDPD" in gold letters may be worn as follows: in service training, special details or traffic posts, with a duration of 30 minutes or more, when the officer is exposed to sun or inclement weather.

D. Jackets:

1. All uniform jackets will be black, not faded, neat and properly maintained. The San Diego Police Department patch and motorcycle section shoulder insignia will be attached to all jackets in accordance with Department Procedure 5.10, Appendix "C" and the Department Uniform Specification Manual.
2. The Motorcycle Section insignia will be 3" by 3 1/2" wheel.

E. Shirts:

1. Shirts will be MOTOPOST Duty shirt. Shirts shall have the San Diego Police patches and either motorcycle section insignia, or sergeant chevrons, if appropriate, in accordance with Department Procedure 5.10, appendix "B" and "C". Sergeants and Officers assigned to the section may wear the motorcycle section pin on the

flap of the right breast pocket. This pin may include a banner indicating years of service as a motorcycle officer.

2. The standard uniform for any specialized assignment involving motorcades or funerals will be long sleeve shirt and long tie or bow tie, unless otherwise specified and pre-approved. The department approved BLAUER vest carrier may be worn over the top of the shirt.
3. Shirts must be in serviceable condition, free from noticeable repairs, tears or excessive fading.

F. Ties:

1. The tie will be plain navy blue in color. It will be of the four-in-one hand style with a clip-on or other breakaway feature. The bottom of the tie must not extend below the top of the trouser or gun belt.
2. Motorcycle officers may wear a navy-blue Dacron/wool blend bow tie not to exceed 1 3/4" at its widest point. It must be equal to or similar to Samuel Broom Company stock number 4558.

G. Standard Daily Uniform:

1. Motorcycle officers will wear MOTOPORT Stretch Kevlar Blend uniform for daily activity.
2. The MOTOPORT uniform will consist of the following:
  - The air mesh trousers in dark blue
  - The Motor Duty shirt with badge holder and name plate holder
  - The Field Duty shirt in dark blue with sewn on badge
  - The Police black stretch jacket
  - SIDI Canyon Gore-Tex2 Boot

The above listed items will be provided by the city upon successful completion of all training and assignment to the Motor Unit. After the initial issue of the below listed items, all replacements will be at the officer's expense through uniform allowance. The total assigned uniform pieces will be:

- (1) Waist cut Police Stretch Jacket with liner
- (2) Air Mesh trousers

- (1) Motor Duty shirt
- (1) Field Duty shirt
- (1) Pair of SIMI Canyon Motor Boots

- 3. The department approved Molle outer vests may be worn with the standard daily uniform. See the department uniform specifications manual, section III, F for exact specifications.

H. Turtlenecks, Dickies, and Scarves:

- 1. Officers may wear a dickie or turtleneck shirt, or tight weave sweater under a long sleeve uniform shirt, or under the outer most garment. The dickie or turtleneck will be black in color. They will be without design and a close-knit material. Bulky knits are prohibited.
- 2. No dickie, turtleneck or scarves will be worn with a short sleeve shirt.
- 3. When a dickie or turtleneck is worn under the jacket, the jacket must be zipped up 3/4 of the way to the top.
- 4. The turtleneck may be worn in lieu of the uniform shirt only when the jacket is worn and not removed.
- 5. The turtleneck and/or dickie may be worn with the motorcycle uniform (motorcycle breeches and motorcycle boots, or training uniform) or while wearing straight leg uniform pants.
- 6. Scarves, black in color, may be worn in cold weather under a jacket.

I. Sweaters:

- 1. Department approved sweaters may be worn in accordance with Department Policy.

J. Gloves:

- 1. Motorcycle officers shall wear gloves when operating the police motorcycle. The gloves may be either a gauntlet style or dress glove length style. Gauntlet style gloves must be black in color. Wrist length gloves may be black or natural tan in color. They must be of leather or leather like material. Gloves must have full fingers and may not have exposed knuckles.

K. Visible Undershirts:

1. Motorcycle officers will wear undershirts. They will be white or black in color. They will be a crew neck type when the uniform shirt is worn with an open collar. The sleeves of the undershirt will not extend beyond the end of the sleeve of the short sleeve shirt or to where the undershirt can be seen.

L. Jewelry:

1. In addition to the items outlined in the Department Procedure, motorcycle officers may wear visible tacks to hold down the shirt collar. Tacks will be small, round, plain gold or black in color, used to keep the front of the shirt collar from moving.

M. Boots:

The issued SIMI Canyon Motor Boot will be the official unit footwear. Danner Acadia or similar style may be worn as a ceremonial duty boot. Salomon XA Forces 8 Gore-Tex or similar style may be used as a training boot or during inclement weather when motor officers would be assigned to a vehicle. The SIMI Canyon Motor Boot should be worn whenever possible, any other footwear must be approved by a unit supervisor.

1. Boots of gloss black leather toe with a high top designed to cover the ankle.
2. Boots may have front laces or a smooth leather design. The leather must be maintained in a highly polished condition.
3. Boots must be in serviceable condition, free from cracks, holes, and excessive wear.

### **3.4 ASSIGNED MOTORCYCLES**

- I. Personnel assigned to the Motorcycle Unit will be issued a specific motorcycle. Officers assigned to the Motorcycle Unit after November 11, 2011, must reside within sixty (60) miles of travel (via Google Maps), from their residence to Traffic Division.

Officers who have been assigned to the Motorcycle Unit prior to November 11, 2011, and who reside outside of the sixty (60) minute travel window from their residence to Traffic Division, are “grandfathered” and will continue to be allowed to store their police motorcycle at their residence. This policy was a negotiated agreement between the City and the POA effective November 11, 2011.

- II. Motorcycle officers are responsible for having the motorcycle serviced every 6,000 miles. The motorcycle may be taken to the motorcycle garage 300 miles prior to normal service, but the mileage will not be allowed to go beyond the 6,000 miles mark prior to normal maintenance.
- III. Anytime the motorcycle needs service or repair it will be turned in to the motorcycle garage immediately. A "Request for Repair" card will be completed and left on the status board. If the motorcycle is not operational or is hazardous to ride, the garage will be called to pick it up.
- IV. If a police motorcycle is inoperative and the garage is not available to retrieve it to a department facility, the officer shall order a tow through communications, and have it towed to the department motorcycle garage.
- V. Personnel at the City Radio Shop (20th & B) will perform repairs to radios, sirens, and public address systems. Problems that will take an extended amount of time to repair should be written up on a yellow communication card at the motorcycle garage. Garage personnel will transport the motorcycle to the radio shops. A "Request for Repair" card should also be prepared listing "radio problems - transport to Radio Shop" in the narrative.
- VI. Repairs to motorcycles are to be performed by garage personnel or designated warranty dealership.
- VII. The officer may complete emergency motorcycle repairs in some situations. The motorcycle will not be altered in any way. Garage personnel will adjust rear shock tension and handlebar height.
- VIII. Tires should be routinely checked for wear. They shall be immediately replaced (for rider/officer safety) whenever the tire's wear bars are showing.
- IX. Motorcycle oil will always be kept at the recommended level as determined by the site glass. Officers will check their assigned motorcycle's oil level weekly or more often as may be required.
- X. All officers assigned to the Motorcycle Unit shall store their assigned motorcycles in a locked garage located at their residence. The intent of this policy is to assure accountability and security for the motorcycles and attached equipment.
  - A. Any deviation from this policy will require approval from the Motorcycle Lieutenant.
  - B. Motorcycle supervisors will be responsible for quarterly inspections to determine compliance with this policy.

- C. Officers assigned to the Motorcycle Unit that are not present, or capable of performing normal unit activities, for over fifteen calendar days will have their assigned motorcycle returned to the fleet located at Traffic Division.
- XI. Police Department motorcycles are not to be taken outside of San Diego County unless approved by the Motorcycle Lieutenant and the Deputy Assistant Chief. Department members assigned to the San Diego Police Department Motorcycle Section are authorized to use their assigned police motorcycle under the following conditions:
- a. Regularly assigned Motor Unit work days when:
    - i. Traveling to and from their residence to work.
    - ii. Working a partial workday with a secondary assignment to Police Academy teaching assignments (11-86, partial CTO or Vacation Leave).
  - b. Overtime Assignments (outside normal Motor Unit work hours) when:
    - i. Traveling to and from court appearances as required by subpoena.
    - ii. Traveling to and from overtime assignments when the officer or supervisor is assigned to use the police motorcycle during the course of the overtime assignment (i.e. motorcades, special events, movie details, etc.). If utilizing a police motorcycle outside normal work hours, officers must notify their supervisor prior to the event.
    - iii. Traveling to and from law enforcement planning and/or community meetings.

**NOTE:** Department members using Police Department motorcycles shall wear the MOTOPORT Kevlar Uniform. Motor Officers newly assigned to the Motor Unit and awaiting the manufacture of their Kevlar uniform may wear the department Class B or Class C utility uniform. Either of these uniforms can be utilized for attending court while operating a department motorcycle.

- c. Department members assigned to the Motor Unit shall not use the police motorcycle under the following conditions:
  - i. When traveling to and from other duties outside the scope of the Motorcycle Unit. Examples of unauthorized police motorcycle use include, but are not limited to:



1. Traveling to and from non-City of San Diego job assignments (i.e. academy instructor assignments paid by the college district, etc).
2. Traveling to and from special assignments (11-86 or on an overtime basis) when the assignment does not require the use of the police motorcycle to perform the function with the exception(s) of Sea World, Wild Animal Park or Zoo or with the Motorcycle Lieutenants approval. (i.e. straight legs working Prisoner Control, foot patrol assignments at Qualcomm Stadium events, Sports Arena events, etc).

**NOTE:** All supervisors and officers assigned to the Motorcycle Unit are expected to comply with this policy. It is not intended to be all-inclusive and special needs may arise that require flexibility. If additional clarification is needed, please contact your supervisor.

- XII. The motorcycle will not be used to transport items that cannot be secured entirely within the saddlebags, excluding uniform jackets.
- XIII. Per Article 32, section I. of the MOU, the City agrees that employees assigned to the Motors Unit will be released from work for two (2) hours during their scheduled shift each week for cleaning, preparing, and maintaining their equipment. This time will be scheduled on a day that is conducive to the employee's schedule. This time is contingent on any conflicting staffing requirements necessary to complete special motor details, protest, or any other mission assigned to the Motor Unit. In the event this flex time is not granted, the Motor Officer will continue to work his normal shift and may be authorized for overtime pay to clean their motorcycle.

When the flex time is granted, it is to be utilized cleaning and inspecting the motorcycle for deficiencies. It is the officer's responsibility to report any deficiencies to the garage so repairs can be made as soon as possible.

- XIV. Motorcycles and officers shall be inspected weekly. This will include all motorcycles assigned to the Motorcycle Unit. Motorcycle Sergeants and Motorcycle Lieutenant will also conduct random inspections on a regular basis.
- A. Inspections of motorcycles will include the entire motorcycle with emphasis being placed on the vehicle being free of dirt, dust, and road grime. The engine will be clean and free of marks such as: boot polish, water spots, and oil.
  - B. In addition to cleanliness, safety related items such as: brake fluid, engine oil, service intervals, and tire pressure will be checked.

### **3.5 EQUIPMENT**

Each sworn officer of the Department who is assigned to the Motorcycle Unit will buy and use the following items:

- A. Motorcycle boots; as needed
  - B. Gloves – riding;
  - C. Safety glasses – clear; and
  - D. Safety glasses – sun.
- I. Personnel assigned to the Motorcycle Unit are issued the following additional equipment:
- A. DOT approved Modular Helmet with communications headset, microphone and cord every (2) two years or sooner if unserviceable.
  - B. Face/dust mask and protective gloves.
  - C. Goggles.
- II. All of the listed equipment is the responsibility of the officer. It shall be maintained in good repair. Sergeants will include the equipment in scheduled inspections.
- III. Any lost or damaged equipment will be reported to the officer's supervisor immediately.
- IV. The equipment sergeant shall arrange for repair or replacement of defective equipment.

### **3.6 COLLISIONS INVOLVING POLICE MOTORCYCLES**

- I. The Traffic Division will investigate collisions involving San Diego Police motorcycles or officers. CIB personnel should conduct the investigation when available. If no CIB investigator is available, a motorcycle officer may conduct the investigation.
- II. A motorcycle sergeant shall be notified and respond to the scene. In the event of a freeway or out of jurisdiction collision, the primary investigating agency will control the investigation. The Traffic Division Captain, the Motorcycle Lieutenant and the officer's immediate supervisor shall be notified immediately when collisions involve any injury.

### **3.7 STAFFING**

- I. On special occasions involving motorcades, funerals or special details, motorcycle officers will be expected to be at the assigned location at the time designated. Absences will only be allowed for dire emergencies.
- II. When four or more motorcycle officers are assigned to any special detail, funeral, or other function, a Motorcycle Sergeant will also be assigned.
- III. When multiple motorcycle squads and sergeants are assigned to any special detail or function, the Motorcycle Lieutenant will attend to provide management level direction and leadership.

### **3.8 BEHAVIORAL EXPECTATIONS**

- I. Due to their high visibility, motorcycle officers are expected to act as professional role model in appearance, behavior and vehicle operation skills.
- II. It is essential that motorcycle officers use proper motorcycle riding techniques when operating their police motorcycle, to include head turns, turn signaling, proper speed and lane changes. This applies when they are riding alone, in pairs or large groups.
- III. Motorcycle officers at staging locations assigned to motorcades, special events or traffic posts will be self-disciplined and professional at all times.

### **3.9 SPARE MOTORCYCLES**

The user will sign out spare motorcycles on the sign-out log and on the vehicle status board. The user will inspect the spare motorcycle for damage and cleanliness. Upon return of the spare motorcycle, the user will re-inspect the spare motorcycle for new damage and cleanliness. Regardless of the amount of time the motorcycle is used, it will be returned clean and serviced with full fuel and oil. Deficiencies will be written up by the user using a "Request for Repair" card. Parts will not be removed from spare motorcycles.

### **3.10 COURT PROCEDURES**

Officers will report to court no sooner than 30 minutes prior to the appearance time listed on their subpoena. Motorcycle officers will not use time prior to court as an extended

break. Motorcycle officers should use their expertise to assist newer officers in court procedures and testimony. While in the courtroom, officers will not read books, chew gum or act in any manner that is disrespectful to the court.

## **SECTION FOUR**

### **OPERATIONAL PROCEDURES**

#### **4.1 MOTORCYCLE LIEUTENANT**

- I. Responsible for the overall management and operation of the Motorcycle Unit; Direct supervision of Motorcycle Sergeants; provides administrative support, guidance and leadership during special events, critical incidents, Mobile Field Force activations, dignitary protection motorcades, law enforcement funerals, basic and in-service motorcycle training; reviews and approves requests for service, staff reports, Route Slip responses, employee performance evaluations, and budget requests. Duties also include mentoring and counseling sergeants in reaching their professional goals.
- II. In addition, the Motorcycle Lieutenant is responsible for the overall management and operation of supervisors in the following units:
  - A. Grant Mobility Device

#### **4.2 MOTORCYCLE SERGEANTS**

Responsible for the direct supervision of motorcycle officers; administrative support, maintain activity recaps; personnel and vehicle inspections; planning special events, motorcades and funerals; participates in selection of new Motorcycle Officers; coordinates critical incidents; Mobile Field Force; dignitary protection assignments, completes Route Slips and CRF's; preparation of personnel evaluations and staff reports as requested by the Motorcycle Lieutenant. Duties also include training, teaching, mentoring, and assisting officers in reaching their professional goals.

#### **4.3 MOTORCYCLE SERGEANT'S COLLATERAL DUTIES**

Motorcycle Sergeants are assigned several collateral duties by the Motorcycle Lieutenant. Assignments are based upon expertise and seniority. The Motorcycle Lieutenant reviews and adjusts these assignments as needed. Collateral assignments include:

- I. Motorcycle Equipment Lead Supervisor:

Responsible for the specialized motorcycle equipment; ensure that all equipment meets the standards required for safe operation of the motorcycles. Responsible for coordinating the motorcycle fleet with the Police Garage, replacing old motorcycles, issuing motorcycles, and designating "spare" motorcycles. Evaluate

new equipment for implementation, liaisons with garage personnel, and serves as Chairperson for the Motorcycle Equipment Committee.

II. Helmet Coordinator/Assistant Motorcycle Equipment Supervisor (Small parts and electronics).

Coordinates motorcycle helmet needs with the Traffic Division Analyst, insures they are issued and replaced per the requirements of the M.O.U. Orders and issues headsets, cords, and electrical parts. Serves as Chairperson for the Motorcycle Equipment Committee in the absence of the Motorcycle Equipment Lead Supervisor. Maintains running inventory database of helmets, cords and electrical parts received and assigned. Responsible for handling all warranty related repairs for helmets and accessories.

III. Strike Team Lead Supervisor:

The Lead Motorcycle Training Supervisor will hold this position. Responsible for the instruction of all current Mobile Field Force Tactics and maintains the Motorcycle Unit in a high degree of readiness.

IV. Lead Motorcycle Training Supervisor:

Responsible for the scheduling, preparation and instruction of the approved Motorcycle Training Course; ensure that instruction is given in a competent manner and that testing standards are objective; screen officers for qualifications consistent with the laws of the California Vehicle Code; and coordinate monthly motorcycle training consistent with operational needs.

V. Assistant Motorcycle Training Supervisor:

Assists Motorcycle Training Supervisor as needed. Serves as Lead Motorcycle Training Supervisor in the absence of the Lead Motorcycle Training Supervisor.

VI. Funeral Coordinator supervisor: (Motor Unit Lieutenant)

Coordinates with Medical Assistance Unit, selects motorcycle personnel to professionally represent the Department at law enforcement funerals.

VII. Communications Supervisor:

Liaison to Operational Support and Radio Shops.

VIII. Radars/Lasers Supervisor:

Issues radars and lasers, tracks maintenance of each, and coordinates with

Equipment Committee to recommend replacements.

#### **4.4 MOTORCYCLE OFFICERS**

- I. Motorcycle officers are required to perform all of the duties of a patrol and traffic officer with the additional responsibility of safely operating a police motorcycle. Officers shall assist service areas with all calls for service when patrol field units are unavailable due to the high volume of radio calls.
- II. Motorcycle officers shall direct their efforts toward the prevention of traffic collisions through diligent proactive enforcement and educational programs directed at negligent drivers and pedestrians. They recommend traffic control improvements, regulate and control traffic at congested areas and special events, and shall meet all other requirements of a San Diego Police Officer as described in the Rules and Regulations, and Department Policies and Procedures.

#### **4.5 MOTORCYCLE OFFICER'S COLLATERAL DUTIES**

Motorcycle Officers may be assigned collateral duties by a Motorcycle Sergeant with the approval of the Motorcycle Lieutenant. These duties are in addition to their regularly assigned service area responsibilities. Officers are selected based upon expertise and seniority and, in some cases, may have to pass a qualification and selection process. The Motorcycle Lieutenant and Sergeants will meet annually to discuss and evaluate duty assignments. The Motorcycle Lieutenant must approve any changes. Collateral duties include:

- I. Motorcycle Training Officer:

Motorcycle Officers may be assigned to the Motorcycle Training Staff at the discretion of the Motorcycle Lieutenant and the Motorcycle Training Sergeant. They will be responsible for conducting basic and In-Service motorcycle training as outlined in Section Six of this manual. Motorcycle Training Officers will complete a POST certified Motorcycle Training Officer course within the first year of being assigned to the Training Staff. Failure to obtaining the POST Motorcycle Training Officer certificate will be grounds for removal from the Training Staff.

- II. Trailing Officer:

New officers assigned to the Motorcycle Section will be required to "Trail" a motorcycle Training officer. The Trailing Officer will act as a role model to the new officer and performs all duties as outlined in Section Six of this manual. The Trailing Officer is generally selected by the Motorcycle Training Sergeant, should display strong law enforcement and interpersonal skills, and maintain a positive, supportive learning environment for the new motorcycle officer.

#### **4.6 LINE-UP PROCEDURES**

- I. Motorcycle officers shall be in the Line-up Room, ready for work, at the appropriate designated time. During line-up officers shall act in a professional manner.

#### **4.7 ASSIGNED WORK AREAS**

- I. In order to provide better divisional coverage, motorcycle officers are required to actively work in their assigned areas. Officers shall be knowledgeable of specific traffic problems in their service area, including high collision and speed areas, specific problems, locations and times. Officers should work in school zones, handle any problems related to commute traffic and be responsive to the needs of patrol officers. Enforcement should be focused on specific locations where traffic problems are a primary concern of the community.
- II. Motorcycle officers shall regularly attend patrol line-ups at area commands. They should make an effort to contact the command staff at their area station to determine if they can be of any assistance with traffic problems. Motorcycle officers are encouraged to become an integral part of the team working in their assigned area. By forming partnerships with patrol officers, other city departments and community groups, the needs of the citizenry can be more effectively met.
- III. Officers will not leave or work outside of their assigned work area during their shift, unless their immediate supervisor has granted prior approval.

#### **4.8 ENFORCEMENT AND TRAFFIC STOPS**

- I. All enforcement conducted by motorcycle officers will be in compliance with San Diego Police Department Policy and Procedure 7.1.
- II. Traffic stops will be conducted in compliance with approved standards as demonstrated and taught in the basic and In-service Motorcycle Training Program.

#### **4.9 RADIO CALL RESPONSE AND RADIO PROCEDURES**

- I. Motorcycle Officers shall monitor the operational frequency of the service area they are currently in. They will advise Communications whenever they leave one service area for another. Motorcycle officers should keep all radio traffic short and professional.
- II. Officers should respond to all radio calls for injury accidents, city or police equipment accidents in their area of responsibility. Motorcycle officers will respond to all cover calls when they are near the call location and assist with



patrol calls. Motorcycle officers will respond to any radio call where their special skills or equipment could be of service.

- III. During the officer's commute, they will monitor Eastern Dispatch One while outside the city limits.

#### **4.10 USE OF RADAR AND LASER**

- I. Motorcycle officers are issued radars and/or lasers speed measurement devices to be used for Route Slips, Citizen Request Forms and routine traffic duties.
  - A. Radars or lasers will not be used by any officer who has not been trained and certified in their use.
  - B. Radars and/or lasers must be kept either with the motorcycle or secured at the Traffic Division.
  - C. Calibration of the unit must be done prior to the due date on the unit.
- II. The assigned equipment is the responsibility of the officer. Any equipment that is lost, stolen, or damaged or inoperable shall be reported to the officer's supervisor immediately. Inoperable equipment will be turned into the Radar/Laser Supervisor for repair.

#### **4.11 CORRESPONDENCE**

- I. Due to the large quantity of correspondence required in the operation of the Motorcycle Unit, it may be necessary for motorcycle officers to draft letters of reply for the Traffic Captain, the Commander of Neighborhood Services Branch, Operations Assistant Chief and/or the Chief of Police.
- II. Route Slips and Citizen's Request Forms are completed on a daily basis by motorcycle officers. Any such correspondence must be drafted and routed through the immediate supervisor and to the Motorcycle Lieutenant for approval. All correspondence will be prepared as outlined in the San Diego Police Department Staff Reporting Manual, and in the City of San Diego Standardized Correspondence Formats Manual.

#### **4.12 CHECK IN PROCEDURES**

Motorcycle Officers shall not return to Traffic Division sooner than 30 minutes prior to the end of shift. Officers will check in with the Late Report Sergeant as soon as practical. Impounds and reports should be complete and ready for approval by the Late Report sergeant. Journals, citations, impound, or any other reports will be completed by the end of shift unless excused by the officer's immediate supervisor or Late Report Sergeant. Officers requesting to be released in the field due to late arrests or investigations will

contact the Late Report Sergeant by radio or telephone for approval.

#### **4.13 OFFICER ELECTRONIC DAILY JOURNALS**

- I. Electronic Daily journals shall be done in accordance with Department Procedure 6.05.
- II. Motor Officers who work a special event or other detail on their day off, or after their normal shift, will complete a separate electronic daily journal for any enforcement action taken **while working that event** (work day activity includes the commute to and from work).

#### **4.14 SIMULCAST RESPONSE**

Motorcycle officers will respond to simulcasts “For All Motors” as soon as possible. An officer out of service on impounds, in court, or on investigations will respond as soon as they are free. Officers should refrain from asking unnecessary questions on the operational frequency or asking if they are still needed. Officers will be directed to the staging area to meet the supervisor. If motor officers are no longer needed for the situation, they will be advised by the Motorcycle Sergeant at the scene to disregard.

#### **4.15 PURSUITS AND FAILURE TO YIELD**

- I. **(Deleted – records of security)**
- II. **(Deleted – records of security)**
- III. All appropriate forms and reports will be completed per Department Policy and Procedures.

#### **4.16 CODE 3 PROCEDURES**

- I. Motorcycle officers shall operate their emergency equipment in compliance with Department Procedure 1.13. In addition:
  - A. **(Deleted – records of security)**
  - B. Motorcycle officers should take extra precautions when approaching cross streets, intersections, and other vehicles using CODE 3, or when entering a situation where weapons are involved.
  - C. Motorcycles equipped with the TOMAR Traffic Light Pre-Empter will activate the device when operating CODE 3. Officers will still use extreme caution when approaching cross streets, intersections and other vehicles to ensure pedestrian and cross traffic are clear. The use of the TOMAR systems does not guarantee the lights will be pre-empted nor will they

ensure the traffic lanes are clear. **Note: Not all traffic signals within the City of San Diego are equipped with sensors for traffic light pre-empters.**

#### **4.17 CRITICAL INCIDENT RESPONSE**

(Deleted – records of security)

#### **4.18 FUNERAL PROCEDURES**

(Deleted – records of security)

#### **4.19 MOBILE FIELD FORCE PROCEDURES**

(Deleted – records of security)

#### **4.20 MOTORCADE PROCEDURES**

(Deleted – records of security)

#### **4.21 ARREST AND REPORT RESPONSIBILITIES**

- I. Motorcycle officers are expected to fulfill all of the duties of a San Diego Police Officer. They shall arrest any persons that commit violations in their presence or when probable cause for arrest exists.
- II. Motorcycle officers shall obey all Department Policies and Procedures relating to arrests and search and seizure.
- III. Motorcycle officers will request via radio, that a patrol or CIB. Officer be dispatched to assist with the transportation of prisoners.
- IV. Generally, the arresting officer should meet the transporting officer at the headquarters Sally Port. Unless other arrangements are made, the arresting officer should complete all of the required reports and paperwork. A high priority should be given to clearing the transporting unit as soon as possible so they may return to service.
- V. Arresting officers are responsible for delivering all related reports and paperwork for “In Custody” arrests to the appropriate investigative unit. All paperwork for “In Custody” arrests will be completed and delivered to the appropriate investigative unit **PRIOR** to the arresting officer securing from their shift.

#### **4.22 CHECKPOINTS AND MUTUAL AID CHECKPOINTS**

- I. Motorcycle officers will occasionally be asked to work at traffic safety checkpoints such as: seatbelt, D.U.I. Officers will use clear hand signals and work in a highly professional manner. Due to the volume of traffic and number of contacts made, officers will pay strict attention to officer safety practices and will not put themselves in a position hazardous to their safety.
- II. Officers will list all activity related to the checkpoint on their Daily Journal. A recap of their activity should also be provided to the Checkpoint Supervisor prior to securing from the checkpoint location.
- III. Motorcycle officers may also be asked to participate in checkpoints with allied agencies. These checkpoints may or may not be within the City of San Diego. Officers shall adhere to the Policies and Procedures of the San Diego Police Department. Any practices taking place at an allied agency checkpoint that conflict with our Department Policies and Procedures, will be respectfully brought to the attention of the Checkpoint Supervisor. Any continued conflicts shall be brought to the attention of a SDPD supervisor for resolution.

#### **4.23 COLLISION INVESTIGATIONS**

- I. When available, Motorcycle officers will assist patrol officers by taking collision reports in their service area.
- II. Motorcycle officers should also assist CIB. Units with serious injury collision investigations when an insufficient number of CIB personnel are available. This includes actively investigating the collision as well as directing traffic around the scene.
- III. All collision reports will be completed in compliance with Department Policy and Procedures.
- IV. Collision reports will be completed by the end of shift unless a Motorcycle Sergeant grants prior approval.
- V. Collision reports will be approved by a Traffic Division Sergeant and deposited in the appropriate report bin at the Traffic Division.

#### **4.24 COMMUNITY MEETINGS**

Officers are strongly encouraged to attend community meetings in their areas. This should be done on duty if possible, but other arrangements may be made with approval of their supervisor. While representing the Department at community meetings, conduct must be above reproach and arguments with citizens will be avoided. Listening to community members is a primary concern. Problems that are within the officer's ability to resolve should be handled as soon as possible with a follow-up conversation with the affected community members.

#### **4.25 INCIDENT LOG**

- I. The Traffic Division Incident Log will be utilized by field personnel to provide information on any significant event to the Command Staff. Serious injury or fatal accident investigations, significant arrests or injuries to officers or Department personnel assigned to the division should be documented. All entries are discoverable and will contain only relevant information pertaining to the incident.
- II. All entries written by motorcycle officers will be approved by a Motorcycle Sergeant. It is the sergeant's responsibility to insure the appropriate information is entered into the Incident Log in a timely manner.

#### **4.26 MAIL FOLDERS**

Officers will check their mail folder at the beginning of their shift and remove all items. The mail folder is not a storage bin and will be inspected periodically by the officer's supervisor to ensure compliance with this directive.

#### **4.27 PROBLEM SOLVING**

- I. Officers assigned to the Motorcycle Unit will use problem solving efforts to address traffic safety, Route Slips, CRF's and Chief's Assignments. Officers should use engineering, education and enforcement to solve chronic problems and enhance traffic safety while they improve the quality of life within their communities.
- II. Officers should not hesitate to become involved in problem solving efforts that are not specific to Traffic, especially when their equipment, experience or training would be a beneficial resource to the community.

#### **4.28 RAIN DAY PROCEDURES**

- I. If it is raining prior to beginning a scheduled shift, Motorcycle officers may leave their assigned motorcycles secured at their home. They will travel to work by private vehicle and report for duty at their regularly scheduled time. (Exceptions to this are motorcades, funerals, or any other assigned duties where the pre-requisites are the need for motorcycles. These are generally pre-determined by the sergeant-in-charge.)
- II. When traveling to work in a private vehicle and a department uniform is worn, an outer civilian garment will be worn to cover the department uniform; i.e. sweater, sweatshirt, jacket.

- III. Motorcycle officers using police vehicles other than their motorcycle on rainy days may choose to wear straight leg uniform pants and appropriate footwear in compliance with Department Policy 5.10. The motorcycle uniform may also be worn.
- IV. All necessary equipment normally kept with the assigned motorcycle which may be required at work will be brought to work, i.e. ticket books, report forms, map book, etc. Officers will have a helmet and face shield available to them in the field at all times. (*Either their assigned motorcycle helmet and face shield or the Department issued riot helmet and face shield*)
- V. Police vehicles used on rainy days will be signed out at the start of the shift and signed in at the end of the shift on the Traffic Division Vehicle Log. Vehicles normally assigned to an CIB. Officer that works anytime during the assigned shift should not be used unless prior approval is obtained from a sergeant. A list of available vehicles by the day of the week is usually maintained in the line-up room.
- VI. When using a police car, Motorcycle officers will log on to the MDT and will complete an Electronic Officer's Daily Journal to record the day's activities in accordance with Department Procedure 6.05.
- VII. On a rainy day when the officer's motorcycles are at the workplace he/she may take a police car home. Motorcycle officers should carpool whenever possible, taking unmarked vehicles such as pastels, to avoid depleting the CIB. patrol fleet. Marked vehicles should not be used unless approved by the Traffic Division Commanding Officer (or his/her designee).
- VIII. When working on an assignment and caught in the rain, officers may seek cover until it stops raining. Officers will not leave an assigned motorcycle unless it can be secured from vandalism or theft.

#### **4.29 SUBPOENA PROCEDURES**

- I. A sergeant will serve subpoenas at line-up. Officers shall sign the "Agency" copy and return it to the sergeant prior to leaving the Line-up Room. Department Policies and Procedure 1.11 relating to subpoenas will be followed.
- II. The sergeant serving the subpoena will sign and date it. The subpoena will then be hand delivered to the Division Subpoena Clerk (served subpoena bin).

#### **4.30 SUPPLIES**

Supplies that are not kept in the Officer's Resource Room (batteries, film, etc.) are maintained in the Division's supply closet. Division supervisors have access to the

supply closet and will issue supplies to officers. Any officer in need of supplies should contact their immediate supervisor for assistance.

#### 4.31 SPECIAL EVENTS

- I. Motorcycle Unit personnel are often called upon to work special events in a motor officer capacity with assigned motorcycle. This may include working events on normal time off for overtime compensation, or during normal work days and/or hours. Any special event or grant funded detail requesting motorcycle officers to work in a motor officer capacity must be pre-approved by the Motorcycle Unit Lieutenant. Whether on a normal workday, or when working an overtime assignment, motorcycle officers will adhere to all Department Policies and Procedures and to the contents of this manual. Officers must complete six months of service assigned to the section before they may work overtime in the capacity of a motorcycle officer. This does not apply to those details where a motorcycle supervisor is assigned
- II. Officers assigned to work special events “on duty” will report to their assigned location on time and properly equipped to work the event. Officers will remain “out-of-service” only long enough to work the event and then return to their normal activities. “Out-of-service time” related to special events will be listed separately in the top margin of the Officer’s Daily Journal. If the event hours overlap normal work hours and off-duty hours, the times should be separately documented on the time card to ensure it is adequately accounted for and appropriate compensation is paid to the officer. **At no time will an officer adjust their normal work schedule/hours for the purposes of receiving overtime compensation.**

**Example:** If an officer works on normal work day with regular work hours 0600-1600, and works a Special Event at Commercial rate from 1200-2000. The officer would document on their time card as follows:

Regular work hours 0600-1600

Commercial Rate Special Event Premium Overtime 1600-2000

**Note:** The total number of hours working the Special Event (1200-2000) will be reported to the Special Event Planner for billing purposes.

If an officers normal work day ends and there is a gap between the end of normal work and the beginning of an overtime assignment on the same day, the officer with the approval of his/her supervisor may adjust their work hours to avoid having a gap between end of normal work day and start of overtime event.

**Example:** If an officers normal work day is 0600-1600 and they are working an overtime event beginning at 1700, the officer may with supervisor approval adjust their work day to begin work at 0700 and work normal hours until 1600 then begin the overtime assignment with no gap between the assignments.

- III. The Motorcycle Sergeant in charge will advise personnel of the proper uniform to be worn by officers working the event.
- IV. Overtime slips for special events for overtime (i.e., Aztec game, movie detail) will be signed by Special Events Section personnel. The appropriate Job Order Number will be listed on both the overtime slip and the officer's timecard.
- V. Overtime slips due to working an event on an extended shift basis, may be signed by a Motorcycle Sergeant.
- VI. Motorcycle Unit personnel working special events will act in a professional manner at all times. Officers will display a strong work ethic and conduct enforcement, which is in line with the directives of their mission. This mission shall be clearly defined by the supervisor in charge of the event.
- VII. Motor Officers working planned overtime assignments requiring the use of a motorcycle will have a minimum of (8) eight hours rest between normal work shifts to avoid riding while fatigued. If an officer is working an overtime shift on their motorcycle after their normal work shift, that overtime assignment shall not exceed (6) six hours. If the overtime assignment does not require a police motorcycle and the overtime exceeds (6) six hours, the officer will make plans to drive their personal vehicle to and from the overtime event. Any deviation from this requires approval of a supervisor and concurrence from the motor lieutenant.



## **SECTION FIVE**

### **MOTORCYCLE OFFICER SELECTION PROCESS**

#### **5.1 SCHEDULING OF MOTORCYCLE ACADEMY**

- I. Once the Motor Lieutenant has determined a need for additional motorcycle officers, and he/she receives approval from the Traffic Division Captain and the Chief's Office to fill the positions, the Motorcycle Training Sergeant is contacted and advised to plan and put on a Motorcycle Academy.
- II. If there is a current list of officers, selection will be made from that list. If no current list exists, then the process to make a list of qualified applicants will be initiated.

#### **5.2 MOTORCYCLE OFFICER QUALIFICATIONS/DEPARTMENT ANNOUNCEMENT PROCEDURES**

- I. Department Announcements for the position of Motorcycle Officer will be in accordance with Department Procedure 5.7.
- II. Applicants must possess the following qualifications to be considered for the position:
  - A. Non-probationary Police Officer II;
  - B. Overall rating of "met standard" or higher on the most recent performance evaluation;
  - C. Commanding Officer recommendation and approval;
  - D. Must possess a Class M1 motorcycle license at the time of application;
  - E. Must successfully pass a pre-interview physical ability screening to include lifting, backing, and placing the motorcycle on its center stand. Leg and arm reach requirements will also be evaluated during this phase;
  - F. Applicants who meet these requirements will be interviewed;
  - G. Selected applicants must successfully pass a rigorous three week San Diego Police Department approved Motorcycle Training Course; and
  - H. Successful Graduates, at the time of assignment to the Motorcycle Section, must provide a secure parking facility for the police motorcycle.

#### **5.3 OFFICER INTERVIEWS**

- I. Interviews will be scheduled by the Motorcycle Training Sergeant.
- II. The interview panel will consist of the Motorcycle Lieutenant and two additional

supervisors.

- III. Interviews will be conducted in compliance with the City of San Diego Appointing Authority Interviewing Training.
- IV. The Motorcycle Lieutenant conducting the interviews must have received Appointing Authority Interview Training.
- V. Officers being interviewed will be asked the same questions.
- VI. The interview panel will rate the answers to each question and discuss the resulting answers after the applicant has left the interview.
- VII. Applicants may withdraw anytime during the process.
- VIII. At the conclusion of the interview process, a voluntary feedback session may be provided.
- IX. Successful candidates will be placed on the Motorcycle Officers Eligibility List for a period of one year. Selections from this list will be made by the Commanding Officer of the Traffic Division.

#### **5.4 APPOINTMENT REQUIREMENTS**

- I. Before or soon after appointment to the Motorcycle Unit, officers must successfully complete (or be scheduled for);
  - A. Intermediate Accident Investigation.
  - B. Radar School.
  - C. DUI School.
- II. If more than 90 days has passed since the completion of the basic motorcycle-training course an update training class as outlined in Sections 6.7 and 6.9 of this manual will be scheduled by the Training Sergeant. Candidates must successfully pass this course prior to their assignment to the Motorcycle Unit.

#### **5.5 MOTORCYCLE SERGEANT QUALIFICATIONS /DEPARTMENT ANNOUNCEMENT PROCEDURES**

- I. Department Announcements for the position of Motorcycle Sergeant will be in accordance with Department Procedure 5.7.
- II. Applicants must possess the following qualifications to be considered for the position:
  - A. Non-probationary Police Sergeant;

- B. Overall rating of “met standard” or higher on the most recent performance evaluation;
- C. Commanding Officer recommendation and approval;
- D. Must possess a Class M1 motorcycle license at the time of application;
- E. Must successfully pass a pre-interview physical ability screening to include lifting, backing, and placing the motorcycle on its center stand. Leg and arm reach requirements will also be evaluated during this phase;
- F. Applicants who meet these requirements will be interviewed;
- G. Selected applicants must successfully pass a rigorous three week, San Diego Police Department approved Motorcycle Training Course; and
- H. Successful Graduates, at the time of assignment to the Motorcycle Section, must provide a secure parking facility for the police motorcycle.

## **5.6 SERGEANT INTERVIEWS**

- I. Interviews will be scheduled by the Motorcycle Lieutenant.
- II. The interview panel will consist of a Traffic Lieutenant and additional members selected by the Traffic Division Commanding Officer.
- III. Interviews will be conducted in compliance with the City of San Diego Appointing Authority Interviewing Training.
- IV. The Motorcycle Lieutenant conducting the interviews must successfully complete the City of San Diego Appointing Authority Interview Training.
- V. Sergeants being interviewed will be asked the same questions.
- VI. The interview panel will rate the answers to each question and discuss the resulting answers after the applicant has left the interview.
- VII. Applicants may withdraw anytime during the process.
- VIII. At the conclusion of the interview process, a voluntary feedback session may be provided.
- IX. Successful Sergeant candidates will be placed on the Motorcycle Sergeants Eligibility List for a period of one year. Selections from this list will be made by the Commanding Officer of the Traffic Division.

## **5.7 APPOINTMENT REQUIREMENTS**

- I. Before appointment to the Motorcycle Unit, sergeant candidates must successfully complete a rigorous three week San Diego Police Department approved Motorcycle Training Course, or;

- II. If more than 90 days has passed since the completion of the basic motorcycle-training course, sergeant candidates must successfully pass a Motorcycle Training Course Update as outlined in sections 6.7 and 6.9 of this manual, prior to their assignment to the Motorcycle Unit.

## **5.8 MOTORCYCLE LIEUTENANT APPOINTMENT REQUIREMENTS**

The Motorcycle Lieutenant is appointed by the Neighborhood Branch Services Commander. This assignment is preferably a riding position, but is not mandatory. The appointed Motorcycle Lieutenant must meet the following requirements if he/she will be riding:

- I. If the Motorcycle Lieutenant candidate intends to ride, he/she must successfully complete a rigorous three week San Diego Police Department approved Motorcycle Training Course, or;
- II. If more than 90 days has passed since the completion of the basic motorcycle-training course, lieutenant appointments must successfully pass a Motorcycle Training Course Update as outlined in sections 6.7 and 6.9 of this manual, prior to their assuming a riding assignment with the Motorcycle Section.

## **SECTION SIX**

### **TRAINING**

#### **6.1 CHAIN OF COMMAND**

- I. The Lead Motorcycle Training Sergeant and the Assistant Motorcycle Training Sergeant report to the Motorcycle Lieutenant.
- II. The Motorcycle Training Sergeants will appoint one or two members of the training staff to the position of Lead Instructor(s).
- III. The Lead Instructor(s) and the Training Staff Officers report directly to the Lead Motorcycle Training Sergeant. In the absence of the Lead Motorcycle Training Sergeant, all Training Staff Officers will report to the Assistant Training Sergeant.

#### **6.2 TRAINING SERGEANT**

- I. The Motorcycle Lieutenant will appoint a Motorcycle Sergeant to act as the Motorcycle Training Sergeant for the San Diego Police Department.
- II. The Training Sergeant has overall responsibility for the Motorcycle Training Staff and the training conducted. The Motorcycle Training Sergeant is responsible for the following areas of training.
  - A. Basic Motor Training:
    1. Ensures all students meet the physical qualifications as outlined in Section 5.2 of the Department Motorcycle Operations Manual.
    2. The Lead Motorcycle Training Sergeant and/or Assistant Motorcycle Training Sergeant will supervise the physical qualifications testing process and has the final decision-making authority as to whether a student officer meets the physical qualifications to attend training sessions.
    3. Maintains and files all relevant paperwork as it relates to the Basic Motorcycle Training Academy Course and student officers. This includes but is not limited to; student emergency notification forms, student data forms, pre-test and final test score sheets and course evaluations.
    4. Assign training staff officers as Lead Instructor(s) and equipment officers.

5. Ensure that all necessary equipment and supplies are reserved and available to the training staff.
6. Supervise the training course and ensures all course objectives are met in a consistent manner.
7. Supervises and critiques training staff members on their coaching and basic instruction techniques.
8. Is present for and supervises all testing of motorcycle training student officers.
9. Conducts personnel and equipment inspections of student officers and training staff members on a daily basis.
10. Reports and documents any injuries received by student officers or training officers.
11. Keeps the Motorcycle Lieutenant informed of the progress of the student officers involved in the training program.
12. Handles any personnel or discipline issues that may arise.
13. Acts as a liaison to outside agencies with student officers enrolled in the Basic Motorcycle Training Academy Course.

B. Monthly Update Motorcycle Training:

1. Schedules In-Service Motorcycle Training to meet the needs of the Motorcycle Unit.
2. Develops training courses in a timely manner and are related to the needs of the Unit (i.e. Motorcade Training, Computer Training, etc.).
3. Assigns training staff members to prepare lesson plans for In-Service Training Courses. Approves completed lesson plans with the concurrence of the Motorcycle Lieutenant.
4. Prepares written course objectives for each In-Service Training Course.
5. Supervises In-Service Training Courses, students, and training staff officers who are participating.

6. Works in conjunction with Lead Instructor(s) and training officers to identify officers who are not meeting the listed course objectives.
7. Advises any affected officer of the need for additional training.
8. Arranges for and supervises any additional training given to officers not meeting the course objectives.
9. Makes the final decision (with the concurrence of the Motorcycle Lieutenant) as to the officer's readiness to return to duty after the additional training.
10. Ensures any riding deficiencies are documented by the lead training officer and discussed with the Motorcycle Lieutenant.
11. Makes recommendations to the Motorcycle Lieutenant if any motorcycle officer repeatedly fails to meet the course objectives and/or cannot consistently control and/or properly stop their motorcycle.

C. General Duties:

1. At all times, act as a positive role model and leads by example.
2. Ensures all training staff members and student officers adhere to proper safety practices on and off the training facility.
3. Coordinates, monitors, and critiques all motorcycle training.
4. Ensures training safety standards, goals, and objectives are clearly defined to the motorcycle training staff and participating students.
5. Holds training staff officers and students accountable to the stated safety standards, goals, and objectives.
6. Evaluates the need to add and/or remove training officers from the staff and makes recommendations to the Motorcycle Lieutenant.
7. Schedules and facilitates training staff meetings as may be required to prepare training courses, critique prior courses and review course student evaluations.

8. In the absence of the Lead Motorcycle Training Sergeant, the Assistant Motorcycle Training Sergeant or Lead Training Officer will assume all the duties and responsibilities of the Motorcycle Training Sergeant.

### **6.3 LEAD MOTORCYCLE TRAINING OFFICER (LMTO)**

- I. The Motorcycle Training Sergeant(s) will designate a member, or members of the training staff, as the Lead Motorcycle Training Officer(s).
- II. Schedules Basic Motorcycle Training Academy Courses to meet the needs of the Department and allied agencies.
- III. Reserves Training Facility
- IV. Prepares and maintains current training course daily schedules.
- V. Prepares and maintains files of In-Service Training Course evaluations.
- VI. Maintain and issues motorcycle maintenance and motorcycle training course manuals to student officers.
- VII. The Lead Motorcycle Training Officer will take the lead role in the day-to-day operation of the Motorcycle Training Course and ensure all of the course objectives are met.
- VIII. The Lead Motorcycle Training Officer will monitor the progress of the training and of the students and will immediately notify the Motor Training Sergeants of any deficiencies.
- IX. In the absence of the Motorcycle Training Sergeants, the Lead Motorcycle Training Officer will be responsible for supervising the personnel being trained and monitoring the training safety conditions. Any conduct adversely affecting the safety of the staff or students will be addressed immediately. The Motorcycle Training Sergeant will be notified of the problem and actions taken as soon as possible.
- X. During Basic Motorcycle Training Academy Courses, the Lead Motorcycle Officer will be responsible for coordinating the movement of the students to and from the training sites. The Lead Motorcycle Training Officer will assign lead, Tail, and Road Guard positions. (If a Motorcycle Training Sergeant is present, he/she will take the lead and be responsible for the safe transit of the students, unless training need dictates he/she monitor the students from a different position.)



- XI. The Lead Motorcycle Training Officer will utilize the training staff officers to achieve the objectives of the training course. The Lead Motorcycle Training Officer may choose to assign training staff officers to assist student officers in overcoming training deficiencies.
- XII. The Lead Motorcycle Training Officer will be responsible for stating expectations and for explaining exercises to student officers. The Lead Motorcycle Training Officer will keep the Motorcycle Training Sergeant fully informed of any issues that affect the training course or student officers.
- XIII. The Lead Motorcycle Training Officer will act as a resource to training staff officers and the training sergeants.
- XIV. The Lead Motorcycle Training Officer will at all time act as a positive role model to fellow motorcycle officers, training staff officers, and student officers.

#### **6.4 TRAINING OFFICER**

- I. The Motorcycle Lieutenant, will assign motorcycle officers to the Motorcycle Training Staff as needed.
- II. All members assigned to the Training Staff will be required to attend Field Training Officer School, POST Motorcycle Training Officer Course (within one year of selection to Training Staff), and Academy Instructor Certification Course as soon as possible.
- III. Motorcycle Training Officers are expected to act as positive role models at all times. They shall pay particular attention to the condition of their uniform, leather gear, boots, and motorcycle condition. It is expected that they will pay meticulous attention to detail. They will assist fellow officers and student officers in doing the same.
- IV. Motorcycle Training Officers will assist in both the Basic Motorcycle Training Academy Course and In-Service Motorcycle Training. They will be responsible for carrying out the mission of the Motorcycle Training Staff in meeting the stated course objectives.
- V. The Motorcycle Training Sergeants and Lead Motorcycle Training Officer(s) will give assignments to the Motorcycle Training Staff.
- VI. Motorcycle Training Staff officers are expected to instruct student officers in the safe and proper use of the law enforcement motorcycle. Exercises should be clearly explained and demonstrated to each student officer.
- VII. All motorcycle training staff officers are responsible for the safety of student officers while involved in training. Any violation of safety procedures will be

immediately addressed and reported to the Motorcycle Training Sergeant as soon as possible.

- VIII. All motorcycle training staff members should be prepared to instruct on any subject in the Basic Motorcycle Training Academy Course.
- IX. Motorcycle Training Staff Officers will treat student officers in a respectful manner. At no time, will Motorcycle Training Officers address student officers in a derogatory manner, which would reflect negatively on the San Diego Police Department Motorcycle Unit.
- X. Any problems with student behavior will be brought to the immediate attention of the Motorcycle Training Sergeant.
- XI. **It should be noted that assignment to the Motorcycle Training Staff is a privilege.** Failure to satisfactorily perform the daily duties of a Motorcycle Officer or performance/disciplinary problems could result in removal from the staff. This decision rests with the Motorcycle Lieutenant with input of the Training Sergeant, and the officer's sergeant.

## **6.5 SAFETY PROCEDURES**

- I. The Motorcycle Training Staff is responsible for insuring that proper safety practices are used during all training exercises.
- II. Explicit direction will be given to student officers regarding riding drills, cool down lap direction, deck speed, etc.
- III. This does not preclude student officers from the responsibility of exercising due caution while engaged in their motorcycle training activity. Good judgment and common sense are necessary to maintain a safe training environment.
- IV. Every officer will observe the following rules while involved in motorcycle training:
  - A. Pay close attention at all times.
  - B. Helmets will be worn with chinstraps fastened at all times when moving any motorcycle. Eye protection and gloves will be worn at all times.
  - C. Prior to altering the course of their motorcycle, conduct proper head turns to avoid collisions.
  - D. No horseplay or unsafe riding practices will be tolerated.
- V. During any training scenarios that could result in the drawing or use of a handgun, (such as traffic stop training) the Motorcycle Training Sergeant will instruct officers to safely unload their weapons. This will be done at a safe location.

- VI. The Motorcycle Training Sergeant (or a designee) will conduct a thorough weapons inspection to ensure all weapons are unloaded. All live ammunition, (including spare magazines) will then be secured in the officer's motorcycle saddlebag.
- VII. At the conclusion of the training scenario, the Motorcycle Training Sergeant will instruct the officers to re-load their weapons. This will be done at a safe location.
- VIII. No officer will leave the training facility without properly re-loading his or her weapon.
- IX. Any unsafe practice observed by any officer shall be reported to the Motorcycle Training Sergeant immediately. Motorcycle Training Staff officers are expected to rectify any safety problems they observe or are brought to their attention. They will inform the Motorcycle Training Sergeant of the problem and action taken to resolve it.

## **6.6 UTILITY UNIFORMS**

- I. While engaged in Motorcycle Practice Course curriculum or In-Service Motorcycle Training the Motorcycle utility uniform may be worn if prior approval has been obtained from the Motor Lieutenant or a Motor Sergeant. The utility uniform is optional and may only be worn on practice days and with prior approval.
- II. The motorcycle utility uniform will consist of the following:
  - A. Blauer brand utility uniform shirts and trousers. (Long sleeved shirt #8701, short-sleeved shirt #8711 and trousers # 8810.) As of October 2007, the Dickies brand black utility uniform will no longer be authorized for use.
  - B. San Diego Police Department shoulder patches will be worn along with the motorcycle unit insignia, or appropriate insignia of rank. A cloth badge shall be affixed to the shirt, directly over the left pocket. The officer's name shall be embroidered directly above the right pocket with yellow thread, in block letters ½ inch tall.
  - D. High-top boots shall be worn with the utility uniform. (Motor boots are acceptable when worn with the Class A uniform while training.) Any footwear worn must provide protection and support to the ankle and foot. Boots shall be shined and in good repair. Officers shall not be required to "blouse" their uniform pants.
  - F. The baseball style cap described in Section 3, C, 1 of this manual shall be the only cap authorized for use during training. The exception is the

Training Staff which have the choice to wear a “Red” colored ball cap or floppy hat to clearly identify them as training staff.

- III. Approved jackets, and scarves may be worn with the utility uniform in accordance with this manual.
- IV. Protective vests, gun belts and all required safety gear will be worn and carried with the utility uniform.
- V. While actively involved in training at a secure training site, the protective vest and gun belt may be removed and stored in a secure location.
- VI. Utility uniforms with tears, rips or other damage will not be worn on duty.

## **6.7 BASIC MOTORCYCLE TRAINING ACADEMY COURSE**

The goal of a Basic Motorcycle Training Academy Course is to develop candidates into safe, effective, defensive drivers as they operate a law enforcement motorcycle. Training objectives include collision avoidance and threshold braking techniques, proactive traffic enforcement driving, standard and high-risk vehicle stops, parking techniques, basic motorcycle strike team tactics, motorcade and dignitary protection, mobile field force operations, off road, high performance and pursuit driving.

- I. The Motorcycle Training staff will provide a 120-hour basic motorcycle course to any San Diego Police Officer, Sergeant, or Lieutenant assigned to the Motorcycle Section.
- II. At the direction of the Chief of Police, a Basic Motorcycle Training Academy Course may also be offered to allied law enforcement agencies wishing to train new motorcycle officers. The Motorcycle Training Sergeant will act as liaison to outside agencies involved in a Basic Motorcycle Training Academy Course.
- III. Any certified, motorcycle trained officer, sergeant, or lieutenant returning to the Motorcycle Unit who has previously completed a Basic Motorcycle Training Academy Course approved by the San Diego Police Department Motorcycle Section/Training Staff and has ridden in an enforcement capacity, may be waived from the above listed requirement. This decision rests with the Division Commanding Officer, with input from the Motorcycle Lieutenant and Motorcycle Training Sergeant. (If the Basic Motorcycle Training Academy Course is waived, the returning officer, sergeant, or lieutenant will need to meet the requirements listed in Section 6.9 of this manual).
- IV. Allied agencies will be required to provide all necessary equipment, including police motorcycles, for their officers. The motorcycles will be inspected prior to student participation in riding drills and must meet the following safety criteria:

- A. All equipment, parts and accessories must meet all factory recommendations and specifications.
  - 1. **ENGINE:** The engine, transmission, and clutch must receive a full and complete tune-up including oil and filter change.
  - 2. **SUSPENSION/STEERING:** All suspension parts must be in excellent working order. All steering related components must be in excellent working order and properly adjusted.
  - 3. **TIRES AND WHEELS:** Both front and rear tires must be “NEW,” or in serviceable condition.
  - 4. **ENGINE AND SADDLE BAG GUARDS:** The engine and saddlebag guards (crash bars) must be in serviceable condition. Previously bent and straightened bars are not acceptable.
  - 5. **BRAKES:** Only brake components conforming to “OEM” specifications are acceptable. All thickness specifications for brake rotors and brake pads must be strictly adhered to both front and rear brake systems and must have OEM type brake pads and brake rotors in serviceable condition.
- V. The Motorcycle Training Sergeant will prepare a notification letter from the Traffic Division Commanding Officer directed to each agency and each SDPD officer chosen to attend motorcycle training. The letter will list the place and time to report to training, the required training uniform (as listed in 6.6) and any other pertinent information.
- VI. Each student officer will be issued a copy of the motorcycle maintenance manual and the motorcycle basic training manual for use during the training course. These manuals must be returned at the conclusion of training (graduation or dropped from course).
- VII. Each officer will be issued a motorcycle helmet for use during the course.
- VIII. The Motorcycle Lieutenant will be responsible for reserving Snapdragon Stadium for a training site if required. Both SDSU and Snapdragon liaisons will be contacted for approval.
- IX. The Motorcycle Training Sergeant will contact the Motor Garage Supervisor and request spare motorcycles be reserved for training. Garage personnel will be given as much advance notice as possible. The motorcycles provided for training shall be inspected as to their readiness for student use. All safety items will be inspected.

- X. The Motorcycle Training Staff will arrange to have the student motorcycles transported to Traffic Division prior to the first day of the training course.
- XI. The Motorcycle Training staff members will be assigned to be responsible for the Motors truck and cone trailers. They will make sure the vehicles are in proper working condition, fully stocked with supplies and all necessary equipment. They will also make plans to transport the vehicles to the training site as needed. After the completion of each training day, the assigned officers will ensure all vehicles are fueled, cleaned, and parked properly at Traffic Division.
- XII. The curriculum of a Basic Motorcycle Training Academy Course will include the P.O.S.T. recommended cone patterns as outlined in the training manual. Deviations will occur only with the approval of the Motorcycle Training Sergeant. The testing of student officer's riding skills will occur as outlined in the training manual. The Motorcycle Training Sergeant will be present for all testing sessions. The Motorcycle Training Sergeant will have the final decision-making authority as it relates to scoring, passing or failing the testing process.
- XIII. Failure to meet the minimum standards as demonstrated through testing and/or practical performance will result in the student officer being dropped from the training course.
- XIV. Any major or repeated violation of safety rules or practices will result in the student officer being dropped from the training course.
- XV. Student officers may "drop on request" at any time during the training course. Officers leaving the training program will be driven to Traffic Division. The training staff will transport their motorcycle to Traffic Division.
- XVI. The Motorcycle Training Sergeant will conduct an exit interview with all students leaving the program. The student officer will be asked the following questions:
  - A. Were you treated fairly by the training staff?
  - B. Could anything have been done differently to assist you in completing this course?
  - C. Were you injured?
  - D. Did the injury prevent you from completing the training?
  - E. Do you feel all students were treated equally?
  - F. Were you aware of and did you understand the expectations of the motorcycle-training course?
  - G. Do you believe that your riding skills improved during the training course?
  - H. What do you think it would have taken for you to be successful?
  - I. Is there anything you would like to add?

- XVII. Any injury sustained by a student officer will be reported to the Motorcycle Training Sergeant immediately (or the Lead Motorcycle Training Officer in the sergeant's absence). If the injured officer is from an outside agency, the officer's agency will be notified. Any injury requiring medical treatment will be brought to the Motorcycle Lieutenant's attention immediately.
- XVIII. Officers successfully completing a Basic Motorcycle Training Academy Course will be given certificates of completion. The Motorcycle Training Sergeant will request Traffic Division's Office Manager prepare the certificates. The Traffic Division Captain or Motorcycle Lieutenant will present certificates at the conclusion of the course.
- XIX. Motorcycle training staff officers will ensure all assigned equipment is returned prior to the students being dismissed.
- XX. Student officers will complete written evaluations of the Basic Motorcycle Training Academy Course prior to being dismissed.
- XXI. The Motorcycle Training Sergeant will maintain a training file on each SDPD officer who enters the San Diego Police Department Basic Motorcycle Training Academy Course. The file will include all relevant paperwork, testing evaluation sheets, course evaluations and a photograph of each student. The training files will be located in the Motor Sergeant's Office and retained as follows:
  - A. Successful graduates (SDPD): duration of employment by SDPD.
  - B. Unsuccessful students (SDPD): duration of current motor officer eligibility list, up to one year.
- XXII. Training files of officers from allied law enforcement agencies will be forwarded to the sponsoring department at the conclusion of the course.

## **6.8 IN SERVICE MOTORCYCLE TRAINING**

In-Service Motorcycle Training may encompass classroom, lecture and/or practical application training. The primary goal is to maintain and improve motorcycle riding and handling skills necessary to safely fulfill the duties of a law enforcement motorcycle operator. Course objectives shall correlate with P.O.S.T. standards and include advanced riding techniques and safety tactics designed to enhance existing skills as a police motorcycle officer.

- I. The Motorcycle Training Staff will provide monthly updated motorcycle training to **full duty** members of the SDPD Motorcycle Unit. The Motorcycle Lieutenant must approve requests for allied agency participation with SDPD In-Service Motorcycle Training.

- II. The Motorcycle Training Sergeant will schedule the In-Service Motorcycle Training. The curriculum will be timely and relevant to the needs of the officers, the Motorcycle Section, and the Department. All training courses will be pre-approved by the Motorcycle Lieutenant.
- III. Upon approval of the Motorcycle Lieutenant, the Motorcycle Training Sergeant may invite motorcycle officers from allied agencies. (If the training to be presented is agency specific or requires a high degree of riding ability, outside agencies will not normally be invited to participate). All inquiries regarding In-Service Motorcycle Training will be directed to the Motorcycle Training Sergeant.
- IV. Only full time, active duty motorcycle officers and supervisors will be permitted to participate in training.
- V. The Motorcycle Training Sergeant may assign all or part of an In-Service training day's curriculum to members of the motorcycle training staff. Motorcycle Training Officers will prepare a written lesson plan of their subject matter. The lesson plan must be reviewed and approved by a Motorcycle Training Sergeant prior to the training day. Lesson plans will be maintained in the training file.
- VI. A training file will be maintained for each In-Service training session. The file will include a roster of participants, lesson plans, course objectives, student evaluations and staff evaluations.
- VII. Specific course objectives will be identified and put into writing by the Motorcycle Training Sergeant. The In-Service training day's objectives will be discussed with student officers prior to beginning a training session. A copy of the course objectives will be maintained in the training file.
- VIII. In-Service Motorcycle Training objectives will correlate with P.O.S.T. training standards and guidelines. Specific objectives include the review of each motorcycle officer's ability to properly ride, maneuver and stop the police motorcycle. Additional objectives may include a review and update of Mobile Field Force, Mobile Strike Team, and Motorcade/Dignitary Protection tactics.
- IX. Any student officer who fails to meet the training objectives will be brought to the attention of a Motorcycle Training Sergeant. The Motorcycle Training Sergeant will develop a plan with the Motorcycle Training Staff to bring the student officer's skill level to an acceptable level to meet the stated course objectives.
- X. If necessary, student officers will be held over when the class is dismissed. Critical skills will be individually addressed with officers who have failed to meet the course objectives. The officers will work with motorcycle training staff members until:



- A. They successfully demonstrate the course objectives.
- B. They cannot satisfactorily perform the course objectives and it is apparent they will not be able to perform them during the training day.
- C. They reach the end of a (10) ten-hour shift.
- D. The officers ask to discontinue the training day.
- E. The motorcycle training staff and/or Motorcycle Training Sergeant believes serious injury or damage to equipment would occur by continuing the training endeavors.

XI. If anything listed in “B” through “E” above occurs:

- A. The student officer will be assigned a four-wheel **unmarked** police vehicle to drive home for the night. (If it’s the officer's Friday, assistance will be provided in getting the officer home).
- B. The officer's assigned motorcycle will be secured at Traffic Division. The officer shall not operate his/her assigned motorcycle, other than under the direct supervision of a member of the Motorcycle Training Staff.
- C. Remedial training will be provided to assist the officer in meeting the listed course objectives.
- D. If after repeated attempts, the officer cannot meet the course objectives, the matter will be presented to the Motorcycle Lieutenant for further action. Any officer unable to fulfill the riding and safety requirements of a motorcycle officer may be removed from the Motorcycle Unit.

XII. Motorcycle officers successfully meeting the In-Service Motorcycle Training objectives will be released from the training site to service their motorcycles. All fluids should be replenished and a visual safety inspection of the motorcycle completed prior to returning to regular duty.

XIII. Each officer participating in an In-Service training day may prepare an evaluation of the course content and training staff members. Officers should include any ideas they may have regarding future training days in their evaluation. The evaluations will be reviewed by the Motorcycle Training Staff and maintained in the training file.

XIV. Motorcycle training staff members assigned to work with any officer failing to meet course objectives will prepare a "Staff Evaluation" form. The noted problem, training strategies and results will be outlined in the form. The form will be signed by the Motorcycle Training Officer completing it, the Motorcycle Training Sergeant and the Motorcycle Lieutenant.

XV. The Motorcycle Training Sergeant will then discuss the form with the officer involved. The officer will sign the form and it will be maintained with the

training file. These files are available for review by contacting a Motorcycle Training Sergeant.

- XVI. All safety procedures as outlined in Section 6.5 will be in place for In-Service Motorcycle Training.
- XVII. Officers will be notified of upcoming training dates. Any officer unable to attend due to scheduling conflicts will notify their sergeant immediately. The officer will be scheduled to attend on another date, if available, and the Motorcycle Training Sergeant will be notified of the change.
- XVIII. Officers subpoenaed to appear in court on a scheduled In-Service training day will appear in court in compliance with their subpoena. They should notify the Motorcycle Training Sergeant when they are leaving for court and report back to the training site at the conclusion of their court appearance. (Unless previous arrangements have been made with the Motorcycle Training Sergeant).
- XIX. Officers are expected to report to the training site on time and properly equipped to participate in the scheduled training. Full participation of all officers is required to meet the course objectives. Officers failing to participate will be held over until the course objectives are met or they meet one of the scenarios previously outlined in this procedure.
- XX. The utility uniform (as outlined in Section 6.6 of this manual) may be worn during In-Service training unless directed otherwise by the Motorcycle Training Sergeant. Officers attending court during their training day may wear the utility uniform to court.

## **6.9 MOTORCYCLE TRAINING UPDATE COURSE**

- I. The motorcycle training staff will provide the three day Motorcycle Training Update Course to officers or supervisors who are re-assigned, on administrative leave, injury leave or unable to perform their function as a motorcycle officer for over ninety (90) days.
- II. Upon re-assignment to the Motorcycle Section, officers will be required to work with the motorcycle training staff to re-establish competent riding skills. The officer will be required to demonstrate safe and proper braking and collision avoidance techniques. The officer will be given the opportunity to refresh and improve his/her riding skills while under the direct supervision of a motorcycle training staff member. Upon successful demonstration of the 40 MPH Deceleration and 30 MPH Cone Weave exercises, and with the concurrence of the Motorcycle Training Sergeant, the officer may be returned to full duty. (All other department requirements must also be met such as: firearms re-qualification, etc.)

- III. When personnel who have previously worked as motorcycle officers or supervisors and are selected to return to the Motorcycle Unit, the following procedures will apply.
  - A. Based on the officer's tenure on the Motorcycle Unit, the length of absence from the section, and previous police motorcycle training, the student officer may be given the Motorcycle Training Update Course. Any officer who has not previously completed a Basic Motorcycle Training Academy Course will be required to successfully complete the course prior to re-assignment to the Motorcycle Unit. The final decision as to which training course is required will be made by the Motorcycle Lieutenant (with input from the Motorcycle Training Sergeant).
  - B. The Motorcycle Training Update Course will utilize the Basic Motorcycle Training Academy Course cone drills. The student officer will be re-introduced to the equipment and exercises. Based on the riding skills demonstrated, the Lead Motorcycle Training Officer will present both challenging and productive training. The student officer will have successfully completed the 40 MPH Deceleration and the 30 MPH Cone Weave exercises and demonstrated proficiency on the Basic Training Course by the end of the second training day. The third day of training will consist of a "long ride" exercise.
- IV. The motorcycle staff will provide up to a 4-day motorcycle update course to officers or supervisors who have completed a San Diego Police Department 120-hour basic motorcycle academy and have never been assigned to the motorcycle unit. The following procedures will apply:
  - A. The officer or supervisor will receive up to four days of training on the training academy cone course drills. The student will be reintroduced to the equipment and exercises. The student officer will have successfully completed the 40 MPH deceleration exercise and the 30 MPH cone weave, and demonstrated proficiency on the basic training course by the end of the 3<sup>rd</sup> training day. The fourth day will consist of a "long ride" exercise. The Training Sergeant may authorize less than four days of training based the individual officers riding abilities demonstrated on the patterns.
- V. If, in the opinion of the Motorcycle Training Sergeant, the student officer's ability to safely operate the police motorcycle would be enhanced by attending a Basic Motorcycle Training Course, this recommendation will be made to the Motorcycle Lieutenant.
- VI. All safety procedures as outlined in Section 6.5 of this manual will be in effect during the Motorcycle Training Update Course.
- VII. The training uniform may be worn to the Motorcycle Training Update Course.

- VIII. The Motorcycle Training Sergeant will maintain a file of Motorcycle Training Update Course sessions. The file will include testing forms, staff evaluations and student evaluations.

## **6.10 RIDING DEFICIENCIES**

- I. Any member of the Motorcycle Unit observing dangerous or reckless riding behavior by any other member will report it to their sergeant immediately. If it is believed to be a training issue, the sergeant originally notified will inform the Motorcycle Training Sergeant.
- II. Riding deficiencies shall be documented in the officer's evaluation by his/her immediate supervisor. Specific issues should be addressed to include identification of the deficiency, what training was provided to enhance skills, and was the issue resolved.
- III. The Motorcycle Training Staff is a resource to the Motorcycle Unit. They will work with section supervisors to address and document training issues as outlined in Section 6.8 of this manual. In-Service Training curriculum can be developed to address widespread problems, or individual training can be arranged to address specific problems. Continual riding deficiencies may result in removal from the Motorcycle Unit with approval from the Motorcycle Lieutenant and the Traffic Division Captain.

## **6.11 TRAILING PROCEDURES**

Safely maneuvering a motorcycle on city streets and freeways is a difficult task. Coupled with enforcement riding and conducting police work, it is imperative new motorcycle officers and sergeants work under the direct supervision of an experienced Motorcycle Training Officer.

- I. Motorcycle officers and sergeants newly assigned to the Motorcycle Unit after successfully completing the Basic Motorcycle Training Academy Course will work with an experienced Motorcycle Training Officer for a period of at least sixteen (16) workdays. Newly assigned Motorcycle Sergeants will spend twelve (12) workdays with any Training officer but, at least four workdays with the **Training Sergeant**. This is referred to as the "Trailing Program".
- II. The intent of the Trailing Program is to indoctrinate the new officer and sergeants into every aspect of the motorcycle officer's daily duties. Particular attention will be given to enforcement riding skills and law enforcement duties while astride a police motorcycle.
- III. The Motorcycle Training Officer and Sergeant will be assigned in accordance with this manual. Training officers are expected to be highly trained, motivated

and well-disciplined motorcycle officers. Motorcycle Training Officers will treat the trailing officers respectfully and in accordance with all Department Policies and Procedures.

- IV. A Critical Task List prepared by the training staff will be used as a guide for trailing officers. It is not all-inclusive, however; all items on the list shall be addressed. The Critical Task List will be kept in a file along with the trailing officer's daily evaluations.
- V. Motorcycle Training Officers will prepare a brief synopsis of the trailing officer's daily activities in an evaluation. Items covered, deficiencies noted and training strategies will be documented. Serious safety violations shall be brought to the Motorcycle Training Sergeant's attention immediately. Any improvement or lack thereof will also be documented. Training officers will only document facts related to the training given. Personal opinions such as "Officer Smith is a great guy and will be an asset to the section" are not appropriate and will not be included on the evaluation form.
- VI. The trailing officer is responsible for maintaining a current training file. He/she will present the evaluation form and Critical Task List to the Motorcycle Training Officer at the completion of the workday. The trailing officer is responsible for staying current on training issues and strategies.
- VII. The Motorcycle Training Sergeant will regularly inspect the training file during the Trailing Program. At the conclusion of the program, the file will be turned into the Motorcycle Training Sergeant and filed.
- VIII. If the trailing officer successfully completes the Trailing Program, they will be assigned to their new squad by the Motorcycle Lieutenant.
- VII. If additional training is needed, the trailing period will continue at the discretion of the Motorcycle Lieutenant and Motorcycle Training Sergeant.
- X. If an officer is unable to successfully complete the Trailing Program after 16 days, the Motorcycle Training Sergeant will notify the Motorcycle Lieutenant. An additional four days of training will be provided to the officer. If upon completion of the four additional days the Training Sergeant and deficiencies still exist, the Lead Trainer and Training Sergeant will meet with the Motorcycle Lieutenant to discuss the deficiencies and what has been done to help the officer overcome them. If any officer is unable to successfully complete the Trailing Program he/she will be removed from the Motorcycle Unit with concurrence of the Motorcycle Lieutenant and Traffic Division Captain.
- XI. **It is imperative officers involved in the Trailing Program ask for any extra training they feel is necessary to allow them to safely and effectively perform their duties.** Although every effort is made by the Motorcycle Training Staff to

identify these needs, in the end, the new motorcycle officer is responsible for preparing for the most challenging position available in law enforcement. The ultimate goal is to provide the Police Department with the most highly qualified and skilled police motorcycle officers who feel confident in their riding and enforcement abilities.

## **6.12 REMEDIAL EVALUATION/TESTING**

- I. Any member of the Motorcycle Unit who is brought to the Motorcycle Training Sergeant's attention for a riding deficiency will be evaluated using the following procedures:
  - A. The Deceleration and Cone Weave exercises will be performed in accordance with Basic Training Course standards, without a warm-up.
  - B. The Basic Training Course will be set up and the individual will be given 1.5 hours to work on the course, with instruction if requested.
  - C. The individual will be tested on the Basic Training Course in accordance with Course scoring standards.
  - D. A copy of the score sheet, with training staff comments, will be given to the individual's supervisor for review.
- II. Any member of the Motorcycle Unit who fails to achieve a passing score in paragraph I will be subject to the following procedures:
  - A. Two days of instruction with members of the Training Staff on the Basic Training Course with the Course test administered at the end of the second day and the results given to the individual's supervisor.
  - B. If the Basic Training Course is passed, the individual will complete two one-week trailing periods with two separate Training Staff members with daily evaluations prepared.
  - C. The individual's supervisor will set up a training plan to address concerns and may utilize the Training Staff for assistance.
  - D. Upon completion of the training plan the individual will be evaluated again by the Training Staff.
  - E. The Basic Training Course will be set up and the individual will accomplish the Deceleration and Cone Weave exercises without a warm-up.
  - F. The individual will be tested on the Basic Training Course in accordance with Course scoring standards after 1.5 hours of practice.

- III. Any member of the Motorcycle Unit who passes the criteria set forth in paragraph II will be returned to their normal duties unless other issues are identified.
- IV. Any member of the Motorcycle Unit who fails the criteria set forth in paragraph II will be removed from their present motorcycle duties. The Motorcycle Lieutenant, Training Sergeant, and individual's supervisor will determine whether the individual will be removed from the Motorcycle Unit for their safety and the safety of other unit members.



## **SECTION SEVEN**

### **SAN DIEGO POLICE DEPARTMENT MOTORCYCLE STRIKE TEAM FORMATIONS**

**(Deleted – records of security)**

## **SECTION EIGHT**

### **SAN DIEGO POLICE DEPARTMENT ESCORT, MOTORCADE AND PROTECTIVE SERVICES MANUAL**

**(Deleted – records of security)**