

Patrol Services Division / East Moorpark Station



Standard Operating Procedure

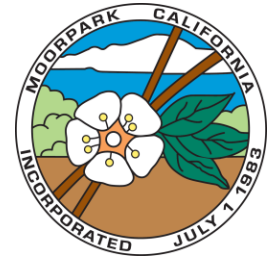
Revised April 18, 2019

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PATROL SERVICES DIVISION
MOORPARK
STANDARD OPERATING PROCEDURES



SUBJECT:
Bicycle Patrol Unit

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| DATE ISSUED: October 20, 2010 | REVISION DATE: April 18, 2019 | PREPARED BY: Robert Berger, Senior Deputy | AUTHORIZED BY: Stephen Wade, Captain |
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BACKGROUND:

The Bicycle Patrol unit is dedicated to complementing the level of police services to the citizens of Moorpark. The unit will utilize its unique abilities to foster the relationship between the citizens, local government, and the Agency. The unit will be flexible to the needs of the community and be proactive to their needs whenever possible. The efforts will be made to provide active police patrols where it was difficult to do so in the past. They will utilize Community Oriented Policing and Problem Solving philosophy to promote proactive problem solving and police-community partnerships to address the causes of crime.

Not only can the bike patrol be utilized during overtime assignments such as special events, but supervisors are encouraged to field bike teams during regular shifts. This will allow certified personnel to dress in the authorized bike uniforms and take a bike on patrol with them during their normal shift assignment. This will allow deputies to utilize bikes to conduct specialized enforcement on the regular basis as a normal part of patrol deployment.

PROCEDURES:

- 1) Only officers meeting the training requirements set by this department will be eligible for bicycle patrol assignment.
- 2) Bicycle officers are required to wear the following safety equipment when conducting bicycle patrols:
 - a) Soft body armor
 - b) Bicycle helmet
 - c) Bike Gloves

- d) Eye Protection
 - e) Approved bicycle shoes-all black leather (i.e. All black leather cross training)
 - f) Full Patrol Duty Belt
- 3) Bicycle patrol officers will wear the approved uniforms outlined in the "Uniform Regulations" chapter of the Sheriff's Policy Manual.

GENERAL DUTIES:

- 1) Bicycle patrol officers will concentrate their efforts on high problem areas.
- 2) Bicycle patrol officers will work on a voluntary overtime basis.
- 3) Deputies assigned to the bicycle patrol unit are expected to be highly productive and to work at least one shift a month as posted to continue eligibility.
- 4) The bicycle patrol officers may be used on special operations such as ABC stings, Fireworks show, festivals and various other special details as needed.

DEPUTIES/RESERVES DEPUTIES:

- 1) Only officers / reserve officers meeting the training requirements set by this Department will be eligible for bicycle patrol assignment.
 - a) All deputies/reserve deputies assigned to the bike unit are subject to additional training as deemed necessary.

BICYCLE PATROL VEHICLE/BIKE CARRIER:

- 1) All provisions of the Sheriff's Policy Manual regarding vehicle operations will apply to officers operating a Patrol Unit with a bike carrier.
- 2) All personnel will be trained in the proper application of the bike carrier prior to its use.
- 3) When using a patrol unit to transport patrol bikes to other areas, the bike carrier will be used. Patrol bikes will not be placed in trunks unless the bike is damaged during the shift and is in need of transport back to the station for repairs.
- 4) During regular transport of the bikes to other areas, the bike carrier shall be removed and stored in the trunk when not in use.

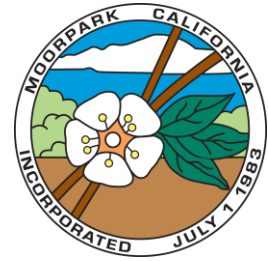
BICYCLE MAINTENANCE AND REPAIR:

- 1) Bicycles utilized by the unit will meet the following requirements:
 - a) All terrain mountain bike

- b) Black with "Sheriff" or "Police" in contrast lettering on both sides of the bike frame.
 - c) Black rear rack with black gear bag.
 - d) Shimano STX or comparable components
 - e) Black bar ends if applicable
 - f) Headlights and taillights (during hours of darkness)
 - g) Spoke reflectors on both wheels
 - h) Water bottle cage with water bottle
 - i) Kickstand
- 2) Each officer will be responsible to do pre-shift and post-shift checks of their bicycle and equipment to ensure that they are in good working condition.
 - 3) The police bicycles will be maintained in clean, safe, and operable conditions at all times.
 - 4) Qualified personnel will do minor general maintenance and tune-ups.
 - 5) A bicycle patrol deputy assigned the responsibility for the upkeep and maintenance scheduling of all bikes assigned to the unit.
 - 6) All major repairs will be conducted at an authorized bicycle dealer repair shop.
 - 7) All bikes and bike related gear (helmets, gloves, etc.) will be cleaned, adjusted as necessary, repaired, stocked and lubed at the end of the officer's shift.



PATROL SERVICES DIVISION
MOORPARK
STANDARD OPERATING PROCEDURES



SUBJECT:
Prescription Drug Box

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| DATE ISSUED: October 20, 2010 | REVISION DATE: April 18, 2019 | PREPARED BY: Robert Berger, Senior Deputy | AUTHORIZED BY: Stephen Wade, Captain |
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BACKGROUND:

The City of Moorpark, in collaboration with the Moorpark Police Department and the Ventura County Sheriff's Office, has launched a new program that offers a convenient confidential drop box where Moorpark residents can deposit unused or expired pharmaceuticals, in an effort to divert harmful drugs away from the environment and children. The drop box is located in the lobby of the Moorpark Police Department.

PROCEDURE:

Moorpark residents are encouraged to utilize the collection bin located in the public lobby of the P.D. during normal business hours, Monday thru Friday - 8AM to 5PM.

- The Administrative Sergeant and Detective Sergeant will maintain control over the keys for emptying the drug bin.
- The collection bin will be checked on a regular basis.
- The Administrative Sergeant shall oversee the emptying of the bin.
- The contents will be sorted to eliminate unwanted containers and/or non-pharmaceutical items to minimize the weight and size of the load.
- The contents shall be weighed, documented on a property report, placed in evidence bags, and booked for destruction. Do not itemize the drugs, but include the weight.
- Book bag(s) into the Moorpark P.D. property room utilizing the appropriate methods.