

		<b>DIRECTIVE 6.83</b>			
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ISSUED BY: Chief Michael J. Szczerba <i>Michael J.</i> Chief of Police Reviewed: January 20, 2011					

## **Motorcycle Officer Certification Procedures**

Directive: 6.83

### **I. Purpose:**

The Motorcycle Officer Certification Program is designed to ensure that all officers assigned to operate the Department's Police Motorcycle receive the same degree of training. This uniformity is essential so that while performing as a group or as an individual, the Motorcycle Officer will have the skill and confidence to operate a police motorcycle safely and appropriately.

The Wilmington Police Department Motorcycle Training Program is based in part on the Maryland State Police training program. A description of Maryland's motorcycle training program and the written training materials are included hereto, along with written training materials specific to the Department's Program.

The training materials provide a guideline for the Department's Motorcycle Training Program. The actual content of a particular training program, including testing and evaluation criteria, will be determined by the Motorcycle Instructor based on a variety of factors, including but not limited to the experience and background of the class participants and the requirements and needs of the Department. The Motorcycle Instructor will make the ultimate determination as to whether an officer has successfully completed the Training Program.

Wilmington Police Department Motorcycles will be assigned to the Special Operations Division. The Division Commander will determine the appropriate assignment of Motorcycle Officers based on the Division's needs.

## **II. Policy:**

The Division Commander will designate an officer within the Motorcycle Program to serve as the Motorcycle Instructor. The Motorcycle Instructor must also qualify as a training officer, pursuant to the requirements set forth in that section. The Motorcycle Instructor or his designee will be responsible for the following:

- A. The selection, training, and certification of motorcycle officers.
- B. Ongoing training of motorcycle officers to maintain certification.
- C. Inspection and routine maintenance of motorcycle.
- D. Storage of motorcycles and associated equipment.
- E. Adequate procedures to ensure that motorcycles are operated only by qualified, authorized officers.
- F. Maintenance of the Wilmington Police Department Motorcycle Training Manual.
- G. Maintenance of a list of qualified, authorized motorcycle officers.
- H. Maintenance of all records pertaining to all aspects of the Motorcycle Program.
- I. The preparation of annual reports documenting all aspects of the Motorcycle Program and making recommendations as to appropriate changes to the Program, including the need for additional motorcycles.

All records, procedures and manuals maintained by the Motorcycle Instructor shall be made available to the Division Commander. The Commander shall be provided with copies of all reports, memoranda or recommendations pertaining to the Program.

## **III. Specifications of the Motorcycle Utilized by the Department:**

The Department reserves the authority to determine the specifications of the motorcycles to be utilized. The following guidelines may be consulted when determining those specifications: HPI Road King Police Model -a Harley Davidson manufactured motorcycle with (1) specific equipment authorized by use on an emergency vehicle, (2) gas powered vehicle with a fuel capacity of 6 gallons, (3) an air cooled 103 cubic inch V-Twin engine, (4) gross vehicle weight rating is 1200 lbs., (5) specific accessories on the motorcycle to include red and blue LED emergency lighting, a rear LED light box, siren system, and an emergency communication device is added by this Department, and (6) manufactured side saddle bags with hard shell containers used to store a first aid kit and C.P.R. mask, emergency flares and appropriate items for duty. These specifications are merely suggestive guidelines, and the Department is not obligated to provide motorcycle officers with any of these specifications.

#### **IV. Initial Motorcycle Training:**

- A. Screening and selection and application for Basic Motorcycle Training.
  - 1. All applicants for motorcycle training must submit a Departmental Information detailing their qualifications as set forth in Section B. The Departmental Information must be submitted through the chain of command and will be forwarded to the Motorcycle Instructor or his designee for review. The Motorcycle Instructor will screen and select Program applicants. Selection will be made based on the qualifications of the applicant and on the needs of the Department.
  
- B. In order to qualify for the Motorcycle Training Program, the applicant must meet the following requirements:
  - 1. A minimum of three years experience as a Wilmington Police Officer.
  - 2. Posses a valid Delaware motorcycle license or permit
  - 3. Satisfactory job performance
  - 4. Acceptable health record
  - 5. Acceptable Departmental driving record
  - 6. Must satisfactorily complete an oral interview conducted by a board and review of the applicant's employment history with the Wilmington Police Department.
  - 7. Successfully complete the motorcycle riding pretest.
  
- C. Qualifications for Wilmington Police Department Motorcycle Officer:
  - 1. In order to become an authorized motorcycle officer, an individual must successfully complete the Wilmington Police Department Motorcycle Training Program. The Motorcycle Instructor or his designee will conduct the training, administer tests and make the final determination as to whether an officer has successfully completed the Program. Successful completion of the Training Program does not ensure an assignment to motorcycle patrol. The assignment of authorized motorcycle officer shall be made by the Division Commander, based on the Division's needs.

The general contents of the Motorcycle Training Program are divided into an eighty hour course consists of riding exercises and the development of mechanical knowledge. The exercises begin with relatively simple maneuvers and increases in complexity as the course progresses. Safety and defensive riding tactics are stressed throughout the training. Specific skills and requirements are outlined in the Wilmington Police Department Motorcycle

Training Manual. Upon successful completion of the training course students will be able to operate a police motorcycle with skill and confidence.

2. Classroom
  - a. 4 hours administrative forms / procedures
  - b. 1 hour written test
  - c. 1 hour student course critique
  
3. Range
  - a. 44 hours cone course work
  - b. 1 hour controlled fall
  - c. 1 hour weapon control
  - d. 1 hour quick lane change
  - e. 1 hour braking control
  - f. 8 hours off road work
  - g. 8 hours night ride
  - h. 8 hours long ride
  - i. 2 hours range testing

D. Upon completion of the Initial training Motorcycle Officers will be observed by a Field Training Officer for an 80 hours period. This Program is outlined in Section VII.

## **V. Motorcycle Officer Re-Certification and Remediation**

In addition to the initial Motorcycle Training Program, each officer must successfully complete eight (8) hours of in-service within the quarter. The Motorcycle Instructor or his designee will conduct the training, administer tests and make the final determination as to whether an officer has successfully completed the Program. The Re-certification Program will address enforcement riding, safety records, and care of equipment, in addition to the list below.

Current riders must recertify 8 hours every quarter to maintain rider status.

- A. Classroom
  1. 30 minutes review of agency policy
  2. 30 minutes grading criteria
  
- B. Range
  1. 5 hours cone course practice
  2. 1 hour range testing

- C. At the discretion of the respective Division Commander and / or the Motorcycle Instructor, a motorcycle officer may be required to successfully complete a 40 hour remedial training program in order to maintain his status as an authorized motorcycle officer. The Motorcycle Instructor or his designee will design and conduct the remedial program and make the final determination as to whether the officer has successfully completed the program.
- D. In the event a motorcycle officer has not been actively riding or training in a two year period, he must complete the initial training as described in section IV of this Directive in order to resume a riding status. If a motorcycle officer has not been riding or training in under a two year period, he must be evaluated by the motorcycle instructor and be afforded up to 40 hours of remedial training in order to resume a riding status.

## **VI. Motorcycle Instructor Certification**

Student instructors receive 120 hours of instruction from a Certified Advanced / Master Motorcycle Instructor which prepares them to return to their respective agency as a motorcycle instructor.

- A. Classroom
  - 1. 5 hours administrative forms / procedures
  - 2. 2 hour student course critique
- B. Range
  - 1. 30 hours cone course practice
  - 2. 2 hour officer survival
  - 3. 2 hour quick lane change / braking control
  - 4. 2 hour controlled fall / weapon control
  - 5. 8 hours highway response, urban grid and skid pad
  - 6. 4 hours open highway training
  - 7. 2 hours motorcycle nomenclature
- C. Off-Range
  - 1. 10 hours off road work
  - 2. 11 hours long / night ride
- D. Testing
  - 1. 2 hours general category testing

2. 40 hours student teaching / testing (teaching overlaps initial School)
- E. Certified Instructors are required to teach an Initial Officer Course or attend an Instructor Level Training Course annually to maintain Motorcycle Officer Instructor status.

## **VII. Motorcycle Field Training Officer Program**

The motorcycle field training officer program provides a better opportunity to evaluate the overall progress of the trainee. The field training officer will be in a better position to know the trainee's limits and can progress in the program as the trainee's ability level allows. The field training officer is responsible for assuring the safety of the trainee. The field training officer will develop the trainee to be effective in motorcycle patrol as well as provide constructive criticism and necessary counseling for the trainee. Candidates for the position of Motorcycle Field Training Officer shall be selected by the Division Commander and the Motorcycle Instructor.

- A. In order to qualify as a Motorcycle Field Training Officer, the applicant must meet all of the following requirements:
1. A minimum of two years police motorcycle riding experience with the Wilmington Police Department.
  2. Exemplary manner of conduct, mature attitude and use of good judgment.
  3. A good motorcycle safety record.
  4. The ability to train, counsel and objectively evaluate trainees.
  5. Demonstrate above average riding proficiency.
- B. Motorcycle Field Training Officers will observe a graduate of the Initial Motorcycle Officer training for a minimum of 80 hours. The Motorcycle Instructor or his designee and the Field Training Officer will determine if the Initial Rider has applied the training to be effective in the utilization of the motorcycle for routine patrol.

## **VIII. Rules for the Operation of Department Motorcycles**

In order to ensure the safety of the public and the motorcycle officers and to prevent damage to the motorcycles and related equipment, the following rules shall govern the operation of Department motorcycles:

- A. No member of the Department shall operate, move or tamper with a Department motorcycle unless authorized by the Motorcycle Instructor or his designee.

- B. Motorcycle Officers will wear the Departmentally issued helmet and boots at all times when operating a motorcycle. Approved safety glasses and leather gloves must also be worn.
- C. When working an officer's assigned tour of duty standard uniform policy applies. In addition, breeches will be worn at all times. Inclement weather will dictate the appropriate jacket style to be worn.
- D. [REDACTED]
- E. The transportation of passengers on Department motorcycles is prohibited.
- F. A Department motorcycle shall no be operated in any weather which, in the opinion of the operator, will hinder the safe operation of the motorcycle.
- G. A motorcycle officer must immediately disclose to his supervisor and the Motorcycle Instructor any medical condition which may effect his ability to safely operate a motorcycle. Upon such disclosure, the motorcycle officer will be temporarily assigned to other duties which do not involve the operation of any type of motorcycle.
- H. In the event that a motorcycle officer is involved in a Departmental Accident with a police motorcycle, proper accident reporting procedures will be followed. The circumstances surrounding the accident must be evaluated by the Division Commander and the Motorcycle Instructor prior to being allowed to resume riding. The exclusion to this requirement is any incident which may occur during training.