

# DOWNTOWN POLICING UNIT



## OPERATIONS MANUAL

FRESNO POLICE DEPARTMENT

(Revised March 2016)

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## **CONCEPT**

The Fresno Police Department is dedicated to providing the community with effective and efficient police services. In response to a greater need for a police presence in the Downtown and Chinatown areas, the Fresno Police Department formed the Downtown Policing Unit (DPU). The DPU has the responsibility to provide a safe environment for the ever increasing number of citizens and businesses coming into the downtown area.

## **FORWARD**

The Downtown Policing Unit's Operations Manual is intended to provide guidelines for the operation of the Downtown Policing Unit and outline the duties and responsibilities of the DPU officers. This Manual does not cover all possible aspects of the unit's functions, duties or operations. This Manual supplements procedures, policies, rules and regulations already set forth by the Fresno Police Department. When a question or issue arises which is not covered in any Department document, it is incumbent upon the Department member to address the question or issue within his/her chain of command. This manual shall be reviewed and updated annually. The unit will be reviewed annually in order to justify its continuance.

Policy 106.5, *Authority of Departmental Documents*, establishes the authority for the Downtown Policing Unit Manual.

## **MISSION STATEMENT**

The Mission of the Downtown Policing Unit (DPU) is to provide a professional, effective, and timely response to crime and disorder occurring in Downtown Fresno and Chinatown.

## **GOALS AND OBJECTIVES**

### **Goals**

The goal of the DPU is to maintain an atmosphere of safety and high visibility in the Downtown/Chinatown areas, for all employees, business owners, shoppers and visitors by reducing property crime in Downtown Fresno, reducing violent crime in Downtown Fresno, and increasing the perception that Downtown Fresno is safe.

### **Objectives**

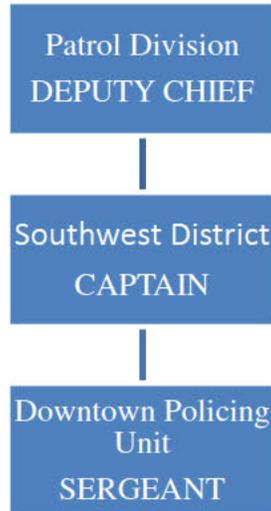
The DPU will reduce response times for emergency calls for service by 3%

The DPU will increase arrests by 2%

The DPU will increase community contacts by 2%.

- A. With the use of Police bicycles, DPU will provide a timely field response to Calls for Police Service in the Downtown and Chinatown areas;
- B. Provide high visibility crime preventive patrol in Downtown and Chinatown;
- C. Identify and handle suspected and actual criminal activity occurring in the DPU policing area;
- D. Patrol the Fulton Mall, alleys and roadways of the Downtown/Chinatown area to enforce traffic and parking violations;
- E. Maintain rapport with the downtown merchants and business owners and respond to calls for assistance via the DPU cell phone provided by the Property Based Improvement District (PBID).
- F. Aggressively enforce the City of Fresno Municipal Code and penal code sections dealing with illegal panhandling, loitering, public intoxication and drug sales and use;
- G. Identify problems that have a negative impact on the ability of the DPU to maintain a safe environment in the Downtown/Chinatown areas, and provide remedies using the P.O.P. method of problem solving.

## **ORGANIZATIONAL CHART**



**I. ORGANIZATION**

- A. The Southwest District Commander, or designee, has overall responsibility for the Downtown Policing Unit (DPU).
- B. Supervisory responsibility rests with the DPU Sergeant.
- C. The Downtown Policing Unit (DPU) consists of bicycle trained members and a bicycle trained Sergeant assigned to the Southwest Policing District.

## **II. GENERAL DEPLOYMENT**

### **A. PRIMARY DEPLOYMENT AREA**

The areas patrolled by the DPU are the Downtown and Chinatown areas. The Primary Deployment Area of the DPU will be as follows:

- (a) Downtown - between Ventura and Tuolumne Streets, Sante Fe/Burlington Northern Railroad tracks to the Union Pacific Railroad tracks.
- (b) Chinatown - Ventura to Fresno Streets, Union Pacific Railroad tracks to Freeway 99.

The DPU may be temporarily re-assigned to locations outside their Primary Deployment Area at the discretion of the Southwest District commander.

The DPU is assigned to provide police protection in and around the downtown area as described above.

### **B. HOURS OF OPERATION**

The DPU will operate primarily during \_\_\_\_\_, seven days-a-week, on a 4/10 shift assignment. The DPU may be called on to flex their duty hours in accordance with the current M.O.U. provisions to cover Downtown/Chinatown events that the DPU works as a team, i.e. parades, organized runs, protest events, etc.

### **III. UNIT RESPONSIBILITIES**

The following are general responsibilities of the DPU:

- a. High visibility patrol, community contacts, business contacts, public relations, and proactive interaction with merchants and patrons in the Downtown and Chinatown areas;
- b. DPU (when available) will assist the Patrol Officers with the handling of calls for service (CFS) within their boundary area. However, calls that require extensive time consuming investigations, including injury accidents, rapes, child protection type calls, domestic violence, etc. will be handled by patrol officers;
- c. Lobby call responsibility will be shared by Patrol officers, Call Screening (Light Duty) officers, and DPU officers. No more than 1 DPU officer, if 3 DPU officers are on duty, nor more than 2 DPU officers, if 4 DPU officers are on-duty, will be dispatched to handle lobby calls at the same time. CFS involving extensive time consuming investigations (including but not limited to: injury accidents; sexual assaults; child protection type calls; domestic violence; etc.), will be handled by Patrol officers;
- d. Response to cell phone (supplied by Property Based Improvement District (PBID)) calls for service by merchants;
- e. Assist with compliance inspections for businesses and organizations issued Conditional Use Permits;
- f. Coordinate with Code Enforcement;
- g. Focus patrol efforts on areas of blight and issues relating to the homeless and Graffiti;
- h. Use problem solving efforts to address crime and public disorder issues.
- i. Maintain high visibility in and around the downtown area.

## **IV. GENERAL CONDUCT**

### **A. TRAFFIC LAWS**

Members shall be aware of and adhere to all CVC and FMC codes which apply to bicycle operation, i.e. stopping at stop signs, red lights and riding on right side of roadway.

### **B. RESPONSIBILITIES**

All members are responsible for the equipment issued to them. All members will exercise good judgment to prevent the theft of or damage to their issued bicycles and related equipment.

Each member of the DPU assigned to patrol on bicycles is responsible for:

- (a) Assuring the bicycle they ride is properly maintained, repaired, and in good working order. This includes, but is not limited to, charging the battery for the emergency lights and headlight/taillight;
- (b) Performing minor repairs and maintenance including fixing flat tires, chain lubrication, etc; and
- (c) Other repairs, including the adjustment of brakes, shifters, bearings and derailleurs. These repairs shall not be performed by members unless they have experience and knowledge of the particular component needing adjustment or repair.

### **C. MISUSE OF BICYCLES**

The Department acknowledges that during the course of patrol duties or training, police bicycles may receive hard use. This includes descending and ascending curbs, stairs, or other obstacles, as well as laying the bicycle on the ground in lieu of using the kickstand. Intentional abuse or misuse of department owned, or donated, bicycles is prohibited.

## **V. WEAPONS**

1. DPU officers will qualify with and carry the authorized duty weapon.
2. Qualified DPU officers may carry *a department issued Electronic Control Device (ECD)*, which can be carried on their duty belt.

## **VI. EQUIPMENT**

### **A. BICYCLES**

Patrol Bicycles whether supplied by the Department or purchased by a member will conform to department standards as follows:

1. Bicycles shall be Trek “Police” model mountain bikes or equivalent.
2. Bicycles shall be black in color with a “POLICE” decal affixed to both sides of the top bar.
3. Bicycles shall be outfitted with:
  - a. A headlight, taillight and siren kit equipped with either red lens and/or red and blue lens on the headlights.
  - b. A rear bike rack and a “Jando” brand, or similar style, trunk with “Police” affixed to the sides with velcro.

### **B. HELMETS**

Members shall wear an approved cycling helmet (with chin strap buckled) at all times while the bicycle is in motion. Helmets will be issued to DPU bicycle officers, but members may wear their privately purchased helmets so long as those helmets meet or exceed department standards as listed below:

1. Helmets shall be an approved cycling helmet (as indicated by an approval sticker inside the helmet).
2. Helmets will have a hard plastic outer shell covering a foam inner shell. The outer shell of the helmet shall be black in color with “POLICE” in white reflective lettering on both sides. The inner shell of the helmet, if visible when being worn, shall be black or a subdued color. “POLICE” decals will be supplied by the department to ensure uniformity.

### **C. GLOVES**

Members shall wear protective cycling-specific gloves at all times while the bicycle is in motion. Gloves may be Department issued or purchased by the department member. Gloves shall be predominantly black in color and may be either the full-finger or cut-finger design.

**D. EYE PROTECTION**

Members *shall* wear eye protection whenever possible. Protective eye wear includes prescription glasses, sunglasses, or other sport glasses which have shatter-resistant lenses. *Eye wear may be Department issued or purchased by the department member.* Frames shall be black, or dark in color, with non-mirrored lenses.

## **VII. OPTIONAL EQUIPMENT**

### **A. HYDRATION PACKS**

Members may purchase and use backpacks designed specifically to carry water, while on bicycle patrol. Hydration packs shall be entirely black in color and straps shall not obscure the members badge or name embroidered on the shirt. Since the hydration pack will cover the POLICE emblem on the back of the member's shirt or jacket, a department shoulder patch shall be securely attached to the back of the hydration pack for identification purposes.

### **B. SADDLE BAGS**

Members may attach either single or double saddle bag(s) or "pannier(s)" to the bicycle's rear rack for extra storage if they desire. If using a single pannier it should be attached to the right side of the rear rack. Only a pannier approved by the department is authorized.

## **VIII. UNIFORM**

The following are specifications for the department approved bicycle patrol uniforms. Only officers assigned to bicycle patrol shall wear the bicycle patrol uniform. No other uniform is authorized to be worn while patrolling by bicycle.

### **A. SHIRT**

Class A Uniform Shirt,"

*or*

*5.11 Tactical*

### **B. SHORTS**

### **C. JACKET**

### **D. PANTS**

"Olympic Cycling Pants,"

**E. SHOES**

**F. SOCKS**

. Black socks shall be worn with long cycling pants.

**G. CAP**

Members may wear a ball cap when not riding the bicycle, if desired.

**H. NYLON DUTY BELT**

The belt and full equipment are required

**I. BATON**

Each member shall have access to their issued baton. It is recommended that officers assigned to DPU be equipped with a department approved collapsible baton and attend a POST certified class for such batons.

Reference: *Policy 1046: Uniform Regulations; Uniform Specifications Manual*

## **IX. TRAINING**

All DPU members assigned to patrol on bicycles must successfully complete a POST certified Basic Bicycle Patrol Course. Subsequent update and proficiency training will be determined by the DPU supervisor and the Department's Bicycle Training Instructors (Quarterly training as a team).

## **X. REPAIR AND MAINTENANCE PROCEDURES**

The DPU Supervisor shall coordinate and maintain records of all maintenance and repairs performed on department bicycles used by DPU members. Repairs or maintenance on department bicycles will be performed by a bicycle shop contracted by the Department. The following procedures shall be followed when bicycles are repaired:

- (a) The DPU Supervisor will be notified of all repairs performed at the contract bicycle shop, whether or not an expense is incurred. Whenever possible, this notification will be made before the work is performed. When this is not possible, the repairs may be completed and the notification may take place at a later time.
- (b) In any case, the member requesting the repairs must return a copy of the invoice signed by the requesting officer to the DPU Supervisor upon completion of the work. The invoice shall list the repairs performed, along with the total cost of the repairs. The invoice copies will be maintained in a bicycle repair file by the DPU Supervisor.
- (c) *In an effort to extend the service life of DPU bicycles, they should be taken to the contracted bicycle shop for a complete overhaul after 2-3 years of use. It is known that the average service life of a police bicycle is 5-6 years. Over time major components (forks, headsets, etc.) begin to fail and become cost prohibitive to repair. Due to the diminishing returns of repair vs. replacement, in lieu of a second complete overhaul, the bicycle shall be replaced.*

Members are responsible for completing a pre-ride inspection of their bicycle prior to each shift. This inspection shall include tire pressure, brake function and wear, chain lubrication and wear, wheel quick-releases, proper function of the shifting mechanisms and proper operation of emergency lights and headlights. Any problems shall be corrected as soon as possible.

Members are responsible for regularly cleaning their assigned bicycles. Members are cautioned not to use high pressure washer when cleaning bicycles (i.e., the pressure washer at the Corporation Yard carwash), as this will force water and dirt into bearings and sealed areas and can damage paint and other markings. Questions on specific methods of bicycle washing and available supplies and equipment should be directed to the DPU Supervisor.