



Bicycles

.01 Policy

Stolen or recovered bicycles shall be handled in accordance with the below procedures.

.02 Terms

.03 Governing Legislation and Reference

Governing Legislation: N/A

Forms:

Bicycle Registration Form (Form 693).

Bicycle Registration Tab (Form 694).

Property Log (form 669).

Property Notification Letter (Form 681).

.04 Procedure

A. Bicycle Registration

When a citizen requests to register a bicycle, the employee shall:

- Complete a Bicycle Registration form;
- Issue a Registration Decal and the original copy of the Bicycle Registration Form to the citizen;
- Instruct the citizen to place the decal on the down tube of the bicycle; and,
- Forward copies two and three to the Records Section.

The officer shall inform the citizen that the registration will be purged three years from the date of registration. Re-registration will be required upon expiration.

B. Reporting Stolen Bicycles

An officer receiving a complaint that a bicycle has been stolen shall complete a Case Report. If the make and serial or permanent identifying number are known, the Communications Section shall be notified so that the bicycle can be entered into NCIC.

C. Recovering Stolen Bicycles

Officers shall check the stolen status of recovered bicycles by serial or other identifying numbers. If a bicycle registration sticker is attached, the officer shall contact the issuing agency to determine ownership. If a Bladensburg registration sticker is attached, the Records Section will be contacted.

Owner information, if available, will be placed on the Incident Report and Property Log. Recovery information shall be supplied to the Communications Section, if applicable. Officers shall notify the owner of a recovered bicycle in person, via telephone, or by mail.

D. Release of Bicycles

If the officer is able to contact the owner of a recovered bicycle and he lives in the Town where the bicycle was recovered, the officer may deliver it to the owner. The officer shall have the owner sign the Property Record.

If the owner cannot be contacted or lives outside of the Town, the bicycle will be placed in storage.

Bicycles

HISTORY: Adopted July 8, 2013

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is written in a cursive style with large, looping letters.

Charles L. Owens
Chief of Police