I. STATEMENT OF ISSUE

The Police Department recovers a large number of bicycles and mopeds each year. This guideline is to insure that the handling of bicycles and mopeds is done in a uniform manner.

II. INSTRUCTION

Records and Communications personnel will enter calls for service when receiving reports of abandoned or found bicycles using event type “11-26”. Abandoned bike calls will primarily be dispatched to or forwarded to the abandoned auto/bike CSO, volunteer or any PSS.

A. Abandoned Bicycles Blocking a Sidewalk:

1. A bicycle that is abandoned and in violation of 21210 CVC may be impounded immediately. An on-duty volunteer, PSS or CSO should be dispatched to these calls.

2. Take the abandoned bicycle to the bike racks located in the rear parking lot at Davis PD.

3. Fill out a green card completely. The green cards are located in the box hanging on the fence. Include where the bike was found and why it was in violation of 21210 VC.

4. After filling out the green card place it in the front of the box hanging on the fence.

B. Bicycles that “Appear Abandoned”:

1. A bicycle that “appears to be abandoned”, that is, in a condition or state of disuse or neglect as evidenced by missing components, flat tires, or other signs of disuse or neglect, may be removed only after providing notice.

2. Prior to removing a bicycle that “appears abandoned,” notice shall be placed on the bicycle warning the owner of impoundment. Such notice shall be placed on a bicycle a minimum of 24 hours prior to removal.

3. Identify that the bicycle meets the criteria for being abandoned. Attach a “Notice of Abandonment” card to the bicycle. Clearly indicate on the card the date and time that the notice was provided.

4. Fill out the bottom half of the “Notice of Abandonment” card. Place the filled out card in the labeled box in report writing.
5. After 24 hours has elapsed, and the bicycle has not been moved, it may be impounded. Take the bicycle to the bike racks at Davis PD. Fill out a card, place the filled out card back in the little box hanging on the fence, and lock up the bicycle.

6. If a bike is located on private property, the property owner or reporting party may bring the bike to the police department, or if unable to do that place it on public property in which case it will be either removed immediately or noticed for abandonment.

C. Recovered Stolen Bikes - Davis Police Department:

1. Take the bike to the Evidence/Safekeeping Bicycle Storage Area on the east side of the police facility.

2. Fill out an evidence tag completely using a permanent marker and attach it to the bicycle.

3. Update the original stolen bicycle report in RIMS and indicate that the property was recovered.

D. Recovered Stolen Bikes- U.C.D. Police Department/Other Agencies

1. Take the bike to the Evidence/Safekeeping Bicycle Storage Area on the east side of the police facility.

2. Fill out and evidence tag using a permanent marker and attach it to the bicycle. Write both the originating agency case number and the Davis PD case number on the tag.

3. Complete a Davis PD RIMS report. Fill in all appropriate boxes on the property tab in RIMS.

E. Stolen or Abandoned Mopeds:

Use the same procedure as a stolen or abandoned vehicle unless it must be secured as evidence. If the moped must be secured as evidence, place it in the Evidence/Safekeeping Bicycle Storage Area on the east side of the police facility.

Darren Pytel
Police Chief
10/99
11/01 R&C procedures added
2/04 Minor procedural changes made
3/07 Rims updates added
05/19

Rev. 06/08, 05/10, 08/17, 12/17