

## 208A BICYCLES

### 1. Purpose

- A. This policy and procedure will outline administrative steps to solve some of the problems indicated. The amount of bicycles reported stolen, lost, and found in Breckenridge has created a problem in keeping an accurate accounting of all bike related cases. Part of the problem is a lack of uniformity in gathering information on any related incident. Another concern is the lack of aggressive follow up on cases to match the lost or stolen to recovered or found. The problem is further complicated due to the proximity of Wahpeton and Breckenridge and the probability that bikes may be taken across city limit borders. A need to have bicycles registered is a problem with bikes in general. Registration could reduce some of the lost or stolen complaints.

### 2. Method

- A. A Bicycle Report form will be utilized and the Chief will assign an officer to take on the responsibility of screening bike reports and assuring there is complete information kept in a format that can be used in the computerized data base. This officer will check reports and follow up as necessary with the complainants. This officer will also be the liaison with Wahpeton Police on bike related matters. This officer will keep an inventory on bikes in impound so that their description can be used for the bike auction and give to Wahpeton Police on bike related matters. This officer will keep an inventory on bikes in impound so that their descriptions can be used for the bike auction and given to Wahpeton Police periodically for comparison with their stolen or lost reports.
- B. A Department recommendation to all bicycle owners in the City of Breckenridge to register their bikes as provided in MS 168C.
- C. To encourage all bicycle owner residents of the City to participate in a voluntary and free Police Department sponsored "Bicycle Safety Inspection Program".

### 3. Taking a Stolen/Lost Bike Report

- A. A BICYCLE REPORT form will be utilized to record the complainant data and bike description. (See Attachment).
- B. A clipboard will be utilized to keep the BICYCLE REPORT forms handy until such time as they are ready to be put in the regular police records system. (Similar to the accident reports).
- C. In most cases, stolen or lost complaints will be taken by the dispatcher in person or by phone. It is not necessary to get a "signed stolen" on a bike. Officers will also take a stolen report if the dispatchers are busy.

- D. As in all cases reported, an ICR is necessary to control the case report. Remember that one ICR is made for each person making a complaint event if several bikes are being reported stolen, however, one BICYCLE REPORT must be made for each bike.
- E. The dispatcher must also have a BICYCLE REPORT from available in the communications room to be able to ask the questions necessary to complete the form. This will be the most critical part of the process. It is quite probable that not all the information asked for will be known by the complainant. GET AS MUCH AS YOU CAN.
  - a. The BICYCLE REPORT will now go on the clipboard along with a copy of the ICR or the yellow copy.
  - b. The dispatchers and Bike Officer should scan the BICYCLE REPORT forms on the clipboard to see if the Stolen or Lost matches a Recovered or Found report.
  - c. At this point, the information could also be checked with the data base to see if there is a match on a found bike. (See Instructions in First Choice).
- F. All information obtained must be entered into the computer data base as soon as possible to make this inquiry work.
  - a. After BICYCLE REPORTS are entered into the computer, they will be identified with a simple but large hand written letter on the lower right corner of the report. This letter will be the letter F, S, R, A, or E. This will indicate the information on the report is entered into the data base and its present status. NO LETTER WILL INDICATE NOT ENTERED.
  - b. A BICYCLE REPORT with the letter A or R will be given to the records technician for filing.
  - c. At least once each year, the clipboard should be reviewed and bikes that have been listed as stolen for more than 12 months, may also be given to the record technician for filing.
- G. When a match occurs, the dispatcher will advise the officer and the officer should arrange to have the bike returned ASAP. The computer record must then be changed to show the bike as returned to the owner.
  - a. The person picking up the bike must sign for the bike. This can be done on the Bike report, which is preferred for space saving reasons, or on the property tag removed from the bike.

- H. If a Stolen or Lost bike is Recovered or Found, or a Recovered or Found is reported as Stolen or Lost, the two report forms will be attached to each other. One of the reports must have the owners name and address completed along with a signature.
  - a. All data from the bike reports will be entered into the computer indicating the status of the bike.
  - b. Keeping the data base current is a critical part of this system. The updating of the data base must be done accurately and timely.

4. Taking a Found/Recovered Bike Report

- A. It will be assumed for the purpose of records keeping that all Recovered or Found bikes were at some time Stolen or Lost even if they were never reported as such to this Department.
- B. This reporting procedure is the same as the Stolen or Lost Report explained above. The primary difference being the bike identification data will be accurate since the bike is in custody and all descriptive data was obtained by an officer.
- C. The **officer** will complete the BICYCLE REPORT but may call the information in by radio for the dispatcher to write down for him/her to sue later. A property tag will be made indicating the ICR number and attached to the bike. Normally bikes will remain in the bike rack outside the LEC for several days/weeks before taking them to the impound area over the winter. Officers must make sure that property tags are securely attached (to the handle bars or frame) to prevent rain and wind from destroying them. It is highly recommended to apply sufficient clear packing tape to the wire and tag so that the tag will not be lost.
- D. When Found or Recovered Report is not matched to a Stolen or Lost Report after about 60 days the information should be taken to Wahpeton for comparison with their Bike reports. If no match is found, the bike will be taken to the impound for storage.
- E. All bikes held in police custody will be inspected as provided below, before they are released or sold. No bike will be released to a juvenile unless the officer is positive of legal ownership.

5. Bicycle Inspection Program

- A. The bicycle safety inspection program will be encouraged by the members of the

Department. The program is not mandatory and is free to any Breckenridge resident.

- B. The inspection will include but not be limited to the following:
- C. The officer will obtain the following information from each owner and or operator:
- D. The officer will attach the safety inspection sticker to the frame on the vertical pipe below the seat. A uniform location will make it easy to see if the bike has been inspected. Care must be taken to not cover any bicycle registration or license number found in this location.

**6. Summary**

- MUST USE A BICYCLE REPORT FORM
- STOLEN AND LOST INFORMATION TAKEN BY DISPATCH OR OFFICER.
- RECOVERED AND FOUND INFORMATION TAKEN BY OFFICERS.
- TAGS AND INSPECTION STICKERS ATTACHED .
- REPORTS PUT ON CLIPBOARD IN COMMUNICATIONS ROOM UNTIL FILED.
- DATA ENTERED INTO COMPUTER DATA BASE ASAP REVIEW OF F & S REPORTS.
- CHECK WITH WAHPETON PD.