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## Bicycles

### 343.1 POLICY

The Urbana Police Department policy is to develop strategies to reduce the number of bicycle accidents and to reduce bicycle theft. Proper management of recovered bicycles is also necessary for effective property management.

### 343.2 PURPOSE

This manual establishes general bicycle policies and procedures for the Urbana Police Department.

### 343.3 PROCEDURE

#### 1. Traffic Enforcement

Bicycles are vehicles which are subject to traffic laws concerning movement. Bicycles also have special laws to which they are subject. Bicycles shall be treated like all vehicles for traffic enforcement purposes. Officers are also encouraged to use city ordinance violations for bicycle infractions with the option of the bike diversion program found on the internal web.

#### 2. Bicycle Management

The Animal Control Officer shall be assigned bicycle management duties. The Animal Control Officer shall manage the abandoned and recovered stolen bicycles along with the paperwork required. It also includes releasing of bikes to owners and disposing of those unclaimed. Additional duties include picking up and transporting bicycles from the field to the bike impound lot.

#### 3. Recovered Bicycles

- (a) **Abandoned Bicycles:** All bicycles which are reported abandoned should be checked by the responding officer for stolen status. If the bike is not reported stolen it should be transported to the bicycle impound and processed.
- (b) **Stolen Bicycles:** A report shall be completed (supplemental only if a stolen report was previously prepared in Urbana) and the bicycle transported to the bike impound area and processed. (See internal web for bicycle processing procedures)

#### 4. Disposition

The Bicycle Management Officer or Animal Control Officer shall periodically re-check for stolen and ownership on each bicycle recovered. A letter shall be sent to the last known address of any owner identified, allowing such owner 30 days to recover the bicycle. The Animal Control Officer shall keep up-to-date records as to the status of each bicycle recovered. He/she shall submit a supplementary report to address the bicycle disposition.

#### 5. Release

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Recovered abandoned or stolen bicycles may be released to the owners upon signature of a Property Release Form. The Animal Control Officer releasing the bicycle must notify the Evidence Technician that a bicycle has been released. The Evidence Technician can then remove the bicycle from the inventory.

#### 6. Donation of Bicycles

Bicycles which are unclaimed may be donated to charitable organizations or given away through a city sponsored Bike Giveaway Program. Before bikes are given away the Animal Control Officer shall make appropriate checks to verify the owner cannot be found. A bike must be in Urbana Police storage for 45 days before it can be given away.

#### 7. Bicycle Registration

All employees shall encourage the registration of bicycles in order to prevent theft and facilitate recovery and identification. A voluntary bicycle registration program is available through the Finance Department. Refer citizens to the Finance Department for registration instructions. City of Urbana bicycle registration numbers are maintained in the ARMS data base and include owner information.

#### 8. 72 Hour Notice

Upon complaint, the Animal Control Officer will respond to bicycles affixed to City property. The bicycle will be tagged with a 72 hour notice sticker and if the bicycle is found affixed to the property after proper notice, the Animal Control Officer will remove the bicycle and process it as abandoned.