

DEKALB POLICE DEPARTMENT

Subject: **Lost and Found Bicycles**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Reference Material: NA

ILEAP Standards Covered: NA

Policy #: **305.4**

Originally Issued As: General Order # 20 of 9-1-77

FTO Training Task: # 32

Page 1 of 2

PURPOSE: The theft of bicycles is a consistently recurring problem in DeKalb, contributing to thousands of dollars worth of property loss every year. The department recognizes that the theft of a bicycle is a criminal offense that is especially significant to youthful victims and families that cannot readily afford the replacement cost. The purpose of this policy is to outline the department's procedures on lost and found bicycles.

POLICY: It is the policy of the department to make a sincere effort to recover and return any bicycle reported lost or stolen, and to return found bicycles whenever possible. Officers will encourage bicycle owners to license their bicycle free of charge with the City and report any stolen bicycles to the department.

DEFINITIONS: none

PROCEDURE:

A. Taking the report of a lost or stolen bicycle:

1. Obtain necessary information as listed on the bicycle card.
2. Check the found file to see if the bicycle has already been recovered.
3. If already recovered, attempt to return to the owner.
4. If not recovered, file pertinent information in the electronic file.
5. Complete a case report if the bicycle was stolen, or believed to be stolen.
6. Enter into LEADS if possible.
7. Officers should check the area of the lost or stolen bicycle, as bicycles are often located a short distance away.

B. Recovery of a bicycle:

1. Ascertain if the bicycle has been reported lost or stolen.
2. Check for a bicycle license or other markings to identify the owner.
3. If the bicycle has been reported lost or stolen:
 - a. Notify the owner of recovery.
 - b. Attempt to return the bicycle to the owner.
 - c. If unable to return, complete a property tag, affix the property tag to the bicycle, and store bicycle at the secure off-site storage garage.
 - d. Complete a follow-up report if a written report was made.
 - e. If reported in LEADS, cancel the entry.
4. If the bicycle has not been reported lost or stolen and the owner's identity is not known:
 - a. Electronically file the found bicycle information.
 - b. Complete a property tag.
 - c. Affix the property tag to the bicycle.
 - d. Store bicycle at the secure off-site storage garage; do not leave found bicycles at the police department or any other location.

C. Release of bicycle to owner:

1. Have the owner adequately describe the bicycle. If matched, return the bicycle.
2. Owner should sign the property release form.
3. Document the return in the electronic file.
4. Complete a follow-up report if a written report was made.

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Page 2 of 2

5. If the bicycle is able to be returned prior to the completion of any electronic file or property tag, make an entry in CAD under the incident number indicating the bicycle was returned to owner. A report should still be made if the bicycle is known to have been stolen.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.