

BERKELEY POLICE DEPARTMENT

DATE ISSUED: January 13, 1994

GENERAL ORDER P-67

SUBJECT: BICYCLES - STOLEN, LOST, OR FOUND

PURPOSE

- 1 - The purpose of this Order is to delineate proper procedures to follow when a bicycle is reported stolen, lost or found.

POLICY

- 2 - Berkeley Police Department employees shall follow the guidelines set forth in this Order as they relate to the handling of bicycle reports.

PROCEDURES

- 3 - Preparation of Reports: Reported thefts of bicycles shall be recorded on the standard report form. Lost or found bicycles shall also be recorded on this same form.
- 4 - The assigned officer shall complete a Stolen Bicycle System Entry Form (314-698). This form shall be turned in to the **Communications** Center where the information will be entered into the Stolen Bicycle System. The form will then be routed by the **Communications** Center personnel to the Service **Bureau** Transfer box.
- 5 - When a bicycle which has previously been reported as stolen is recovered, the assigned officer shall be responsible for completion of form 314-698, indicating the bike as "found" and forwarding it to the **Communications** Center for updating the Stolen Bicycle System.
- 6 - It is the responsibility of the investigating officer to prepare each report and note at the conclusion the routing of copies. The original shall be routed to the Report Transcribing Unit for photocopying in sufficient quantity to allow proper distribution.
 - (a) Original to **Service** Bureau.
 - (b) Two copies to Youth Services **Detail** whenever an arrest of a juvenile is made in connection with the case.
- 7 - Indexing: It is the responsibility of the Report Review Unit to appropriately index into and cancel information from the Department's Record Management System.
- 8 - Storage of Bicycles: Bicycles and bicycle frames shall be placed in the ambulance bay by the assigned officer, who will insure that a properly completed Property Record Card, 314-409 form, is attached to the property. The bicycles and frames will then be transferred by the Service **Bureau** to a secondary

*Highlighted text is new.

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storage site. Bicycle parts shall be placed in the outer Property Room with a properly completed 314-409 form attached.

References: General Order P-65
CALEA Standards