

Police Department Manual (PDP)

PDP 201–02: Crime Prevention—Bicycle Theft

Effective: 1/17/1974

Revised: 7/1/2019

Purpose

To provide information to help reduce bicycle thefts

Source

ASU Tempe Campus Transportation Code

Policy

Several measures may be taken to reduce the opportunity for bicycle theft. Identifying and securing a bicycle along with parking it in a conspicuous location significantly reduces the risk of bicycle theft. Additionally, riders should consider using a high quality locking device as a deterrent. At times, the use of two or more locking devices may be appropriate.

Procedure

Identifying Bicycles

Bicycle owners should register their bicycles with a local bicycle shop or with the ASU Police Department (please go to bike.asu.edu to register your bicycle). Members of the community living on campus should contact the ASU Crime Prevention unit for more detailed information about bike registration. It is important that you register your bike with the ASU PD. This establishes a record that will contain valuable information about your bike in the event it is stolen from campus.

Securing Bicycles

A bicycle should be secured only to an authorized bike rack. A quality “in-bolt” locking device (an in-bolt lock that secures to itself without the use of a padlock and chain) should be considered for locking your property. When locking a bicycle with quick release front tires, the lock should be placed through the frame, the front tire, and around the bike rack. Locking a bike to itself is not recommended unless it is also attached to an immobile object. If possible, every attempt to secure the back tire to the object should be made. Items that may be easily removed (seats, etc.) should be taken with you.

Parking Bicycles

To help reduce the risk of theft and prevent safety hazards, bicycles should only be secured to bike racks within authorized areas. Optimum locations are often established by the university in well-lit and well-traveled areas. Bicycles taken into buildings or locked to anything other than an authorized bike rack are subject to impoundment.

Reporting Theft

Owners of stolen bikes should report the theft to the police department with jurisdiction at the campus where the theft occurred. The ASU Police Department will take reports for the Tempe, West, and Polytechnic campuses. Bikes taken from Downtown Phoenix campus should be reported to the Phoenix Police department; bikes taken from SkySong should be reported to the Scottsdale Police Department.

It is during this process that the information provided when you registered your bike will be most helpful to law enforcement.

The bicycle owner:

1. registers the bicycle with the local bicycle shop or through the ASU PD bicycle registration
2. secures the bicycle to a bike rack with an “in-bolt” lock in a well-lit and well-traveled area
and
3. if the bicycle is stolen, reports the missing bicycle immediately to the ASU Police Department (480/965–3456) or agency of jurisdiction. If the theft is in progress as you approach, dial 911 and tell the call taker the location of the event and all other information requested.

ASU Police Department takes the report, notifies appropriate agencies of the theft, and contacts the victim if the bicycle is recovered.

Inoperable Bicycle Locks

Owners of bicycles located on campus may contact ASU Police to assist with the removal of inoperable bicycle locks. The owner is required to complete a [Bicycle Release Form](#). The owner calls ASU Police Communications at 480/965-3456 and requests response.

Police employees will respond only when available; calls for service dealing with emergencies and criminal activity take priority.

After responding, the police employee verifies the information on the Bicycle Release Form and completes the “Police Information” section. The employee assists with the lock removal when possible.

Some locks require specialized tools for removal, in which case FACMAN will be requested. The owner is given the bottom portion of the Bicycle Release Form to present to the FACMAN employee. The FACMAN employee calls ASU Police Communications and verifies the Incident number before cutting the lock.

Cross-References

For more information on bicycling on campus, see [PDP 207–01](#), “*Tempe Campus Transportation Code*.”