

Police Department Manual (PDP)

PDP 201–02: Crime Prevention—Theft of Bicycles, Scooters and Skateboards

Effective: 1/17/1974

Revised: 11/1/2025

Purpose

To provide information to help reduce bicycle/scooter and/or skateboard thefts.

Source

ASU Tempe Campus Transportation Code

Policy

Several measures may be taken to reduce the opportunity for bicycle, scooter and skateboard theft. Identifying and securing a bicycle, scooter, and skateboard along with parking it in a conspicuous location significantly reduces the risk of 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 can register their bicycles with a local bicycle shop or at <https://cfo.asu.edu/bike-registration>. Members of the community living on campus should contact the Parking and Transit at <https://cfo.asu.edu/bike-registration> or 480-965-6124 for more detailed information about bike registration. It is important that you register your bike with the Parking and Transit to establish a record with valuable information about your bike. In the event it is stolen from campus, this information can assist authorities in pursuing its recovery.

Securing Bicycles, Scooters and Skateboards

A bicycle, scooter, or skateboard 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. For property 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 from your property (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.

Please visit <https://cfo.asu.edu/bike-parking> for bike/skateboard/scooter parking on ASU Campuses.

Reporting Theft

Victims of theft should report the incident to the police department with jurisdiction at the campus where the theft occurred. The ASU Police Department will take reports for the Tempe, West Valley, Downtown Phoenix, Media and Immersive eXperience (MIX) and Polytechnic campuses. Property stolen from SkySong should be reported to the Scottsdale Police Department. Property stolen from other ASU centers should be reported to the local police jurisdiction.

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 <https://cfo.asu.edu/bike-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.*”