

**EFFECTIVE:** 1 August, 2000

**REVISED:** 1 December 2008  
1 January 2010  
20 June 2011  
25 June 2014

**SUBJECT:** Procedures for Removal of Abandoned Bicycles

**ISSUED BY:** Fernando Solorzano

**I. PURPOSE:**

To establish procedures for the removal of bicycles which are abandoned and represent a hazardous condition, an attractive nuisance or evidence of a crime.

**II. POLICY:**

The California Vehicle Code (section 21206), and the California Education Code (section 89031) authorizes local authorities to develop regulations concerning the use of bicycles. The University recognizes the necessity to provide governance and direction in the appropriate use and parking of bicycles on the campus.

Therefore, it shall be the policy of the California State University, Long Beach, in cooperation with the University Police Department, to remove abandoned bicycles from bicycle racks, storage areas or any other place after 14 consecutive days. The presumption of continuous time shall be established by the initial recording of the observed bicycle as described within this Order.

**III. PROCEDURE:**

The University Police shall be responsible for the recording of any report of an abandoned bicycle. This Department should record the name and telephone number of any person reporting a bicycle they believe to be abandoned. This information will be recorded into the Department's database, and a call will be assigned to a police officer or Community Service Officer.

When the police officer or CSO arrives to the reported location of the bicycle, they shall inspect the bicycle for identifying marks or serial numbers. These marks can include, but may not be limited to:

- (a) Serial and model numbers
- (b) Municipal or University bicycle licensing

- (c) Engravings of personal ownership (i.e., name, telephone number, etc.)
- (d) Stickers, decals or special equipment

Any such identifying information will be communicated to the dispatcher, who will attempt to match the bicycle to a responsible party through a Department database check(s), Stolen Property/Bicycle systems, or recent theft reports. If the owner can be identified, that person shall be notified that the bicycle must be removed immediately if:

- (a) The bicycle is in a state of disrepair and is a hazardous condition
- (b) The bicycle represents an attractive nuisance (i.e., items are deemed likely to be taken or vandalized)

If the owner cannot be located, the approximate condition of the bicycle and the manner it is being secured or affixed to the bicycle rack or other standard shall be communicated to the dispatcher, who will record this information. The officer shall also place a sticker on the bicycle indicating the date and time of the notice to remove.

- (a) If the bicycle is deemed to be so unsafe that it is likely others who, in the course of using the equipment to secure their own bicycle would injure themselves, the officer should attempt to remove the bicycle immediately.
- (b) Assistance for such a removal shall be gained through Facilities Management.

After 14 days, a **police officer** may return to the bicycle. Upon doing so, the officer shall verify the original date of notice, and if 14 calendar days have elapsed, the officer should remove the bicycle. The officer should also inspect and note if the bicycle has signs of:

- (a) Recent use
- (b) Signs of theft or vandalism
- (c) Hazardous conditions

In any case where removal is necessary, the bicycle shall be brought to the police station, where it will be inventoried, attempts to identify an owner made, and the bicycle stored until claimed. If a bicycle is taken as “found property,” as in the case of abandoned property, then the bicycle will be taken to lost and found. If the bicycle is recovered during times outside of “Lost and Founds” normal business hours then the bicycle will be stored at the University Police Station until arrangements can be made to relocate the bicycle to “Lost and Found.” In the event the bicycle is not claimed, it shall be disposed of in accordance with the law and/or the direction of the court.

APPROVED