



# BICYCLES

West Manheim Twp. Police Dept.

Property Manual



**Record bicycle color, make, model, type, serial number,** and condition (good, fair, or poor). Check NCIC for wanted or stolen.



**Affix tag to frame** with plastic tie or string. If processing for trace evidence, seal in sterile material and clearly mark as "Evidence." Otherwise, submit as is.



## Points of Interest

- If *serial number has been obliterated*, mark bicycle with identifiers such as name or initials and date at inconspicuous location.
- Any *valuables or accessories that could be lost should be removed* and packaged separately. (ie. helmet, gloves, pouches or packs, etc.)
- Bicycles will be *stored in the police garage* due to space constraints in the evidence room.
- **FOUND bicycles** will be *donated to a charitable organization* if not claimed by owner *within 90 days* of the date found. Finder may not claim bicycle.