



RICE UNIVERSITY POLICE DEPARTMENT

Subject:	Bicycle Policy	Number:	ADM-30
Category:	Administration	Type:	Policy
Effective Date:	October 28, 2015		
Issuing Authority:	Chief Johnny C. Whitehead <i>J. C. Whitehead</i>		
Amends:	N/A		
References:	CALEA 84.1.1(a, b, d, f, g), 84.1.2, 84.1.5, 84.1.6		

1. **PURPOSE:** To outline the department’s function of collecting, storing, returning and disposal of abandoned bicycles on the Rice University campus and properties.

2. **DEFINITIONS: For the purpose of this policy the definitions apply as follows:**
 - a. Bicycle – A bicycle often referred to as a “bike”, is defined as a human-powered, pedal driven, single-track vehicle having two wheels attached to a frame.

3. **POLICY:**
 - a. It is the policy of the Rice University Police Department to provide the University with an efficient collection, storage, return, and disposal function that assures all abandoned bicycles submitted to the Department:
 - i. Are properly recorded;
 - ii. Records are maintained and secured;
 - iii. Returned to verified owners; and/or
 - iv. Disposed of, if unclaimed within a specified timeframe.

4. **POLICY:**
 - a. **Authority and Responsibility**
 - i. It is the responsibility of the Rice University Police Department to receive, release and dispose of abandoned bicycles on Rice University property.
 - ii. The Department’s Property and Evidence Custodian Supervisor, or a designee by the Chief of Police, manages the abandoned bicycle function.

- iii. The Property and Evidence Custodian Supervisor, or designee, will ensure that all abandoned bicycles are stored, returned or disposed of according to the State of Texas retention schedule.
- iv. The Property and Evidence Custodian Supervisor, or designee, will assure that all abandoned bicycles is secured and properly accounted for.

b. Register Your Bike

- i. All bicycles on campus belonging to Rice faculty, staff, or students must be registered with the Rice University Police Department (RUPD).
- ii. Registration helps RUPD identify owners of lost, stolen or impounded bicycles and to disseminate safety information.
- iii. Bicycle registration is free.
- iv. Unregistered bicycles may be ticketed and/or removed by RUPD. For information on how to register your bicycle, please go to the RUPD website <http://www.rupd.rice.edu/> , stop by RUPD, or call (713) 348-6000.

c. Obey the Rules of the Road

- i. Cyclists riding in the street are required to comply with Texas motor vehicle traffic regulations.
- ii. Cyclists should obey traffic signs and always ride in the same direction as automobile traffic.
 1. At all stop signs, cyclists must stop and yield the right-of-way to other vehicles and pedestrians already at the intersection.
 2. RUPD will ticket cyclists for right-of-way violations at intersections. Helpful Links to traffic laws relevant to cyclists are available on the Bikes at Rice website [Rice University](#)

d. Yield to Pedestrians

- i. Pedestrians have the right-of-way on sidewalks, in crosswalks, and around any stopped bus.
- ii. Pedestrians are encouraged to be aware of their surroundings, but it is the cyclist's responsibility to yield to pedestrians.
- iii. Cyclists may not pass any bus that has stopped to pick up or discharge passengers.

Rice has adopted a “Bell or Yell” program requiring cyclists to announce their approach when encountering pedestrians. Cyclists should review materials for this program at the RUPD website and comply with “Bell or Yell’ requirements.

e. Riding Prohibited in Covered Walkways

- i. Covered walkways are off-limits to bicycle riding.
- ii. Because covered walkways have blind

intersections and are located in front of building entrances, cyclists must walk their bicycles in these areas of the campus.

f. Riding Bicycles on Sidewalks

- i. Cyclists are encouraged to use the streets rather than the sidewalks whenever possible and to walk their bicycles on congested sidewalks.
- ii. Except for covered walkways and where otherwise posted, such as around the Brochstein Pavilion, bicycle riding is permitted on sidewalks.
- iii. Every person riding a bicycle on a sidewalk must:
 1. Ride in a careful and prudent manner;
 2. Slow to a near walking pace within 10 feet of any pedestrian or building entrance;
 3. Yield the right-of way to pedestrians, and;
 4. Deliver an audible signal before overtaking and passing any pedestrian.
- iv. Cyclists should keep in mind that a pedestrian may be visually or hearing impaired, infirm, or a campus visitor and a pedestrian may make sudden, unpredictable movement.
- v. Accidental collisions may seriously injure pedestrians or other cyclists.
- vi. A cyclist who strikes someone may be liable for personal injuries and property damage.
- vii. Cyclists on sidewalks must obey stop signs.

g. Use of Bicycle Helmets

- i. Cyclists are strongly encouraged to wear bicycle helmets.
- ii. A cyclist riding without a helmet does so at his/her own risk.

h. Lock Your Bicycles in Racks

- i. Cyclists are expected to secure their bicycles in the bicycle racks.
- ii. Rice has bicycle racks that are conveniently located throughout the campus.
- iii. Bicycles shall be parked on campus only in designated racks.
- iv. Bicycles secured to fences, sign posts, stair railings or locations other than bicycle racks may be ticketed or impounded.
- v. Locks damaged in the removal will be the responsibility of the owner.
- vi. Unsecured bicycles may be impounded for safekeeping.

i. Abandoned Bicycles on General Campus

- i. A bicycle left unattended for an extended period of time in the same location (generally two weeks or more) with any combination of missing parts, flat tires or a rusted chain is presumed to be abandoned.

- ii. Bicycles suspected of abandonment shall be removed by RUPD or Facilities and Engineering at the direction of RUPD.
- iii. RUPD is not responsible for the cost of locks, chains, security devices or any other item that may be damaged or destroyed as a result of removing an abandoned bicycle.
- iv. RUPD has no responsibility or liability to replace or compensate for any such items.

j. In Housing and Dining Areas

- i. If a bicycle is left unattended for an extended period of time at any of the residential colleges with any combination of missing parts, flat tires or a rusted chain, it is presumed to be abandoned and as such will be removed by Housing and Dining.
- ii. Housing and Dining will make a good faith effort to contact the registered bicycle owner so that they can claim their bicycle.
- iii. Housing and Dining will store impounded bikes at the Housing and Dining Office until either claimed or disposed of in accordance with the disposal of abandoned bikes guideline set forth in the bicycle policy.

k. Receiving Abandoned Bicycles

- i. Police Officer Responsibilities
 - 1. Perform a general sweep of the university campus and properties for abandoned bicycles at least twice a year (usually at the end of the fall and spring semesters).
 - 2. If notified of an abandoned bicycle that meets the above removal requirements:
 - a. Bolt cutters may be used if the bicycle is secured with a cable lock or chain.
 - b. If the bicycle is secured with a U Bolt lock it may be necessary to contact Facilities and Engineering to have the bicycle removed.
- ii. Supervisory Responsibilities
 - 1. Upon receiving abandoned bicycles, they shall be logged into the RUPD-Abandoned Bicycle Log with the following information:
 - a. Date received;
 - b. Officer receiving the abandoned bicycle;
 - c. Bicycle Tag #;
 - d. Complete description of the abandoned bicycle
 - e. (Make, Model, Color, Decal Number or Serial Number);
 - f. Contact Owner (Y or N);
 - g. TCIC/NCIC check and;
 - h. Date of Release or Date of Disposal

2. After the abandoned bicycle has been logged into the RUPD-Abandoned Bicycle Log **INVF-12** the bicycle shall be affixed with a bicycle inventory tag and;
 3. Placed in the approved bicycle storage.
 4. Attempts to determine and locate the owner of the bicycle should be made. 84.1.1f, g; 84.1.5
 - a. If the abandoned bicycle has a Rice registration decal affixed to it Telecommunications shall:
- iii. Telecommunications
1. Run the decal number in the bicycle registration database in an attempt to determine the owner.
 2. If the bicycle does not have a Rice decal Telecommunications shall:
 - a. Run the bicycle serial number in the TCIC/NCIC database.
 - b. If an owner is established via the bicycle registration system, telecommunications shall:
 - i. Email or call the owner in order to advise the location of the abandoned bicycle.
 3. If the serial number returns as stolen the Telecommunicator shall notify the supervisor on duty.
 4. All attempts to notify the owner shall be noted on the Abandoned Bicycle Log form, along with the name of the person who made or attempted to make contact.

I. Storage of Abandoned Bicycles

- i. Abandoned bicycles with a known owner will be stored for a minimum of ninety (90) days.
- ii. Abandoned bicycles with an unknown owner will be stored for a minimum of thirty (30) days.

m. Release of Property

- i. If an individual accurately describes an “abandoned” bicycle as theirs and an owner was not established, the individual will present picture identification and sign for the bicycle on an **ADMF-31** Property Control Slip.
- ii. If an owner was established, picture identification will need to be presented to the Police Department Employee in order to have the bicycle released. The owner will sign for the bicycle on an **ADMF-31** Property Control Slip.
- iii. The owner will verify that there are no missing parts prior to the release of the bicycle.

n. Disposal of Abandoned Bicycles

- i. Unclaimed bicycles will be disposed of every 30 days (for an unknown owner) or every 90 days (with a known owner, yet still

unclaimed) in accordance with the Texas Code of Criminal Procedure Article 18.17. 84.1.7.

- ii. Unclaimed bicycles will be disposed of properly by the Property Custodian or his/her designee.
- iii. The university reserves the ability to sell, destroy or otherwise dispose of any removed bicycle. Due to Rice's commitment to sustainability, RUPD will make a serious effort to recycle all abandoned bicycles. Recycling priorities are the following:
 1. The campus bicycle shop;
 2. Auction to the Rice community;
 3. As an offer to members of the Rice community at no cost following public advertisement online or in the Rice Thresher;
 4. Given to a charitable organization;
 5. Recycled through the university's scrap metal recycling program;
 6. Disposed of as trash; <http://www.rice.edu/bikesatrice/>

o. Responsibility of Control

- i. The Property/Evidence Custodian shall be responsible for the direct control, inventory, and security of all property taken into custody by members of this Department.
- ii. The Property/Evidence Custodian is the Investigations Supervisor and reports to the Police Captain. Additional Property/Evidence Custodians will be designated by the Chief of Police.
- iii. Inspections to determine adherence to property control procedures will be conducted on a semi-annual basis by the Property/Evidence Custodian. 84.1.6a
- iv. Unannounced inspections of the bicycle storage will be conducted at least annually by the Chief of Police, or designee. 84.1.6d
- v. When a new Property/Evidence Custodian is designated, an audit of property will be conducted jointly by the new Property/Evidence Custodian and a designee selected by the Chief of Police. 84.1.6b
- vi. An annual report of property held by the Department is conducted by a supervisor not routinely or directly connected with the Property Control function. This may be accomplished through the Department inspection process.