

STOLEN BIKES NOLA, INC. STANDARD PROCEDURE FOR LOCATING BIKE OWNERS

During the course of normal activity, Stolen Bikes Nola, Inc. takes possession of bikes that are abandon or purchased under circumstances that lead us to believe they are probably stolen. The following represents our policy for search of rightful owners before the bikes are disposed of by way of sale, scrap or donation.

RECORD KEEPING

- a) Bike will be photographed and Serial number recorded.
- b) A digital folder will be created and files by serial number, make, model and color of bike to contain all documents related to the bike.
- c) A bike record document will be created with all bike information, description and a record of all activity related to the owner search.
- d) The circumstances related to the acquisition of the bike will be recorded and dated.

PHASE ONE - Initial Search

- a) Bike will be searched for on the Bike Index database at www.bikeindex.org
- b) Bike will be searched for on the Bike Easy incident database at www.bikeeasy.org
- c) Bike will be search for on the the stolen bikes nola Facebook group
- d) Results of the searches will be recorded and any leads will be followed up and added to the bike record

PHASE TWO - Waiting Period

- a) Photo of bike will be posted publicly at www.stolenbikesnola.org where individuals can make claims of ownership.
- b) A minimum of ninety days from the original date of the bike recovery will take place during which time any activity or leads related to the bike will be followed up on and added to the bike record.

PHASE THREE - Final Search

- a) The steps indicated for the "PHASE ONE" search will be repeated and recorded to the bike record
- b) The bike serial number will be submitted for search to NOPD and/or any other law enforcement agencies we feel would be appropriate.
- c) We acquire NOPD documentation of no matching records in their police reports or registrations.
- d) A copy the bike record (with all personal information, emails, or phone numbers blacked out) will be uploaded to the private record on the bike index registration along with a copy of this document and the NOPD sign off.
- e) At this time ownership of the bike may be transferred, new owner must provide valid email to receive Bike Index registration.