

	POLICY & PROCEDURE	SERIES # 1424	PAGE 1 OF 4
	SUBJECT REPORTING AND RECOVERING STOLEN VEHICLES		EFFECTIVE DATE 01/20/11
	DISTRIBUTION ALL MANUALS		AMENDS/SUPERSEDES/CANCELS P&P # 1424 dated 03/25/98.

I. PURPOSE:

To provide proper and consistent practices to be followed by all personnel when the Division becomes aware of a stolen/recovered vehicle.

II. POLICY:

The Emergency Communications Division Information Center (hereinafter referred to as "Information Center") is responsible for ensuring that all instances of stolen/recovered vehicles are properly documented.

III. PROCEDURE:

A. REPORTING STOLEN VEHICLES:

1. Initial Reporting – Initial reports will be taken by a patrol officer. Upon completion, the report will be taken immediately to the Information Center, where the information will be entered into NCIC/VCIN.
2. Stolen Vehicle Hot Sheet – Stolen vehicle information is tracked on the Division Intranet in the "Query" section under "10-61 Hot Sheets". Uniform Patrol Officers are responsible to check this list for updates.
3. Communications Process
 - a. Upon receiving a stolen car report, the Information Center will complete a Communications Stolen Vehicle Report (white sheet) with the assistance of the Field Officer who took the initial Crime Report.
 - b. Information Center personnel will immediately enter the stolen vehicle data into NCIC and VCIN. Appropriate notations will be made on the white sheet.
 - c. A hard copy of the NCIC/VCIN message will be taped to the back of the white sheet. The original white sheet will be retained by the Information Center and a copy will be attached to the Crime Report, and forwarded to Case Quality Control.

APPROVED:
 CHIEF OF POLICE



- d. The Information Center employee entering the vehicle into the computer will complete an Addendum Report indicating the following:
 - 1) Time received & Name of Officer delivering Addendum
 - 2) Date and time of entry
 - 3) Name of person making entry
 - 4) NCIC and/or VCIN number; or
 - 5) An explanation stating why an entry could not be made at the time the information was turned over to the Information Center. An explicit statement will be made as to who the information was passed on to for entry into NCIC and/or VCIN.
- e. A BOL broadcast will be made to all road units. A hard copy of the BOL will be placed in the Checkbook for the following shifts.

B. RECOVERY OF A STOLEN VEHICLE (LOCALLY):

1. When a stolen vehicle is recovered locally, a patrol officer will be dispatched to the scene and his Field Supervisor notified. It will be left to the discretion of the Field Supervisor as to whether or not there exists a need to process the vehicle.
2. Processing of the vehicle will be accomplished by the on scene Uniform Patrol Officer unless some extenuating circumstances prevail, then processing will be accomplished by the Forensics Unit.
3. The Information Center Team Leader will ensure that the owner has been notified of the recovery of his vehicle. At the end of the tour of duty, if the owner has not been notified, the oncoming Information Center Team Leader will be responsible for resuming notification attempts. This will continue until such time that notification has been accomplished.
4. The Communications Division will not take the initiative to contact any other persons or agencies without first being directed to do so by the Recovering Officer, Field Supervisor, or the Detective assigned to the case. Upon request, the Communications Unit may notify the following:
 - a. The Forensics Unit
 - b. The assigned detective
 - c. The next wrecker on the list
5. The Recovering Officer will write an Addendum Report stating the circumstances of the recovery.
6. The Addendum Report will be brought to the Information Center so that stolen vehicle data can be removed from NCIC/VCIN.

7. The Information Center will initiate a separate Addendum Report stating that the stolen vehicle was removed from NCIC/VCIN by indicating the following:
 - a. Time received & Name of Officer delivering Addendum
 - b. Date of time of removal
 - c. Name of person removing the data
 - d. NCIC/VCIN number

A hard copy of the NCIC/VCIN cancellation message will be taped to the back of the original white sheet, and with the Addendum, forwarded to Case Quality Control. One copy (front and back) of the white sheet will be forwarded to Case Quality Control.

8. A BOL cancellation will be broadcast to all road units. A hard copy of the BOL will be placed in the Checkbook for the following shifts.

C. RECOVERY OF A STOLEN VEHICLE (BY ANOTHER JURISDICTION):

1. When the Hampton Police Division becomes aware that a vehicle reported stolen from Hampton is recovered by another jurisdiction, that jurisdiction will be directed to send us a Hit Confirmation (YQ) message stating that they have recovered one of our vehicles. The Communications Supervisor will ensure that a Hit Confirmation Response (YR) message is sent to the recovering agency and the following information is obtained:
 - a. The vehicle will be stored in a safe place.
 - b. Request that the recovering agency process the vehicle for this agency.
 - c. Would they provide us with the name and phone number of their officer who is assigned to the case?
 - d. Would they notify us when they have finished processing the vehicle so we may notify the owner?
2. The Information Center will initiate an Addendum Report stating the circumstances of the recovery and the answers to the four questions stated above. A statement will be made as to whether the owner was notified. The Addendum and the original white sheet (along with one copy) will be forwarded to the Case Quality Control Unit.
3. The Watch Commander or the officer-in-charge will be contacted and notification of an on-call detective will be left to their discretion based on the circumstances of the theft and recovery, the hour of day, and the day of week.

D. RECOVERY OF A STOLEN VEHICLE (FROM ANOTHER JURISDICTION):

1. When the Hampton Police Division recovers a vehicle reported stolen from another jurisdiction, the Information Center will send a “YQ” MESSAGE to the reporting agency in order to verify the vehicle is still listed as stolen. Included in the “YQ” message will be a brief statement as to the recovery of the vehicle, for example:
 - a. “...vehicle found abandoned...”
 - b. “...vehicle stopped and driver apprehended...”
 - c. “...vehicle recovered as result of an accident...”
2. The “YQ” message will request, “waiting for any instructions from your agency...”.
3. After the reporting agency confirms the vehicle is still stolen, a LOCATE message (L) will be sent to NCIC and/or VCIN.
4. Processing of the vehicle will be accomplished by the on scene Uniform Patrol Officer unless some extenuating circumstances prevail, then processing will be accomplished by the Forensics Unit.
5. A wrecker (NOL) will be called to tow and store the vehicle. Protective storage will only be used if the vehicle is going to be processed at a later time.
6. Notification of owners of vehicles recovered in Hampton but stolen from another jurisdiction will be at the discretion of the agency having jurisdiction over the original offense.
7. An Incident Report will be generated by the Officer recovering the stolen vehicle.

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