



Colorado Springs Police Department

Standard Operating Procedure

DL-210-02 Volunteer VIN Verification Program

Section 200 – Community Collaboration

Effective Date: 8/22/2024

Supersedes Date: 9/21/2023

.01 Purpose

The purpose of the directive is to describe the procedures associated with the department's CAPS VIN verification program.

.02 Cross Reference

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.03 Definitions

Vehicle Identification Number (VIN): A vehicle's unique identification number.

.04 Procedure

CAPS Providing VIN Verifications

Specially trained CAPS volunteers, through the Colorado Springs Police Department (CSPD), provide vehicle VIN verification services on a limited basis at the department's four police substations, as follows:

- Gold Hill, Falcon, Sand Creek, and Stetson Hills Divisions
 - VIN verification service will be offered on Monday, Wednesday, and Friday from 10 a.m. to 2 p.m.

VIN volunteers are not authorized to respond off site to complete VIN verification services.

Each substation will be staffed subject to volunteer availability.

VIN volunteers will check in with the CSRs at the divisions before starting their shift.

When a community member contacts a CSR for VIN verification, the CSR will run the license

plate and VIN of that vehicle in NCIC/CCIC for Colorado and any additional states the person may reside. The information is then passed on to the VIN Volunteer. (Please note that per CBI Policy, the return from running the license plate and VIN should **not** be physically printed or electronically retained.) If the records indicate that the vehicle is stolen, the CSR will contact a sworn officer; the VIN volunteer will not make any contact with the requestor.

If there are no VIN volunteers scheduled to work on a particular day at a division, that division will not provide the VIN verification service.

The following alternatives may be offered:

- The person can return to the division on a different scheduled day.
- The person can go to another division who has a VIN volunteer available.
- The person can go to a car dealership who offers this service, which may be subject to a fee.