

A. PURPOSE. To prescribe the content of field reports for vehicle thefts and recoveries and to direct the arrest of suspects for motor vehicle theft offenses whenever probable cause exists

B. DEFINITION

Motor Vehicles. Automobiles, trucks, motorcycles. (Mopeds, snowmobiles, farm equipment, airplanes, boats, and trailers are not motor vehicles and such thefts shall be reported as larceny.)

C. PROCEDURE AND REPORT SUBMISSIONS

1. All motor vehicle thefts shall be reported with an original incident number.
2. Recovered stolen vehicle reports shall be follow-ups to the original incident numbers.
3. Vehicles stolen outside the City of Grand Rapids but recovered by this Department shall be reported with an original incident number.
4. All stolen vehicles recovered in the City of Grand Rapids shall be processed for evidence. Outside agencies shall be given the option of processing their confirmed stolen vehicles. If they are unable to respond and would like the vehicle processed, the Forensic Services Unit shall do so.
5. For vehicles stolen in Grand Rapids, but recovered within the Kent County Metropolitan area, an officer may respond to the recovery if practical.

D. REPORT CONTENT. All motor vehicle theft/recovery reports shall contain the following specific information in addition to basic identifier and general investigative information. If the information is not available, the report shall detail the reasons for unavailability and effort made to obtain it.

1. Motor vehicle theft reports shall contain:
 - a. Time and date the vehicle was last seen and when it was noticed missing
 - b. Complete vehicle description including:

- (1) Color
 - (2) Year
 - (3) Make (Chevy, Olds, Cadillac, etc.)
 - (4) Model (Corvette, Delta 88, Seville, etc.)
 - (5) Style (2 door, pickup, etc.)
 - (6) License number including state of issue and month/year of expiration
 - (7) Vehicle identification number (VIN)
 - (8) Condition of vehicle/unusual characteristics (damage, markings, special accessories)
 - (9) Estimated mileage
- c. Location of the vehicle when stolen (parking lot, in garage, on public street, alley, driveway, auto sales lot, etc.)
 - d. Information determining if keys in the vehicle? Are all sets of keys to the vehicle accounted for? Circumstances of keys not accounted for
 - e. Current market value
 - f. Method of entry, if known (locked, window broken, glass at scene)
 - g. How was vehicle removed from scene, if known (towed, pushed, driven away, etc.)
 - h. Vehicle financing information and status of payments
 - i. Insurance – name and phone number of company and/or agent, type of coverage
 - j. Owner name, address, home, business, and daytime phone number

- k. Name and phone number of person to be contacted when vehicle is recovered
 - l. Time and date that Department impound and repossession books were checked; badge number of employee checking
 - m. Badge number of radio operator notified; time and date 10-63 broadcast
 - n. Other crimes and incident numbers associated with the theft
2. Stolen vehicle recovery reports shall contain:
- a. Original incident number (check the follow-up box)
 - b. Time and date recovered
 - c. Location recovered (address and type of location, i.e. parking lot, garage, street, etc.)
 - d. Forensic Services at scene?
 - e. Complete vehicle description (as in vehicle theft reports)
 - f. Keys recovered in vehicle? Was column punched or damaged? Do you need keys to start vehicle?
 - g. Condition of vehicle at time of recovery (detail all damage, old and new); photos taken?
 - h. Detailed suspect description (include whether arrested or not)
 - i. Method of entry (i.e. broken windows, damaged doors, punched locks)
 - j. Detailed list of missing property
 - k. How vehicle was recovered (abandoned, parked, moving, pursuit involved, etc.)
 - l. Attempts to contact owner for removal
 - m. Disposition of vehicle (released to owner, towed for safekeeping, etc.)

- n. Date, time and badge number of radio operator notified for stolen cancellation
- o. Other crimes and incident numbers associated with the Recovery

E. PROCEDURE FOR ARREST. Officers shall arrest operators of stolen vehicles whenever probable cause exists. Officers possess probable cause to believe that a vehicle is stolen if:

1. The vehicle theft is confirmed; and
2. There is reason to believe that the operator possessed knowledge of the theft, i.e.:
 - a. Operator fled from the attempt to apprehend
 - b. Vehicle window is partially or wholly removed with the intent to gain access
 - c. Vehicle steering column is damaged or altered during the effort to start the vehicle
 - d. Vehicle ignition equipment is damaged or removed
 - e. Statements made by operator indicate knowledge of the theft (Mirandizing and questioning is encouraged if necessary to establish probable cause)
 - f. Any other physical evidence is present that indicates the theft of the vehicle

F. SPECIFIC RESPONSIBILITIES

1. Watch Commanders shall
 - a. Determine whether or not to send an officer to a neighboring jurisdiction for a GRPD recovery based on travel distance, staffing and call volume
 - b. Advise the LEIN operator whether or not a GRPD officer will be sent for the recovery

- c. If not sending an officer to another jurisdiction, coordinate with dispatch to have forensics process the recovered stolen vehicle if necessary
 - d. For stolen vehicles recovered in jurisdictions outside the Kent County Metropolitan area, request the recovering agency document and process the vehicle
2. LEIN Operator
- a. Confirm stolen vehicle status and remove from LEIN/NCIC
 - b. Attempt to contact the owner
 - c. Request via LEIN message the other agency's phone number, incident report number, name and contact information for any tow company used
 - d. Forward the LEIN cancellation to the Detective Unit through department mail.