

# City of Johns Creek Police Department

<i>Subject:</i>	Stolen Vehicles: Recoveries, Stolen/Lost Tags	<i>Number:</i>	02-14
<i>Reference:</i>	See also Impound and Inventory	<i>Amends:</i>	
<i>Effective:</i>	<b>04/08</b>	<i>Review Date:</i>	<b>Annually</b>
<i>Revised:</i>	<b>06/11</b>	<i># of</i>	<b>2</b>
	<b>03/12</b>	<i>Pages:</i>	
	<b>08/17</b>		

## **PURPOSE:**

Instruct personnel in the handling of stolen and recovered vehicles, tags, and the use of the appropriate Georgia codes.

## **POLICY: (02-14)**

The Department will enforce the guidelines set forth in the Georgia codes when dealing with stolen/recovered vehicles and tags.

## **PROCEDURES:**

### **Stolen Vehicles (02-14-01)**

The officer taking a stolen vehicle report shall have an affidavit signed and an offense report completed. Officers should consider the vehicle may have been repossessed or misplaced. In addition, officers should utilize special care when taking a report from a person who might be intoxicated. Officers are advised to use their discretion, but should never refuse to take an incident report.

Special care must be taken in obtaining the correct Vehicle Identification Number (VIN) and tag number either from the victim or from a records check. All information given by the victim will be verified. This information must be given to GCIC personnel along with the approved incident report within 12 (twelve) hours for entry into GCIC. All information must be submitted prior to the end of officer's tour of duty.

### **Recovered Stolen Vehicles (02-14-02)**

The following should be performed when a stolen vehicle is recovered:

1. The stolen vehicle report should be cleared from GCIC.
2. The vehicle should be inventoried and searched for evidence.
3. Attempts should be made to locate the owner. If the vehicle was stolen from another jurisdiction, the other jurisdiction should be contacted to ensure the validity of the stolen record as soon as possible. Check with the other

jurisdiction to see if they want to process the vehicle.

4. If the vehicle can be driven, it may be released to the owner at the scene with a supervisor's approval. If the vehicle cannot be driven, and/or the owner is not immediately available, the vehicle will be impounded.

### **Stolen/Lost Tag Reports and Recovery (02-14-03)**

Prior to taking a report for a stolen or lost license plate, the officer should confirm the identity of the person reporting the incident, and verify all information through GCIC. Once an affidavit has been signed and the information has been confirmed, the stolen or lost license plate information will be forwarded to GCIC within 12 (twelve) hours for entry into GCIC. If the owner does not live in the City of Johns Creek, the appropriate jurisdiction should be notified of the incident.

When a stolen vehicle license plate is recovered, the officer will place the tag in evidence and notify the original jurisdiction through GCIC of the recovery. Persons possessing the stolen license plate may be arrested.

If a tag is found and has no report of theft from this or another jurisdiction, the license plate shall be placed into property for proper disposition.

### **GCIC Entry/Removal Transactions (02-14-04)**

A GCIC Supplemental report in RMS must be completed each time information is added or removed from GCIC at the request of our employees/officers. The supplemental shall include information such as time, date and verification the approved incident report was received by GCIC and the GCIC operator's name and/or identification number. Shift supervisors will ensure the GCIC supplemental report is completed before the end of the employee's shift and the copy is given to Records for distribution to the agency TAC.