



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Operations

**Section:** 406.17

**Subject:** Investigation

**Topic:** Recovery/Processing of Stolen Vehicles

**Accreditation:** OPR: 02.01, 02.03

**Revised:**

**Reaffirmed:**

**Enacted:** 07/30/2015

**Last Review:** 07/24/2015

**Review:** 07/30/2016

## I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the recovery and processing of stolen vehicles.

## II. POLICY

It is the policy of the Loudoun County Sheriff's Office to process recovered stolen vehicles in a standardized manner. Refer to General Order 414.5, Evidence Collection, for additional information.

## III. PROCEDURES

A. When a vehicle is reported stolen in Loudoun County and recovered in Loudoun County, the following procedures apply:

1. The recovering deputy will notify a shift supervisor of the recovered vehicle.
2. The supervisor will determine the need for an evidence technician to respond to the scene.
3. The responding evidence technician may determine that processing the vehicle at the scene of recovery would be difficult due to various reasons such as extreme cold, darkness, unsafe conditions, etc. In this case the vehicle will be towed to the county's impound lot where further processing can take place.
4. If no evidence technician is available, the vehicle will be towed to the county's impound lot so the next evidence technician who reports for duty can process the vehicle.
5. Any latent fingerprints developed at the scene will be forwarded to the Identification Section.
6. If the vehicle can be processed at the scene without further investigation, the vehicle will be towed to a county-approved wrecker service property. The deputy who has the stolen/recovered vehicle towed is responsible for notifying the vehicle's owner within 24 hours of the recovery and availability for pick up.

- a. The deputy recovering the vehicle will instruct the Emergency Communications Center to remove the vehicle from NCIC/VCIN.
  - b. The deputy recovering the vehicle will write a supplemental report to the original IBR report and notify the investigating deputy of the recovery.
  - c. The Records Section shall ensure that a notice of tow/impoundment is sent to the owner, in writing, by registered or certified mail, within 24 hours, excluding weekends and holidays, after receiving notification from the deputy that the vehicle was taken into custody.
- B. When a vehicle is stolen from a jurisdiction other than Loudoun County and recovered in Loudoun County, the following procedures apply:
  1. The recovering deputy will secure the scene of the recovery.
  2. The Emergency Communications Center will notify the appropriate jurisdiction of the recovery.
  3. The jurisdiction will be given the opportunity to respond to the scene in order to process the vehicle. If the jurisdiction is unable to respond to the scene, the evidence technician will process the vehicle for physical evidence.
    - a. Any latent fingerprints developed at the scene will be forwarded to the Identification Unit.
    - b. The Identification Unit deputy will classify, automate, and photograph the latent fingerprints. In most cases, the photographs of the latent fingerprints will be forwarded to the jurisdiction where the vehicle was stolen unless a special request is made to the Identification Unit deputy.
  4. Unless the registered owner is able to immediately come to the scene to retrieve the vehicle, the vehicle will be towed to a county-approved wrecker service lot for storage.
    - a. The recovering deputy will make every effort to notify the registered owner of the recovery by the end of shift. If the recovering deputy is not able to make contact with the owner, the recovering deputy will instruct ECC to advise the originating jurisdiction that owner notification was not made. The recovering deputy will complete a Notice of Vehicle Impoundment/Immobilization form and distribute it appropriately.
    - b. An IBR will be completed on the recovery.

- c. The Records Section shall ensure that a notice of tow/impoundment is sent to the owner, in writing, by registered or certified mail, within 24 hours, excluding weekends and holidays, after receiving notification from the deputy that the vehicle was taken into custody.