




City of Manassas Police Department General Duty Manual



Effective Date: 09-25-2000	GENERAL ORDER	Number: 06-26
Subject: Stolen Vehicle Reports / Recoveries		
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Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	

PURPOSE:

To establish procedures for reporting and recovering stolen vehicles.

POLICY:

Reports of stolen vehicles should be confirmed as accurate in a timely manner. Aggressive and lawful measures should be taken to locate and return the vehicle to its rightful owner. Accuracy is critical when entering VIN and DMV information in computer systems and Incident Based Reports (IBRs). Numerical information should always be double-checked for accuracy.

DISCUSSION:

For the purpose of this General Order, the following definitions apply:

STOLEN VEHICLE: Automobiles, trucks, buses, motorcycles and other self-propelled ground vehicles including but not limited to: snowmobiles, motor scooters, trail bikes, mopeds and golf carts that have been stolen.

VIN: Vehicle identification number.

DMV: The Virginia Department of Motor Vehicles.

PROCESSING: The search, collection and documentation of physical evidence in accordance with forensic science principles.

PROCEDURE:

I. Stolen Vehicle Reports

- A. Members receiving a complaint that a vehicle is missing should proceed as though the vehicle is stolen unless specific information indicates otherwise. The following steps should be taken:
 1. Obtain all necessary information pertaining to the vehicle:
 - a. Make / model / year / registration Number / VIN.
 - b. Color(s), body style (i.e., 2-door, 4-door, coupe, etc).
 - c. Distinctive characteristics.
 - d. Date / time and exact location last seen.
 - e. Suspect information if known.
 2. Broadcast a lookout as soon as practicable.
 3. Check the area for witnesses as appropriate.
- B. The preliminary investigating officer should first attempt to establish the validity of the reported theft. This is critical with auto dealerships where inventory concerns are an issue and vehicles are potentially reported stolen in error. A photocopy of the certificate of origin for new vehicles and a title for used vehicles should be requested from auto dealers making a report. The photocopy should be forwarded to the Investigative Services Division (ISD) for routing to the appropriate detective.

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- C. Once the preliminary investigating officer confirms that the vehicle is a confirmed theft, the officer submits a completed Teletype Entry Card to the Public Safety Communications Center (PSCC) requesting a stolen entry and regional broadcast. PSCC makes the appropriate stolen entry into NCIC / VCIN, broadcasts appropriate lookouts or updates as needed, and sends a regional teletype with the stolen auto information as appropriate.
- D. A legible copy of the NCIC / VCIN entry and teletypes shall be forwarded to the preliminary investigating officer, who attaches the teletypes to his paperwork, which is then forwarded to ISD. These copies are then forwarded to the appropriate detective as assigned.

II. Stolen Vehicle Recoveries

- A. Vehicles stolen from the City.
 - 1. Upon recovery of a vehicle that was stolen from the City, the Public Safety Communications Specialist (PSCS) shall:
 - a. Ensure a case number exists.
 - b. Enter a cancellation notice into NCIC / VCIN.
 - c. Forward a copy of all NCIC / VCIN teletypes to ISD.
 - 2. The responding officer:
 - a. Completes an IBR or Supplementary IBR as appropriate, using the original IBR number.
 - b. Attempts to locate witnesses.
 - c. Causes the vehicle to be processed in accordance with Section II, D of this General Order and the provisions of General Order 6-5.
- B. Vehicles stolen from other jurisdictions and recovered in the City.
 - 1. Upon recovery of a vehicle that was stolen from outside the City, the responding officer:
 - a. Completes an IBR detailing the circumstances of the recovery.
 - b. Ensures PSCC notifies the reporting agency, sends a "hit and locate" confirmation notice and sends the appropriate recovery message information.
 - c. Causes the vehicle to be processed in accordance with Section II, D of this General Order and the provisions of General Order 6-5.
- C. Notifications.
 - 1. Information concerning notification of the vehicle owner shall be included on the IBR or Supplementary IBR as appropriate.
 - 2. A teletype message is to be requested from the recovering jurisdiction advising the circumstances of the recovery and whether the owner was notified. When a vehicle stolen from another jurisdiction is recovered in the City, PSCC initiates the teletype.
 - 3. If the Public Safety Communications Specialist or officer is unable to contact the owner, this information is included in the IBR or Supplementary IBR. The attendant teletype paperwork is forwarded to ISD and then to the appropriate detective, and it becomes the detective's responsibility to notify the owner.
 - 4. Recovery information consists of the following:
 - a. Location of the recovery.
 - b. Registration / VIN of the recovered vehicle.
 - c. Condition of vehicle at the time of recovery, and whether the keys are present.
 - d. Location of storage.
 - e. Name and telephone number of the towing contractor.
 - f. Whether the vehicle was processed.
 - g. A request for:
 - (1) Owner notification.
 - (2) Original IBR number or other jurisdiction's case number.
 - (3) NCIC / VCIN numbers as appropriate.

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- D. Processing.
1. Officers and / or Detectives normally process recovered stolen vehicles. If a recovered stolen vehicle from the City is located in a nearby Northern Virginia jurisdiction and is not processed by that jurisdiction, PSCC should request the vehicle be preserved, towed to the Department Impound Lot and held for processing by the assigned officer and / or detective.
 2. Under normal circumstances recovered stolen vehicles can be processed within several hours, or if recovered during the early morning hours, upon arrival of the on-duty detective.
 3. If for some reason processing by the next available on-duty detective may be delayed, or the owner needs to take possession of the vehicle immediately, an available Forensic Technician or Evidence Technician may process the vehicle. An on-call detective may also be called when the vehicle is linked to a major crime, to process the vehicle. The Duty Supervisor should decide the most appropriate alternative.
 4. Unless there is a specified request by the originating jurisdiction to process a recovered vehicle for evidence, vehicles from other jurisdictions may be towed, stored and preserved for processing by the originating jurisdiction.
 - a. Vehicles that must be processed are brought to the Department Impound Lot.
 5. Processing is completed in accordance with the provisions of General Order 6-5, and noted on the IBR or Supplementary IBR.

Attachments: N/A.

Index as: Stolen Vehicles.
Recovery of Stolen Vehicles.
Processing Stolen Vehicles.

References: N/A.