
ADMINISTRATIVE DIRECTIVE – 112.022
STOLEN VEHICLE RECOVERY NETWORK - LOJACK

EFFECTIVE DATE: May 15, 1997
AFFECTS: Sworn Personnel

REVISION DATE: January 22, 2019

I. PURPOSE

This policy outlines the duties and responsibilities of the Police Department and the Public Safety Communications Department in responding to a stolen vehicle alert initiated by the LOJACK Network.

II. POLICY

Agency members will work cooperatively within the Department and among all law enforcement, state government and private entities involved in the LOJACK Network.

Note: Information about the LOJACK Network may be released to the media.

III. DEFINITIONS

- A. Activation Signal – a five digit reply code which appears on the Police Tracking Computer when an equipped patrol vehicle is within range of the signal. The code may be any combination of letters and numbers.
- B. Activation Signal Test Code – an activation signal used for training and testing. **The test kit code always begins with three zeros followed by two letters, for example 000DC, 000LH, etc.**
- C. LOJACK Network – a nationwide computerized network involving various law enforcement agencies, NCIC and the LOJACK Corporation which has been designed to assist in the identification, tracking, location and safe recovery of stolen motor vehicles. The network consists of a hidden transceiver installed in a motor vehicle, special receivers installed in patrol vehicles, a computer interface with the NCIC/TCIC system at Austin, and a series of radio transmitters located throughout the State. Activation and deactivation of the transceiver is accomplished by a five digit code paired between NCIC/TCIC and the individual VIN number of the subscriber vehicle. When the stolen vehicle is entered into the State computer system, the transceiver begins to send a signal which is relayed to patrol vehicles via the transmitters. Officers driving these specially equipped vehicles are able to receive the signal from the stolen vehicle and track it to its source. The LOJACK Network service is available to private individuals through their purchase of the transceiver unit. LOJACK Corporation provides all other equipment to the state and local governmental agencies involved in the program.
- D. LOJACK Network Liaison – Program coordinator among the Plano Police Department, Public Safety Communications, and the LOJACK Corporation.
- E. Reply Code – the five digit code displayed on the Police Tracking Computer (PTC) screen when the system detects an activated transceiver signal. The Reply Code appears on the screen when the transceiver is within 4 to 5 miles of the police vehicle.
- F. Transceiver – homing device hidden in the subscriber vehicle which emits a signal when activated.

IV. PROCEDURES

- A. General Statements
 - 1. Vehicles equipped with hidden transceivers do not necessitate any change in the Department's current procedures for reporting stolen or recovered vehicles. However, to ensure the success of the program it is important to submit stolen/recovered vehicle information to the State as soon as possible. This will be accomplished by prompt notification of Public Safety Communications personnel.
 - 2. It is not necessary for officers to know or to report to the State that the stolen vehicle is equipped with the LOJACK Network in order for it to be activated by the network since it is associated to the vehicle's VIN number.

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3. When assigned to a vehicle equipped with a tracking computer, officers will ensure that the equipment is turned on during their entire tour of duty.
4. Officers must receive specialized training before they can be assigned to a LOJACK equipped patrol vehicle. Training is provided by the Plano Police Department.

B. Equipment

1. LOJACK equipment consists of the control display head, tracking computer and antenna system.
2. LOJACK is totally responsible for the installation and removal of their equipment.
3. LOJACK Component Maintenance
 - a. All equipment malfunctions will be immediately reported to the LOJACK Network Liaison who will perform or authorize the appropriate diagnostics testing.
 - b. The Network Liaison will contact the vendor concerning problems that can not be corrected within the Department.

C. Field Procedures

1. Initial Reporting
 - a. Entering a stolen LOJACK vehicle into NCIC/TCIC will activate the LOJACK transceiver within that vehicle.
 - b. Public Safety Communications Personnel will notify LOJACK Corporation if any problems are encountered during the entry procedure.
2. Alert
 - a. When an alert code is received by a PTC, the officer will immediately contact Public Safety Communications to make an entry and query the reply code into NCIC/TCIC.
 - b. Public Safety Communications will receive a complete description of the stolen vehicle and an indication of its involvement in additional crimes (robbery, kidnapping, etc.) if any. This information will be transmitted to the inquiring officer.

NOTE: It is very important that the officer verify that the vehicle shows to be stolen. This will help ensure that the vehicle was not recovered from a previous theft, but not removed from NCIC/TCIC.

3. Initial Notifications
 - a. Public Safety Communications Personnel will:
 - (1) Notify other patrol units that a "LOJACK Hit has occurred" and the location of the track;
 - (2) Send responding units to the designated radio channel;
 - (3) Notify a patrol supervisor to respond to the area of the track;
 - (4) Verify stolen with the originating agency;
 - (5) Notify other jurisdictions if the track is expected to leave the City of Plano and enter their area of responsibility; and
 - (6) Monitor the track in a support role.
 - (7) Perform 30 minute "speed up" checks of the activation code. The LOJACK signal, after activation, in 30 minute time frames, will slow down to one beep every 15 seconds.

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Public Safety Communications personnel will need to perform a "speed up" recheck of the activation code to return signal to one beep per second to allow patrol units to effectively track the stolen vehicle.

- b. Patrol Personnel will:
 - (1) Keep Public Safety Communications apprised of their location and the need for additional field units;
 - (2) Advise Public Safety Communications if the track appears to be going into another jurisdiction (tracking of the LOJACK Signal is considered a "hot pursuit" and may be continued into other jurisdictions);
 - (3) Continue to track the vehicle unless otherwise directed by a supervisor, or unless the track is taken over by another agency; and
 - (4) Notify Public Safety Communications and other responding units when and where the vehicle is located as this information is determined.
 - (5) Notify Public Safety Communications of TEST/TRAINING reply codes received. If the patrol unit is notified it is a Plano PD training code, LOJACK equipped vehicles will track the training vehicle to ensure continued training proficiency.
- 4. Vehicle Recovery
 - a. Public Safety Communications Personnel will:
 - (1) Perform a stolen vehicle confirmation; and
 - (2) Will ensure other responding units are aware of the recovery.
 - b. Crime Information Center Personnel will:
 - (1) Assist Public Safety Communications in performing a stolen vehicle confirmation when requested.
 - (2) Locate or clear the stolen vehicle from the National Crime Information Center and Texas Crime Information Center systems.
 - (3) Provide follow up information on the recovered stolen vehicle
 - (4) Complete the appropriate supplement report for all stolen vehicle confirmation information on the offense report.
 - c. Patrol Personnel
 - (1) Must consider every LOJACK related arrest as a felony high risk arrest and adhere to all departmental directives and procedures to help ensure safety;
 - (2) Will include the PTC reply code in any related paperwork; and
 - (3) **WILL NOT RELEASE A RECOVERED VEHICLE TO THE VEHICLE'S OWNER AS LONG AS AN ELECTRONIC SIGNAL IS STILL BEING TRANSMITTED.**
- 5. Special Recovery Situations
 - a. Signal From In a Building
 - (1) Secure the building.

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- (2) Upon receiving an activation signal from a vehicle which appears to be radiating from within a building or other enclosed area officers will contact their supervisor and a member of the Auto Theft Unit.
- (3) As a general rule, a search warrant should be obtained prior to entering the building unless exigent circumstances exist.
- (4) Probable cause for obtaining a search warrant is the activation of the transceiver, which gives the reply code and subsequent verification of the stolen vehicle information.

Note: Officers may choose to use search warrant forms prepared for this purpose. These forms are available through the CID Forms database.

b. Pursuit Situations

The LOJACK Network is intended to reduce the incidence of pursuit situations in recovering stolen vehicles; however, if a pursuit occurs officers will follow current departmental directives regarding local and inter-jurisdictional pursuits.

c. Frequency Jamming

- (1) In the unlikely event a jamming device is being used, the PTC will recognize the device and begin to track it in the same manner as it would the stolen vehicle with two exceptions - there will be no reply code and the center dot on the relative bearing indicator will turn red.
- (2) In addition to any related vehicle recovery and arrest reports, frequency jamming should be documented on an incident report. Forward copies of all reports to the LOJACK Network Liaison.

d. Parked/Unoccupied Vehicle Recovery

- (1) Tracking officers will advise the responding supervisor of the situation.
- (2) The supervisor will determine if recovery or surveillance is appropriate.
- (3) Notify involved units of the decision to conduct surveillance.

D. Administrative and Supervisory Responsibilities

1. Field Supervisory Personnel

- a. Ensure that ALL LOJACK equipped patrol vehicles are in use, on all shifts, in the sectors these vehicles have been assigned;
- b. Ensure a minimum number of units are involved in a track;
- c. Ensure affected outside agencies are notified if the track leaves the City limits;
- d. Ensure all stolen/recovered transceiver vehicles are entered into NCIC/TCIC as soon as possible;
- e. Ensure information on transceiver equipped vehicles is broadcast to local and adjacent jurisdictions as appropriate; and
- f. Ensure recovered vehicles are not released to the vehicle owner until the transceiver has been deactivated.
- g. If a pursuit does occur, the responding supervisor will also serve as the controlling supervisor for the pursuit.

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2. LOJACK Network Liaison
 - a. Coordinate initial and on-going training of field personnel;
 - b. Coordinate installation and maintenance of equipment;
 - c. Be available to answer LOJACK Network related questions from personnel and the public;
and
 - d. Provide quarterly updates to the Chief of Police on the activity of the program, including successes and problems encountered.