



FIELD ORDERS

Chapter

BASIC FIELD OPERATIONS

Subject

Auto Theft

LEGAL REVIEW

1. See ARS [13-1801/Definitions](#).
2. See ARS [13-1814/Theft of means of transportation](#).
3. See ARS [28-101.77/Definition of vehicle](#).

DEFINITIONS

Control: To act so as to exclude others from using their property except on the defendant’s own terms.

Means of Transportation: Any vehicle.

Vehicle: Device in, on or by which a person or property is or may be transported or drawn on a public highway. Does not include:

- Electric bicycles, electric miniature scooters, electric standup scooters and devices moved by human power.
- Devices used exclusively on stationary rails or tracks.
- Personal delivery devices.
- Scrap vehicles.
- Personal mobile cargo carrying devices.

VIN: Vehicle identification number.

PROCEDURE

PRELIMINARY INTERVIEW – Conduct a preliminary interview with the complainant to determine:

1. The identity of the registered owner.
 - a. If the complainant is not the registered owner, list the owner as the victim and the complainant as the Reporting Party (RP).
 - b. If the complainant cannot provide the registration information and the information cannot be obtained, still complete a Department Report (DR) using the available information. Instruct the complainant to contact the department as soon as possible with the complete registration information.
2. If the vehicle is equipped with the LoJack Tracking System (LTS), follow procedure in Field Order (FLD) [1132/LoJack](#)

Auto Theft Recovery System.

3. 2014 and newer vehicles may be located or disabled by vehicle telematics companies. A sergeant or above determines when to disable a vehicle.
4. Where the vehicle was last seen.
5. If the keys were taken and if there were spare keys for the vehicle.
6. If the complainant suspects anyone.
7. If anyone had permission to use the vehicle.
8. The approximate mileage and how much gas was in the tank.
9. Any exterior damage, markings, or additional equipment on the vehicle.

KNOWN VIN or LICENSE PLATE – If the VIN or license plate is known, conduct a registration and ACIC/NCIC check. If the vehicle was impounded, evaluate the date and time of the impound in relation to the timeframe in which the vehicle was reported stolen. Contact the towing company or impounding agency if necessary.

DR or FI CARD

- Complete a DR if you determine a crime has occurred.
- Complete a Field Information (FI) card if it is a civil problem or other non-criminal matter.
- Make every effort to take the report in person so you can observe the person's actions while making the report.
- Be aware of deceptive behavior that could indicate the subject is not being truthful.

1. **Report in Person** – If a report is taken in person:
 - a. Complete the Stolen Vehicle Affidavit.
 - b. Ensure the RP or victim signs the form before you sign it and include it in the report.
 - c. Scan the form into the Records Management System (RMS).
2. **Phone Report** – If the report is taken over the phone:
 - a. Advise the RP or victim you will be mailing the Stolen Vehicle Affidavit.
 - b. Inform the RP or victim to follow the instructions on the back of the form.

- c. Complete the “report number” and “person making report” line with the DR number and name of the RP or victim respectively.
 - d. Write “Mailed” on the officer signature line along with the date the affidavit was mailed.
 - DO NOT SIGN the affidavit if you are mailing the form.
 - e. Forms received by mail are sent to the Auto Crimes Unit (ACU) for review before being scanned into RMS.
3. Note in your supplement if the Stolen Vehicle Affidavit was completed in person or mailed.

PROPERTY – List any significant personal property in the report.

VICTIM’S RIGHTS – Complete the complainant Victim’s Rights Information form.

CHECK AREA – If possible, check the surrounding area for the vehicle.

CONTACT RECORDS immediately with the vehicle information so it can be entered into ACIC/NCIC as a stolen vehicle.

1. Document the name and serial number of the Records person entering the vehicle.
2. Once the vehicle has been entered into ACIC/NCIC, document the NIC number in the report.

ATL – Send an Attempt to Locate (ATL) message to all Mobile Data Computers (MDCs).

INFORMATION LOG – Ensure the vehicle information is entered into the Information Log.

DEALERSHIP – If responding to a dealership where multiple cars are missing, take a separate report for each vehicle. Dealerships misplace, sell, or trade vehicles and discover it later. Separate reports for each vehicle allow detectives to unfound the ones that are inventory problems.

FOLLOW-UP – ACU conducts follow-up investigations.

