



# FIELD ORDERS

Chapter	<b>BASIC FIELD OPERATIONS</b>
Subject	<b>Recovered Stolen Vehicles</b>

## DEFINITION

**National Insurance Crime Bureau (NICB):** Crime prevention organization assisting law enforcement in preventing, detecting, and prosecuting financial crimes of theft, fraud, and arson relating to personal property.

- NICB special agents are available to provide assistance to law enforcement in identifying vehicles under investigation.
- Police impounded vehicles are entered into the ACIC and NICB database.
- Hits on impounded vehicles may show an ACIC or NICB header.

## GENERAL PROCEDURE

**VERIFY STOLEN** – Verify the vehicle is stolen by running the license plate and VIN. Ask Communications to confirm the hit with the originating agency and to obtain the victim’s name and phone number.

**SEARCH AREA** – Ask officers to search the area if the suspect may still be in the area.

**SUSPECT in CUSTODY** – If the suspect is in custody, notify a supervisor and add the charge of Possession of Stolen Vehicle using the same DR number. If possible, obtain a copy of the original Auto Theft report.

**VICTIM** – Contact the victim:

- Determine if the victim was reimbursed by an insurance company. If yes, the insurance company is the victim.
- Tell the victim:
  - The vehicle may be claimed at the scene, depending on the circumstances, or any time from the towing company storage yard.
  - Proof of ownership and photo identification is required to claim the vehicle.
  - The victim is responsible for paying the daily storage fee.
- Determine ownership of any items found in the vehicle and whether there has been a change in vehicle condition. Document changes in vehicle condition in the report.

**CSS** – Request a CSS. If a CSS is available, have the vehicle processed at the scene. Otherwise, request a CSS for the towing company storage yard.

**IMPOUND** all items found in the recovered vehicle and impound as evidence any items not belonging to the victim.

**FORMS** – Complete the following forms:

**Vehicle Impound Report**

- Check the “ARS [28-872](#)” box and the “Recovered stolen vehicle” box under the Impound Information section.
- Complete an owner information block for each registered owner and any lien holders.
- Give the towing company copy to the tow driver. The impounding officer is required to give the towing company complete vehicle information, registered owner information, and primary lien holder information.
- Mail the mailing copy to each registered owner and all lien holders. Make additional copies as needed. Serve or mail all copies before ending your shift. Note the service or mailing of each copy by checking the boxes on the Records copy of the Vehicle Impound Report.
- Send the pink/driver copy to the Auto Theft detectives.
- Immediately scan the Records copy to ACJIS Records (located in Communications) and check the box at the bottom of the Vehicle Impound Report. ACJIS Records enters the vehicle into ACIC/NCIB as a police impound, records the FIL #, and scans the faxed copy into the Records Management System (RMS).

**Stolen Vehicle Recovery Supplement** – Add the recovery offense.

**Additional Supplements** – Document additional information including scene description, witness and RP statements, vehicle condition, any items left by the suspect, and any other pertinent information.

**Teletype Message Blank** – Use the pre-formatted Teletype Message Blank for recovered stolen vehicles from other jurisdictions.

- Include all vehicle and recovery information.
- Deliver or fax the form to ACJIS Records for transmittal.
- Contact ACJIS Records to confirm receipt of the fax.
- Document the name and serial number of the ACJIS Records person sending the teletype.
- The originating agency removes the vehicle from ACIC/NCIC.

**SCOTTSDALE STOLEN  
RECOVERED by ANOTHER  
AGENCY**

**ACJIS RECORDS**

- Confirms the other agency hit.
- Removes the vehicle from ACIC/NCIC once the recovery information is received by teletype.
- Forwards the information to Station personnel during business hours. After normal business hours, the information is forwarded to Patrol through ACJIS Records. (Communications forwards information to Patrol after hours only when ACJIS Records is not staffed).

**STATION PERSONNEL**

1. Attempt to contact the owner.
2. Complete the following:
  - Stolen Vehicle Recovery Supplement.
  - Additional supplements if necessary.
  - Recovery letter.
3. In RMS:
  - Add RECOVERY-SCT STOLEN/FOJ RECOVERED offense and link it to the victim.
  - Update Vehicle Status to RECOVERED.
  - Fill in other agency information to include recovery location on page 2.

**SCOTTSDALE STOLEN  
RECOVERED by  
SCOTTSDALE**

**SCOTTSDALE STOLEN** – If the vehicle was stolen from Scottsdale:

- Use the same DR number as the original Auto Theft report.
- Call ACJIS Records to have the vehicle removed from ACIC/NCIC before releasing the vehicle to the owner. If there is no answer, contact Communications to have the vehicle removed.
- Complete the following:
  - Stolen Vehicle Recovery Supplement.
  - Additional supplements, if necessary.
  - Recovery letter.
- In RMS:
  - Add RECOVERY-SCT STOLEN/SPD RECOVERED offense and link it to the victim.
  - Update Vehicle Status to RECOVERED.

**OTHER AGENCY  
RECOVERED in  
SCOTTSDALE**

**FOJ STOLEN** – If the vehicle was stolen from another jurisdiction (FOJ):

- Obtain a new Scottsdale DR number for the recovery.
- Complete the following forms:
  - Teletype Message Blank. *See GENERAL PROCEDURE/FORMS/Teletype Blank Message above.*
  - Complete Stolen Vehicle Recovery Supplement (RECV in RMS).
  - Additional supplements, if necessary.
  - Recovery letter.
- In RMS:
  - Complete Incident Module in RMS.
  - Add RECOVERY/VEHICLE FOJ offense and link it to the victim.
  - Enter vehicle with status Recovered.
  - Fill in other agency information to include recovery location on page 2.

**SCOTTSDALE STOLEN  
RECOVERED in MEXICO**

Vehicles recovered in Mexico are not cleared until the vehicle has been returned to the United States. After receiving a teletype advising of a Mexico

recovery:

1. ACJIS Records:
  - Modifies ACIC/NCIC and reflects the date of recovery and location in the Miscellaneous field.
  - Copies the NCIC printout and the modification printout and forwards the printouts to the Investigative Services Bureau (ISB) Identity Theft Auto Crimes (ITAC) Unit.
  - Faxes the DR and modification sheet to Station personnel.
2. Station personnel:
  - Contact the victim by telephone and send a Mexico Recovery letter. The Mexico Recovery letter is sent for vehicles recovered by Mexican authorities and is in place of the standard Recovery letter.
  - Complete a Stolen Vehicle Recovery Supplement.
3. Unless SPD is notified sooner, after 45 days from notification the ITAC Unit completes a second Vehicle Recovery Supplement and phones, faxes, or delivers Clear information to ACJIS Records, who clears the vehicle from ACIC/NCIC.
4. An insurance company may want SPD to re-enter the vehicle into ACIC/NCIC after the 45 day period if the vehicle still is not back in the U.S. If so, the ITAC Unit resubmits a ACIC/NCIC entry form to ACJIS Records for re-entry.
5. When the victim or insurance company notifies SPD the vehicle is back in the U.S., the ITAC Unit completes a short supplement and phones, faxes or delivers Clear information to ACJIS Records who clears the vehicle from ACIC/NCIC.

**RECOVERY of PURGED  
STOLEN VEHICLES at MVD**

**OVERVIEW**

1. Typically, these vehicles are being inspected at MVD because the purchaser of the vehicle does not have title to the vehicle.
2. During the inspection, the MVD agent runs the VIN through NICB and finds that the stolen vehicle has been purged from NCIC.
3. The MVD agent calls the department for the recovery.

**PROCEDURE**

1. Respond to MVD and obtain a copy of the report. The report should document:
  - How the MVD agent became aware of the stolen vehicle.
  - The name of the MVD employee who confirmed the

vehicle was stolen.

2. Interview the person who brought the vehicle to MVD to determine:
  - If the person has the seller's contact information.
  - Where and when the vehicle was purchased.
  - Vehicle purchase price.
3. Impound the vehicle at McKellips District 1 long term storage, NOT at the authorized city contract tow company.
  - The impounding officer follows the tow truck to McKellips District 1 or makes arrangements for an employee to meet the driver so the outer gate of the double gate system leading to the long term lot can be opened to secure the vehicle.
4. Complete the report. A detective is assigned for follow-up. Eventually the case is set for an interpleader to determine who gets the vehicle.

