



Wilmington Police Department

Directive: 5.12 Stolen or Recovered Vehicles

CALEA Standards:



I. Purpose:

The purpose of the directive is to establish procedures for Officers to follow when they have received information that a vehicle is either stolen, or recovered from being stolen.

II. Procedure:

Stolen or Recovered Vehicles

A. Authority

Every sheriff, chief of police, or peace officer who receives information that any vehicle has been stolen shall immediately report the theft to the Division of Motor Vehicles via DCI and shall also immediately report the recovery of any stolen vehicle. (NCGS 20-102)

B. Responsibility

1. Investigating Officer:

The investigating Officer shall accurately and completely fill out all reports pertaining to stolen or recovered vehicles and forward the reports to the field supervisor. **Specific attention shall be given to the VIN number.** The investigating Officer shall notify the DCI clerk once the report is complete.

2. Front Desk:

The DCI Operator shall retrieve the stolen and/or recovered vehicle reports from the Moblan program and immediately enter the information into the DCI/NCIC data terminal.

3. Communication Center:

The DCI Operator shall send a switched message through DCI to the Communication Center informing them of the stolen or recovered vehicle information to be broadcast over department radio talk groups.

4. Records Unit:

The Records Unit shall properly process Stolen and Recovered Vehicle Reports after all the above procedures have been followed.

Reporting Procedure

A. Stolen Vehicle Reports (Local)

Whenever an Officer receives information that a vehicle has been stolen, they shall immediately notify the Communications Center requesting clearance to broadcast stolen vehicle information.

Officers shall broadcast important details of the offense and a description of the stolen vehicle.

The tele communicator shall assign a complaint control number and notify units not in service at the time of the broadcast.

The investigating Officer shall immediately submit electronically the completed Vehicle Theft Report form to the field supervisor.

The DCI Operator shall immediately enter the stolen vehicle report into DCI/NCIC and will also send out a 50 mile bolo through the DCI system.

The DCI Operator shall make copies of the report to send to designated sections of the Police Department and forward to records.

Supervisory approval of the report will typically occur after DCI entry. Any noted discrepancies in the report which affect the DCI entry, will be reported to the DCI Clerk immediately.

B. Recovered Vehicle Reports (Local)

When a vehicle reported stolen locally is recovered, the investigating Officer shall notify the Communications Center.

The investigating Officer shall ensure that the CSI Unit is contacted and that the vehicle is properly processed by CSI Unit personnel.

If the owner of the vehicle cannot be contacted, the investigating Officer, with supervisory approval, shall have the vehicle towed by rotation wrecker and complete a vehicle storage report. The Officer shall ensure that the correct vehicle information is recorded on all documents.

The investigating Officer shall complete and submit a supplement report (using the original theft case number) for WPD Cases, or a Preliminary Report for outside jurisdiction cases, and submit it to the field supervisor.

The field supervisor shall review each Vehicle Recovery Report for accuracy and completeness.

The DCI Operator shall **cancel** the Vehicle Theft Report in DCI/NCIC and shall attach a copy of the DCI/NCIC cancellation to the Recovery Report.

The DCI Operator shall make copies of the Recovery Report to send to designated sections of the Police Department and forwarded to Records.

C. Recovered Vehicles (Stolen Outside this Agency)

Whenever an Officer with this department recovers a vehicle that has been reported by an outside agency to be stolen, the front desk DCI Operator shall notify the reporting agency by sending them a "Hit Confirmation" DCI message giving information as to the location and

condition of the vehicle, and if an apprehension has been made. The Communication Center shall assign an OCA (Case) number.

The investigating Officer shall complete a preliminary report form and other pertinent forms if the vehicle is to be stored and deliver them to the field supervisor to be reviewed and forwarded to the front desk DCI Operator.

D. Recovered Vehicles (Local Stolen, but Recovered Outside This Agency)

When the Communications Center is notified that a vehicle stolen locally has been recovered by another agency, or another jurisdiction, the on-duty shift commander or field supervisor shall be notified.

The on duty shift commander or field supervisor shall determine appropriate action (sending an investigator, evidence technician, or having the vehicle impounded, etc.) depending on the circumstances and distance.

The front desk DCI operator shall see that a supplementary report is completed and that the owner of the vehicle is notified.

E. Releasing of Recovered Vehicles

The same procedures are to be followed for reclaiming recovered vehicles as for claiming any other vehicle. The desk person shall make sure there is not a "Hold" placed on the vehicle.

The shift commander or field supervisor must authorize release of any vehicle with a "Hold" on it.