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	Issued By: Chief Michael Cox		CALEA Standards 
Effective: 08/10/2020			
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I. PURPOSE

To establish procedures for the entry and cancellation of stolen, missing, wanted and failure to return rented vehicles into and from Law Enforcement Information Network (LEIN) and National Crime Information Center (NCIC).

II. POLICY



To enter and cancel stolen, missing and failure to return rented vehicles into and from LEIN and NCIC in accordance with LEIN and NCIC rules as set forth in the LEIN Operating Manual and NCIC Operating Manuals respectively.

III. DEFINITIONS

- A. NCIC: Contains records of stolen vehicles, vehicles involved in the commission of a crime (felony vehicles) and vehicle and boat parts. Records are retained in this file for the year of entry plus four (4) years.
- B. LEIN: Contains records of wanted vehicles which are vehicles wanted in the commission of a misdemeanor crime, and vehicles possibly stolen. Records are retained in this file for ninety (90) days.
- C. Vehicle: Is defined by LEIN and NCIC as any conveyance powered by a motor and designed to carry an operator, including trailers and airplanes.

IV. ENTRY PROCEDURES

- A. As soon as possible after the receipt of a complaint of a stolen, missing, or failure to return rented vehicle, Metro Dispatch personnel will attempt to confirm via LEIN the Vehicle Identification Number (VIN), license plate number, the vehicle description, and owner/reportee's name match. This information must be confirmed prior to entering a vehicle into LEIN/NCIC.
- B. When the VIN, license plate number, vehicle description, and owner/reportee's name is confirmed, the vehicle will be entered into LEIN/NCIC.
 - 1. **All failure to return rented vehicles** will be handled as follows:
 - a. Officer will take a "Fail to Return Rented Vehicle" report. No LEIN entry at this time.
 - b. The case will be assigned for Investigative Division follow-up.



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- c. If a felony warrant is obtained, and the vehicle is still outstanding, the vehicle will be entered on LEIN as stolen. This new entry will be forwarded to NCIC.
- 2. ***Fail to Return Borrowed Vehicles*** will not be entered in LEIN until a warrant is obtained for the suspect for "Larceny by Conversion." It will then be entered as a stolen vehicle.
- C. Vehicles taken by runaways from parents or relatives will be entered as part of the runaway entry and not as a missing vehicle. These vehicles should be entered by both plate and VIN.
- D. Vehicles entered as part of a felony warrant entry must be entered by both plate and VIN. If the vehicle is entered by plate only, it will be purged twelve (12) months following the expiration of the plate.

V. STOLEN VEHICLE MAINTENANCE

A. Stolen Vehicle Validation List



- 1. Once per month a validation list for vehicle file entries will be received from LEIN. This list will be forward to the Detective Bureau Lieutenant by Washtenaw Metro Dispatch. These entries will be separated on each list by month of entry. In other words, each list will contain all entries made during a particular month, i.e., June.
- 2. The police department personnel assigned to validate the stolen vehicle validation list will compare the information in original reports with the on the validation list.
 - a. These entries must be checked for accuracy against the original and or supplemental reports. If not, the information is not accurate, make corrections as required and document in a supplemental report.
 - b. In the event the vehicle is no longer considered stolen, Metro Dispatch will be contacted to have the vehicle removed from LEIN. If it is determined that the vehicle was canceled since the computer listing was run, no further action is required. The police department personnel assigned will check the original report and any supplements to determine if the vehicle has been recovered, and not canceled or simply misfiled.
- 3. As part of the validation of the stolen vehicle validation list, the owner/reportee must be re-contacted to determine the current status of the vehicle.

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- a. The police department personnel assigned to the stolen vehicle validation list will attempt to contact owner/reportee via the telephone. However, if contact cannot be made a form letter will be sent to the last known address of the owner/reportee as listed in the report.
- b. If the letter is returned indicating the vehicle is still stolen/missing, the letter will be attached to a supplemental report. No further action required.
 - 1) If the owner/reportee calls the police department in response to the letter, the police personnel receiving the phone call will obtain the last six alphanumeric characters of the VIN and the case report number. The police personnel will document what the owner/reportee advised and the status of the vehicle.
- c. If the letter is returned indicating the vehicle has been recovered, the entry will be canceled, and a recovered vehicle supplement completed.
- d. If the letter is returned indicating that an insurance carrier has reimbursed the owner for the loss, a supplemental report will be written, and letter attached to the report. During future validations, it is not necessary to send letters to insurance companies to confirm the status of the vehicle.
- e. If the letter is returned as undeliverable an attempt will be made, via LEIN and other sources available to the police department, to locate a new address for the owner/reportee.
 - 1) If a new address is located, another letter will be sent.

VI. CANCELLATION PROCEDURE

- A. Vehicles will be canceled from LEIN/NCIC under the following circumstances.
 1. The vehicle is recovered.
 2. The vehicle is purged due to the expiration of the retention period.
 3. A serious error in the VIN is located through LEIN/NCIC quality control audits.
- B. Vehicle Recoveries - AAPD Entries
 1. Vehicles recovered by other agencies.

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- a. When other agencies call Washtenaw Metro Dispatch to report the recovery of a vehicle entered as stolen by this department, a recovery supplement will be completed by police department personnel.
 - b. If any suspects were apprehended with the vehicle, their names and other identifying information must be placed in the name boxes on the report form so that they will be captured by the computer.
 - c. If the other agency advises Washtenaw Metro Dispatch that the vehicle has been burned, the Metro Dispatch personnel will notify Duty Command. The Supervisor will determine if a request will be made to the other agency to place a hold on the vehicle for this department. This information will be included in the supplemental report completed by the assigned police front desk personnel. Notification of the owner and documentation of the same will be the responsibility of Investigative Division personnel.
 - d. The vehicle entry will be canceled from LEIN.
2. Metro Dispatch personnel must determine if the license plate(s) was recovered with the vehicle. If not, the license plate(s) must be entered as stolen.
 3. Police personnel are responsible for notifying owners of vehicle recoveries except as noted above in 1.c. Notification will be made as soon as possible after recovery.
 4. After a vehicle has been canceled from LEIN/NCIC, a supplemental report will be completed by the assigned police personnel to documenting the date and time of the cancellation
- C. Purged Vehicles
1. Stolen vehicles will be automatically purged by NCIC after the year of entry plus four (4) years. Absent extenuating circumstances, these vehicles will not be re-entered.
 2. Purged vehicles that are not going to be re-entered will be tested to make sure they are no longer entered in the computer.
- D. VIN Edits by NCIC
1. NCIC compares the VIN's entered for stolen vehicles against the standard VIN formats supplied by manufacturers.
 2. If the VIN entered does not conform to the format for that type of vehicle, the entry will

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be automatically canceled and a message advising of same sent to the entering agency.



3. When these purges occur Metro Dispatch personnel will:
 - a. Double check the entry to be sure all information has been accurately recorded. Vehicle year, make and model will affect a VIN audit.
 - b. If the entry is accurate, based on the information provided by the owner, Metro Dispatch will contact the police front desk. Police front desk personnel will re-contact the owner for the correct VIN. If the correct information is not received in one (1) week, a supplement will be completed indicating why the vehicle was purged and not re-entered.

VII. RECOVERY OF STOLEN AND WANTED VEHICLES ENTERED BY OTHER AGENCIES

- A. Officers recovering vehicles entered by other agencies as stolen must complete an original report "RECOVERED UDAA."
- B. Metro Dispatch personnel will confirm the stolen/wanted status of the vehicle with the entering agency. It is important to remember that LEIN/NCIC searches by the last eight digits of the VIN only. Therefore, it is possible to receive a "hit" on a vehicle other than the one queried. Metro Dispatch personnel must be sure that the positive LEIN/NCIC response is for the vehicle inquired upon.
- C. In these cases notification of the owner and cancellation from LEIN/NCIC are the responsibility of the entering agency.

VIII. VEHICLE IMPOUND ENTRY PROCEDURES

- A. When a vehicle is impounded, it will be recorded on an electronic impound form (E-Impound). If there is a hold on the vehicle for an investigation, excessive parking violations or other purposes, the **HOLD** box will be checked, and the reason for the hold entered on the E- Impound form. A separate form will be completed for each vehicle impounded.
- B. After the report is processed, Washtenaw Metro Dispatch will enter the information into L.E.I.N. If a vehicle cannot be entered into L.E.I.N., Metro Dispatch will contact the police personnel responsible for creating the E-Impound to make the necessary corrections.

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IX. IMPOUNDED VEHICLE FILE MAINTENANCE

- A. Impounded vehicle entries will remain in L.E.I.N. until the vehicle is released, auctioned or purged from the L.E.I.N. system. Washtenaw County Sheriff Office will administer vehicle auctions.
- B. If a vehicle is under an investigative **HOLD**, the Officer in Charge (OIC) or a Supervisor will remove the hold from the E-Impound once the investigations is complete, and make the following notifications:
 - 1. The tow company that has the vehicle.
 - 2. The L.E.I.N. operator that the hold has been removed.
 - 3. The owner will be notified.

The OIC will list the date, time, and manner of the notification on the E-Impound form.

X. IMPOUNDED VEHICLE FILE CANCELLATIONS

- A. Impounded vehicles will be canceled from L.E.I.N. by Metro Dispatch when they are released, auctioned, or purged.
- B. Abandoned, impounded, and forfeited vehicles are retained in L.E.I.N. only and are purged twelve (12) months after entry.
- C. Released vehicles will be canceled from L.E.I.N. as soon as possible.