



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



536.01 STOLEN VEHICLE REPORTS 06-24-11

PURPOSE

The purpose of this policy is to define uniform procedures for reporting stolen motor vehicles, trailers, boats, and aircraft.

POLICY

It shall be the policy of the Sacramento Police Department to take stolen vehicle reports by telephone, except when unusual or special circumstances prevail which require the dispatch of an officer for report purposes.

PROCEDURE

A. DEFINITION

1. **STOLEN VEHICLE** - A motor vehicle, trailer, boat, or aircraft driven or taken away without legal authority, or prior consent of the owner, with the intent to permanently or temporarily deprive the owner of title or possession.
2. **GROUP THEFT** - Motorized vehicles, trailers, boats, aircraft, and associated parts stolen at the same time and reported in the same theft, entered into the Stolen Vehicle System (SVS)/Automated Boat System (ABS) and interconnected as a group record.
3. **FELONY VEHICLE** - A vehicle an officer(s) knows has been used in a major felony, i.e., one identified by witnesses as seen near a homicide scene, a vehicle known to be used as the "get-away" car in a bank or other robbery, etc.

B. STOLEN VEHICLE REPORTING

1. **Verifying Vehicle Theft**
 - a. Personnel receiving initial reports of possible stolen vehicles shall:
 - (1) establish the jurisdiction of the possible theft.
 - (2) determine if there is an immediate need for an officer to be dispatched, i.e., suspect(s) in custody or in area, vehicle taken in commission of a felony, etc.
 - b. Communications shall refer the call to the Report Writing Unit (RWU) if urgency of dispatch is not indicated. If the RWU is closed, the call shall be referred to a call expeditor or a unit shall be dispatched.
 - c. The Report Writer or expeditor shall:
 - (1) accept a stolen vehicle report from the last person in possession of the vehicle if the registered or legal owner is not available. If the registered or legal owner is available, talk with both parties.
 - (2) establish that the vehicle is actually stolen.
 - (3) check the SVS to assure the vehicle is not listed as towed, removed from private property, or repossessed.
 - (4) verify registration, license number, Vehicle Identification Number (VIN), owner, and address.
 - (5) if there is insufficient information to complete a report, request the caller obtain additional information and call back.
 - (6) if sufficient information exists, complete either a computer generated Motor Vehicle Records Management System (RMS) Report (SPD A01) or a Motor Vehicle Report (SPD 103). The individual entering the report shall:
 - (a) assign or obtain a report number.
 - (b) ensure the vehicle is entered into the SVS.
 - (7) consult with their supervisor if there is a question to take a report by telephone or to dispatch a field unit.
 - d. Officers handling a call regarding possible stolen vehicles:

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- (1) shall question the complainant to determine if the vehicle is actually stolen.
 - (2) shall ensure the SVS is checked before taking the report.
 - (3) may refer the call to a report writer/call expeditor. If a report writer/call expeditor is unavailable, officers shall:
 - (a) on verification of a stolen vehicle and after completing the SPD 103, request a report number by MDT or dispatch.
 - (b) obtain a signature on the SPD 103 from the complainant if they are not the registered owner.
 - (c) call the Records Section and provide the information required for entry into SVS (vehicle license, year, make, VIN, color, model, and style). The victim's name, address and day/night phone number(s) shall be verified at that time.
 - (d) relate any special circumstances concerning the theft, i.e. caution codes for armed and dangerous subjects, cargo in/on the vehicle when stolen, etc.
 - (e) obtain an FCN and enter it on the SPD 103.
 - e. ALL personnel taking stolen vehicle reports shall advise the reporting party:
 - (1) the vehicle will be towed when it is recovered and they will be responsible for the towing and storage.
 - (2) the Records Section shall make one (1) attempt by telephone, at the time of recovery, to notify the owner of an SPD recovered vehicle of the storage location. The result of the notification attempt shall be entered on the recovery message sent to the Auto Theft Unit.
 - (3) they will receive a letter by mail postmarked within 24 hours of when SPD was notified of the tow, excluding weekends and holidays.
 - (4) they may call the RWU with the license number of the vehicle, to see if the vehicle has been recovered.
 - f. The Records Section shall establish a procedure for calling the reporting party and for advising the Auto Theft Unit of the receipt of a stolen vehicle report. To facilitate this procedure, the reporting party's telephone number shall be entered into the victim data field on the SVS entry.
2. Report Guidelines
- a. Lease/rental contract agreements for vehicles require a five (5) day waiting period beyond the last date the vehicle was to be returned (10855 CVC) prior to taking a report. The leasing/rental agency's reporting person shall respond in person to the Public Counter of any police facility to report the incident. The agency shall provide copies of the rental agreement, a certified letter, and a receipt along with a detailed suspect description.
 - b. Employees shall take all other stolen vehicle reports provided the reporting party gives information demonstrating that the vehicle has not been borrowed, loaned, or the subject of a civil dispute. If there is a question as to whether or not a report shall be taken, the employee shall:
 - (1) prepare an Incident Report (SPD 107) using the classification CR10851, and
 - (2) refer the caller to the Auto Theft Unit for a determination as to whether the vehicle should be reported stolen and entered into the SVS.
3. Criteria for the Dispatch of a Police Unit
- Circumstances necessitating the dispatch of a police unit include, but are not limited to, situations when:
- a. a suspect is in custody or in the area (includes a vehicle "just taken").
 - b. there is evidence present at the scene.
 - c. the vehicle has been involved in a hit-and-run accident, or in any other type of crime.
 - d. the caller is evasive concerning ownership of vehicle; caller has no local address and vehicle is registered out-of-country or out-of-state; or other questionable circumstances exist.

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- e. the RWU or call expeditor is unavailable.
 - f. the vehicle is a bus or a single vehicle with three or more axles and is connected with a trailer, semi-trailer, or auxiliary dolly.
 - g. the equipment is a loaded trailer, semi-trailer, or auxiliary dolly requiring a motor truck or truck tractor to draw the equipment.
4. Stolen Motor Bikes
- a. Mini-bikes, mini-cycles, mopeds, motorbikes, motorcycles, and motor scooters shall be reported on an SPD 103.
 - b. The individual taking the report shall make every effort to obtain both an engine number and VIN, as both numbers will be entered into the SVS.

C. STOLEN RECREATION VEHICLES

1. Van Camper
- a. A motor home, a truck with a chassis mount camper (house car), or any type of living area mounted permanently on a motor driven vehicle, shall be considered as one (1) vehicle.
 - b. It shall be described on the SPD 103, and entered as one (1) vehicle into the SVS.
2. Truck with Detachable Mounted Camper
- Trucks with a mounted detachable camper/shell shall be recorded on an SPD 103.
- a. The camper/shell shall be described on a supplement to the SPD 103.
 - b. The truck shall be entered into SVS as the vehicle and the camper/shell as a vehicle part, cross-referenced to the truck.
3. Unmounted Campers/Shell
- A stolen unmounted camper/shell shall be reported on a Crime Report (SPD 100). The camper/shell shall be entered into SVS as a vehicle part.

D. STOLEN BOATS

1. An SPD 103 shall be taken on all reported stolen boats, whether or not the boat is registered in the Vessel File of Department of Motor Vehicles (DMV).
2. Boats shall be entered into the ABS of the Department of Justice.
3. Required Information Needed for Entry into ABS
- a. Either a Vessel Registration Number (including registration state and registration year), a Boat Hull Number (BHN); or an Owner Applied Number (OAN); or any combination of the three. Examples of identifying numbers are:
 - (1) DMV Vessel Registration Number - Usually contains eight (8) characters - two (2) alphas, four (4) numerics, two (2) alphas. The first two (2) alphas are always "CF", indicating the boat is registered in California. Example: CF2345BD
 - (2) BHN - A unique number of the manufacturer of a boat is mandated to be permanently affixed to the outboard side of the transom or to the outermost starboard side at the end of the hull bearing the rudder or other steering device. Usually contains 12 to 15 characters with the first three (3) alphas indicating the manufacturer's Identification (ID). Example: LBC (Livingston Boat Company) 03453 10 M 76
 - (3) OAN - A number permanently stamped, etched, engraved, or welded on a boat. Painted numbers, decals, or commercial signs applied to the boat by the owner are not considered a valid OAN. Example: F0123456 (California Driver's License)
 - b. The brand name of the boat, and the full name of the boat manufacturer. Both are required for entry.
 - c. Propulsion, i.e., inboard, outboard, sail with inboard/outboard auxiliary power, paddles, or oars.
4. Optional Information to Aid in Identifying the Boat
- a. ID number of the inboard boat engine, and the make, if applicable.
 - b. Boat type, i.e., airboat, commercial, cruiser, hovercraft, houseboat, etc.
 - c. Outer hull material, i.e., metal, plastic, wood, other.
 - d. Boat length, and boat color(s).

E. STOLEN LICENSE PLATES

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1. Reports of stolen plates shall be:
 - a. referred to the RWU or a call expeditor, if available.
 - b. dispatched to a unit when the RWU or call expeditors are not available, or evidence is available.
2. Stolen license plates shall be reported on an SPD 100 and listed on a Property Supplemental Form (SPD 110).
3. Recovered stolen license plates shall be listed on the Vehicle Recovery/Storage/Inventory Report (SPD 188) and marked "plates only".

F. GROUP THEFTS

1. The Base Record of Group Thefts shall be the vehicle which provides the power to move the other vehicles or boats. The other stolen items shall be entered as Associated Records. A "hit" on any of the associated records, or on the base record, will generate a computer print-out of all items interconnected in the two (2) systems.
2. Examples of Group Thefts include, but are not limited to:
 - a. Stolen Pickup, Boat, Boat Trailer, and Outboard Motor
 - (1) Officers shall complete four (4) reports. SPD 103's shall be made on the pickup truck, boat trailer, and boat. An SPD 100 shall be made on the outboard motor.
 - (2) Four (4) report numbers shall be assigned from the CAD system. The pickup truck shall be entered into SVS as the base record, and the trailer shall be entered SVS as the first associated record. The boat and outboard motor shall be entered into the ABS as associated records three (3) and four (4) of the truck entry. An inquiry into either SVS or ABS will generate a print-out of the four (4) stolen items.
 - b. Truck with Mounted Camper, Motorcycle on Rack, Towing Trailer and Boat
 - (1) Officers shall complete four (4) SPD 103's. Each report shall be assigned a report number; one (1) for the truck, one (1) for the motorcycle, one (1) for the trailer, and one (1) for the boat.
 - (2) The truck shall be the base record in SVS, with the motorcycle and trailer as associated records one (1) and two (2). The boat is entered into ABS as associated record three (3).

G. STOLEN AIRCRAFT

1. Officers shall complete an SPD 103 on stolen aircraft.
2. Required information needed for entry into SVS:
 - a. Registration number. (On civil aircraft, this number usually appears on each side of the rear section of the fuselage or vertical fin, i.e., N9201D. On U.S. military aircraft, the registration numbers usually appear on the vertical fin of the tail assembly, i.e., 39766.)
 - b. Type of aircraft (civil passenger, civil non-passenger, military).
 - c. Complete manufacturer serial number (ms#) of aircraft.
 - d. Year in which the aircraft was constructed, make and/or model.

H. CLASSIFYING VEHICLE THEFTS

1. Uniform Crime Reporting (UCR) standards for classifying stolen vehicles as either vehicle theft or larceny-theft are outlined below. These guidelines shall be used by all departmental personnel who have the responsibility of classifying reports.
 - a. Classify as 10851 CVC, with appropriate crime class code, stolen or "attempt stolen" vehicles listed:
 - (1) Automobiles
 - (2) Trucks
 - (3) Buses
 - (4) Motorcycles, Motorscooters, Trail Bikes, Mopeds, etc.
 - (5) Chassis Mount Recreation Vehicles, Motor Homes
 - (6) Dune Buggies
 - (7) Farm Equipment
 - (8) Construction Equipment
 - (9) Trailers
 - (10) Snowmobiles

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- (11) Go-carts.
 - b. All boat thefts or attempts shall be classified 487.1 PC (Larceny-Theft) with the appropriate crime class code.
 - c. All aircraft thefts or attempts shall be classified as 499d PC with the appropriate crime class code.
 - 2. Regardless of the classification (10851 CVC, 487.1 PC, or 499d PC), officers shall complete an SPD 103 on all stolen or "attempt stolen" vehicles listed under items (a), (b), and (c), above.
- I. FELONY VEHICLE ENTRY INTO SVS
- 1. Entry of a felony vehicle shall require the same descriptive information of the vehicle as required for a stolen vehicle entry, plus a description of the suspect driving the vehicle and a felony crime code.
 - a. A felony vehicle entry shall not be used if the officer knows the vehicle was stolen during the commission of a felony. In this instance, the vehicle shall be entered as stolen with a caution code. Even though both types of entries are entered into both California and NCIC files, and both are entered with a caution code, the stolen vehicle is retained in the system four (4) plus years, whereas the felony vehicle is retained for ninety days.
 - b. Felony vehicle entries shall be cleared before the end of the ninety day period if the need for retaining the record in SVS no longer exists.
 - 2. The investigator assigned the case shall have the felony vehicle entry removed in a timely manner.