

Annapolis Police Department



GENERAL ORDER

Number: C.8

**Issue Date: January
2003**

TO: To All Personnel

SUBJECT: Stolen/Recovered Motor Vehicles

PURPOSE

This purpose of this General Order is to establish guidelines for the reporting of stolen and recovered stolen motor vehicles.

POLICY

It shall be the policy of the Annapolis Police Department to fully document all reports of stolen motor vehicles, including subsequent recoveries.

DEFINITION

Motor Vehicle - A motor vehicle is defined as a self propelled vehicle that runs on land surface and not rails. Stolen motor vehicles include but are not limited to automobiles, trucks, buses, motorcycles, mopeds and snowmobiles. The definition does not include farm equipment, bulldozers, airplanes, construction equipment or boats.

I. General Guidelines

- A. The Annapolis Police Department will enter all information concerning stolen motor vehicles into the Maryland Inter Agency Law Enforcement System (MILES) and the National Crime Information Center (NCIC) and to modify such information, as required. Cancellation of MILES/NCIC entries shall be the responsibility of this Department only when the vehicle was reported stolen to this Department and subsequently recovered, regardless of the location of the recovery.
- B. When a motor vehicle is reported stolen to this Department and subsequently recovered, responsibility for notifying the owner will rest with this Department.

- C. When a motor vehicle reported stolen to another agency is recovered by this Department, this Department shall be responsible only for notifying the reporting agency.

II. Stolen Motor Vehicles

A. Responsibilities of the Reporting Officer

- 1. An officer who receives a complaint of a stolen motor vehicle shall fully document all pertinent information on an Incident Report.
- 2. The officer shall broadcast a lookout over the police radio. The lookout shall include but not be limited to the vehicle's registration number, make, model, color, suspects and any other information which the officer feels is important.
- 3. The officer shall notify the Communications Section and furnish the Police Communications Operator with all pertinent information.
- 4. The officer shall complete a computer entry sheet and attach it to the report. When the report is approved by the supervisor, the officer or supervisor is to ensure that the Communications Section receives the report prior to the end of the officers tour of duty.

B. Responsibilities of the Communications Section

- 1. Upon receipt of a stolen motor vehicle complaint, the Police Communications Operator shall check the tow log to determine whether or not the vehicle has been reported as a repossession, private tow, etc. and advise the officer assigned to the call accordingly.
- 2. If the vehicle is stolen, the Police Communications Operator shall enter into MILES/NCIC information regarding the stolen motor vehicle. The Police Communications Operator making the entry shall date and initial the Computer Entry Sheet indicating that the entry was made.

III. Recovered Stolen Motor Vehicles

A. Responsibilities of the Reporting Officer

- 1. When an officer recovers a stolen motor vehicle that is reported stolen from this Department, a Supplement Report will be written, using the case number of the original report.
- 2. If the vehicle recovered was reported stolen to this Department, the officer making the recovery shall attempt to notify the owner. That officer shall then indicate in the recovery report whether or not the owner was notified. The officer will process the vehicle by lifting any latent prints and take photographs of the vehicle or vehicle's damage when necessary. If notification

was not made, the officer will attach a informal note to the report letting Records personnel know that they need to make the notification.

- 3. The owner shall be notified of the date of recovery, the location where the vehicle is stored, whether the vehicle is operable and the case number of the report.
- 4. When a officer recovers a stolen motor vehicle that is reported from another police department, an Incident Report will be written.
- 5. When a stolen motor vehicle that is reported from another agency is recovered by this Department, the assigned officer shall be responsible only for notifying the reporting agency.

B. Responsibilities of the Communications Section

If the recovered stolen motor vehicle was reported stolen to this Department, the Police Communications Operator shall cancel the MILES/NCIC entry regarding the stolen motor vehicle. The Police Communications Operator making the cancellation shall date and initial the Computer Entry Sheet indicating that the cancellation was made.

IV. Responsibilities of the Records Section

- A. If the officer was unable to notify the owner, the Records Section shall then attempt to make notification of the owner. If the owner cannot be contacted by telephone, the Records Section Shall make the notification by registered mail to the last known address of the registered owner.
- B. The owner shall be notified of the date of recovery, the location where the vehicle is stored, whether the vehicle is operable and the case number of the report.
- C. The Records Section shall attach reports of recovered stolen motor vehicles to the original Incident Reports.
- D. If reports are submitted to the Records Section indicating that the appropriate entry or cancellation has not been made into MILES/NCIC the report shall be forwarded to the Communications Section for appropriate action.

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards: None

Revision: This General Order replaces General Order C.8 Stolen Motor Vehicles dated July 1, 1986