

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

STOLEN VEHICLES: LOCATING AND CANCELING

Reviewed by: Lt. Michael Gray	Effective Date: May 16, 1996
Authorized by: Asst. Chief Randall McKinley	Revision Date: October 12, 2017

PURPOSE

The purpose of this SOP is to establish a procedure for verifying, locating, and canceling stolen vehicles.

PROCEDURE

When a vehicle that was reported to this Department as having been stolen is subsequently recovered, the location of the vehicle must be verified. Additionally, a determination must be made as to whether the person reporting the recovery has the authority to deem the vehicle "recovered" (e.g., the registered owner, a law enforcement agent, towing service, etc.)

If the owner reports recovery of a stolen vehicle, identifiers such as date of birth, home address, and phone number should be used to verify the person is the registered owner. All of this information must be documented on a supplementary report.

A supplementary report will be prepared by the person receiving the recovered vehicle information. This supplementary report shall contain the following information:

- the name of the person reporting the recovery;
- the phone number of person reporting the recovery;
- the department and officer reporting the recovery;
- the location where vehicle was recovered;
- the location the stolen vehicle was towed to including phone number of towing service;
- the condition of the vehicle;
- the name(s) of the arrested subject(s);
- where arrested subject(s) are being held;
- who to contact for further information.
- the date, time and the name of the person contacted when the vehicle is recovered and;

When a stolen vehicle has been recovered, it is the responsibility of the person receiving the initial recovery information to notify a telecommunicator to remove that vehicle from LEADS

Additionally, the shift supervisor will be responsible for notifying the victim of the recovery. The victim should be advised of the likelihood of misdemeanor charges being filed rather than felony charges in most cases. In the absence of extenuating circumstances, such as the vehicle and or suspects being involved in other crimes, the vehicle will not normally be processed for forensic

evidence. The on duty Shift Supervisor or CID Supervisor may decide to have the vehicle processed. The victim should be advised they will be responsible for any towing fees incurred through the Department's contracted towing agency. If the victim is able to respond to the recovery sight, or request the vehicle be left where it was recovered, the contracted towing agency will not be utilized and no fee will be incurred.

If it is determined a vehicle will be processed, and manpower and conditions will allow, a shift level crime scene technician should be utilized to conduct the processing at the recovery site. If it is necessary to have the vehicle moved to the police department for processing the Department's contracted towing company will be used. **Once processing is complete, the towing company should be contacted to remove the vehicle from the police department to the storage facility.**

If the vehicle is towed to the police department for processing, the victim should be provided contact information (i.e., names, phone numbers, and duty hours) for the Criminal Investigation Division. All recovered vehicles held for processing will be inventoried and processed as soon as reasonably possible, either by an on-duty evidence technician or by a lab technician, at the discretion of the on-duty supervisor.

The vehicle's owner should be notified as soon as processing is complete so they may collect their vehicle from the **towing company** after payment is made. The person picking up the vehicle is responsible for towing company fees and any applicable release fees required by the police department.

If the vehicle is locked, all reasonable attempts will be made to acquire a key to open the locked areas. If none can be reasonably acquired, a locksmith will be tasked with opening the vehicle while maintaining the integrity of potential evidence.

The detective assigned a stolen vehicle case is responsible for checking the hot file every 60 days and validating the vehicles in that file have not been recovered.