
Stolen Autos (UDAA)

201.1 PURPOSE

To provide guidelines for conducting stolen auto investigations.

201.2 INITIAL COMPLAINT PROCEDURE

201.2.1 DETERMINING CRIMINAL OR CIVIL

NO PROSECUTION CASES: If the complainant does not wish to prosecute, the case shall be written as a "Civil Dispute". A BOL shall be broadcasted. If 24 hours has lapsed and the complainant re-contacts the department wishing prosecution, a criminal complaint shall be written (Unlawful Use of a Motor Vehicle).

NOTE: If evidence of a crime is presented at a later date, a criminal case will be initiated. This may include information that the suspect is trying to sell the borrowed car (Larceny by Conversion, Passing Title), or the victim traded the car for drugs, etc.

VEHICLE VOLUNTARILY GIVEN AND PROSECUTION IS DESIRED: A "MOTOR VEHICLE THEFT FRAUD (OTHER)" **Offense Code 24003** case shall be written once twenty-four hours has lapsed beyond the reasonable expected time of return. If KDPS is contacted prior to this, the complainant shall be advised to call back to make a criminal report and the officer shall have the instructions given noted in the dispatch. A BOL shall be broadcasted. The vehicle shall be put into LEIN as stolen once 24 hours has elapsed.

VEHICLE NOT VOLUNTARILY GIVEN AND PROSECUTION IS DESIRED: A UDAA case shall be written, a BOL broadcasted and the report promptly entered into LEIN.

201.2.2 STOLEN AUTO REPORT

1. Officers shall complete an Incident Report (complete vehicle and stolen property sections) and Officer Supplements documenting the theft, insurance company and possible suspect information. As soon as possible, the completed report shall be given to a command officer for review and prompt LEIN entry. Officers shall indicate in their narrative that the report was entered into LEIN.
2. Command shall ensure four (4) copies of the Incident Report are made. A copy shall be taken to the Communications Center for prompt LEIN entry, and the three remaining copies placed in the briefing folders for the next three (3) days.
3. Dispatch personnel shall enter the stolen vehicle into LEIN/NCIC and stamp the copy with the LEIN entry stamp. Dispatch retains copy until recovered.

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Stolen Autos (UDAA)

201.3 RECOVERY OF KDPS STOLEN AUTO PROCEDURE

1. Dispatcher shall cancel the stolen vehicle in LEIN and stamp the Incident Report copy as canceled.
2. An officer shall be assigned to close the report as follows:
 - (a) **Enter “R” (recovered) in the vehicle section of the report in I/Leads.**
Indicate the value of the recovered vehicle, accounting for damage.
 - (b) Officers recovering stolen vehicle parts shall cause the dispatcher to re-enter the vehicle noting what parts have been recovered.
 - (c) Complete a supplement in I/Leads detailing the following:
 - i. Date, time, and location of vehicle recovery and who located the vehicle.
 - ii. Attempts shall be made to contact the owner to advise of the recovery and all attempts shall be documented. Document date, time, and the name of the person who advised the owner of its recovery. When an officer is unable to notify the owner during the shift, the officer shall advise a command officer who shall pass the responsibility to the on-coming shift.
 - iii. Any investigative leads or suspect information.
 - iv. Current status of the vehicle (released to the owner, impounded, etc.).
 - v. If an arrest is made, the charge shall be MOTOR VEHICLE THEFT (24001), not R&C. Use the original case number.
 - vi. Also under the original case number you are to include any additional charges as a result of the recovery of the Motor Vehicle Theft (UDAA). For example, Fleeing and Eluding, Possession of Marijuana, etc.
 - vii. Refer to Section 201.5 below to determine whether or not the vehicle shall be processed for evidence.
 - viii. If the vehicle is impounded because an owner cannot be contacted, refer to POLICY 502 in the Public Safety Policy Manual. for impound procedures. Attach the PD125 to the case.
 - ix. Submit the case to command for review.
3. After approving the report, the command officer shall ensure that the supplemental report is sent to CID command through I/Leads.

201.4 RECOVERY OF OTHER DEPARTMENTS STOLEN AUTOS

1. **If occupied:**
 - (a) Obtain a new case number and complete an Incident Report, titled “MOTOR VEHICLE THEFT & USE - OTHER JURISDICTION (offense code 24002).
 - (b) Document recovery details and suspect information in the report. Include a report heading of “Vehicle Disposition”, indicating if the vehicle was impounded, owner notified, released to owner, etc.

Kalamazoo Department of Public Safety

Public Safety Procedures Manual

Stolen Autos (UDAA)

- (c) The recovering officer shall insure the other agency is notified of the recovery via LEIN or TX, and request they fax a copy of their case to Public Safety CID (Fax 337-8887). The other agency's contact person, TX and case number shall be listed in the report. Attach LEIN work to the report.

2. If unoccupied:

- (a) Obtain a new case number and complete a report titled "Recovery Other Dept. Stolen Auto" (offense code 9851: suspect but not arrested; 9853: no suspect).
- (b) Document recovery details and suspect information in the report. Include a report heading of "Vehicle Disposition", indicating if the vehicle was impounded, owner notified, released to owner, etc.
- (c) The recovering officer shall insure the other agency is notified of the recovery via LEIN or TX, and request they fax a copy of their case to Public Safety CID (Fax 337-8887). The other agency's contact person, TX and case number shall be listed in the report. Attach LEIN work to the report.

201.5 VEHICLE RELEASE AND LAB PROCESSING

- 1. Stolen vehicles with steering column damaged, vehicles taken without keys or vehicles forcibly taken shall be processed.
- 2. If there is no reason to hold the vehicle (whether processed or not) and the owner cannot be contacted, impound the vehicle. Check "Release to Owner" on the PD125. DO NOT PLACE A HOLD ON IT.

NOTE: **For additional processing guidelines please refer to **Lab Call-in Procedures.**