

	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Stolen Vehicles and UUMV Reports</i>	Issued: 07/27/2015	TBP:

## **Stolen Vehicles**

An officer shall be dispatched to the scene of reported motor vehicle thefts to verify the person reporting the theft is the rightful owner or responsible person and to check for any physical evidence or witness. Motor vehicle theft reports will not be taken over the telephone.

The following checks will be performed to determine ownership and possible location of the vehicle:

- A. The repossession log checked to assure the vehicle has not been repossessed or towed by a private wrecker and
- B. Departmental records checked to determine if the vehicle was impounded by the Department.

If the reporting party is not the owner, their relationship to the owner and vehicle (registered to parent, relative, etc.) and if they had permission to use the vehicle shall be determined.

Once determined to be stolen, an affidavit shall be obtained indicating charges will be filed by the owner or responsible person and a report completed, including all available identifying information on the vehicle. Additionally, as much information as is known about the person who stole the vehicle should be included.

## **Unauthorized Use of a Motor Vehicle**

- A. UUMV reports may be taken by telephone.
- B. As with a stolen vehicle, the owner must be identified. If the owner or reporting party has loaned the vehicle to someone and they are merely late in returning it, a report need not be done at that time. The reporting party will be told only an ATL will be broadcast. They should be advised that if the vehicle is not returned within forty-eight (48) hours, they should return with documentation of ownership and be prepared to complete an affidavit to file a report.
- C. The reporting party should be told to make every effort to locate the person who has the vehicle.
- D. If it becomes necessary to complete a case report immediately, an affidavit will be obtained at the time of the original report.
- E. The vehicle will not be entered into NCIC/TCIC until an on-duty supervisor has reviewed or approved the case. The officer taking the report will then ensure the vehicle is entered.

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### **Reports Involving Car Dealerships**

UUMV – In the case of a test drive where the vehicle has not been returned, it should be handled as a UUMV, including not entering into NCIC/TCIC, unless special circumstances necessitate entry and approved by supervision. A report will only be completed forty-eight (48) hours after the vehicle was to have been returned.

Stolen vehicle – The officer will determine if the vehicle was loaned out or is in the possession of another salesman. Once the determination has been made the vehicle has been stolen, an affidavit will be obtained from a representative of the business and a case report completed. Only after both are completed will a NCIC/TCIC entry be made by CID.

### **Recovered Stolen Vehicles**

Vehicles stolen in Abilene and recovered in Abilene (stolen local/recovered local) require a supplement to the original Department case be completed including changing the code in the property section indicating the vehicle has been recovered. The narrative will indicate whether the victim has been contacted, the condition, whether the vehicle is drivable and the disposition of the vehicle.

Vehicles discovered in Abilene that are stolen elsewhere (stolen outside/recovered local) will require an original case report be completed titled "Recovered Stolen Vehicle". The reporting agency will be listed as the victim and the narrative will include whether the victim or outside agency has been contacted, the condition of the vehicle and the disposition of the vehicle.

In the event a vehicle stolen in Abilene is recovered in another jurisdiction (stolen local/recovered outside), once the vehicle has been cleared from NCIC/TCIC, the reporting agency can be advised to contact CID during business hours. A copy of the teletype message should be forwarded to CID. If a suspect is in custody, an on duty supervisor should be notified for additional information or advice. A supplement to the original case should be completed detailing where the vehicle was recovered, whether a suspect is in custody, a contact person with the recovering agency and the disposition of the vehicle. The victim should be contacted and given the information of where the vehicle is and contact information of the recovering agency. The property section should indicate a change to the code showing the vehicle has been recovered.

### **Summary**

- A. No stolen vehicle will be entered in NCIC/TCIC unless an affidavit from the owner or person responsible for the vehicle is in hand.
- B. UUMV should only be entered into NCIC/TCIC with approval of a supervisor.