



California State University, Los Angeles
Department of Public Safety

NUMBER: I-14 APPROVED: _____
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EFFECTIVE: May 1, 2007

SUPERSEDES: 1/1/2001 Revised/Reviewed: May 1, 2010

SUBJECT: **Stolen Vehicle Logging Procedures**

I. PURPOSE:

To establish a policy and procedure for the handling of stolen, stored, and impounded vehicle information by the University Police Dispatchers and Records personnel.

II. POLICY:

- A. All employees performing University Police Dispatcher and Records personnel duties will adhere to the following procedures.
- B. The Dispatcher on duty for a particular shift during which arises any stolen, stored, and/or impounded vehicle activity, will make every attempt to complete all required computer and log entries, paperwork, etc. prior to the end of watch.
- C. Records personnel will make every attempt to complete all stolen, stored, and/or impounded vehicle report reviews, to follow-ups, etc. during his/her next on-duty day following the date of the original incident.

III. DEFINITIONS:

- A. CLETS. California Law Enforcement Telecommunications System (CLETS) refers to the computerized system by which law enforcement agencies may enter and retrieve information from the Criminal Justice Information System (CJIS).
- B. SVS. Stolen Vehicle System (SVS) refers to the CJIS file containing information pertaining to stolen and stored vehicles, vehicle parts, license plates, etc.
- C. Stolen Vehicle Log. Refers to the binder utilized by the department Dispatchers and Records personnel to log and maintain stolen vehicle information. The Stolen Vehicle Log is divided into five (5) sections:
 - 1. CSULA Stolen Vehicles;
 - 2. CSULA Vehicle Stored and Impounded Vehicles;
 - 3. Outside Agency Recovered Stolen Vehicles;
 - 4. Lost/Stolen License Plates; and
 - 5. Tow Company Rotation log.

- D. Vehicle Release Form (CHP Form #180, Rev. 2/99). Refers to the copy of a stolen, stored, or impounded vehicle report, which may be later utilized to authorize a release of a vehicle from the location of storage.

IV. PROCEDURES:

A. CSULA stolen or impounded vehicles.

1. The Dispatcher will:

- a. Assign a crime report DR number to the report utilizing the appropriate station log disposition code.
- b. Make all required entries into SVS per prescribed formats set forth by the State of California Department of Justice (refer to CJIS Manual for appropriate formats).
- c. Attach all corresponding paperwork (e.g. 10-28, 10-29 printouts, etc.) to the original report.
- d. Insert yellow copy of CHP Form #180 into the CSULA Stolen Vehicles section of the Stolen Vehicle Log.
- e. Make copies of all impounded vehicle and outside agency recovered stolen vehicle reports, and insert the copies into the appropriate section of the Stolen Vehicle Log.
- f. Enter all required information into the appropriate section of the Stolen Vehicle Log.
- g. Ensure the original report is placed in the "Completed Reports" bin for the Sergeants review.
- h. Vehicles stored or impounded are towed via tow company rotation.

2. Records personnel will:

- a. Review original report and attached paperwork for complete and accurate entries by the Dispatcher.
- b. Review the Station and Stolen Vehicle Logs for complete and accurate entries by the Dispatcher.
- c. In the case of impounded vehicles, mail required notifications to the registered owners and make appropriate entries into the Stolen Vehicle Log.
- d. Attach any follow-up paperwork received from the Dispatchers and/or Investigators to the original report.

B. Recovered CSULA stolen vehicles.

1. In cases where our agency recovers a vehicle originally reported stolen to our department, the Dispatcher will:
 - a. Remove the CHP Form #180 yellow copy from the "CSULA Stolen Vehicles" section of the Stolen Vehicle Log.
 - b. Make all required entries into SVS to change the vehicle's status in SVS from "stolen" to "recovered".
 - c. Attempt to telephonically contact the vehicle's registered owner and notify of the recovery.
 - d. Advise as to the condition of the vehicle and ascertain whether that the registered owner (R/O) wishes to take possession of the vehicle or have it removed to a storage yard. If notification attempts are unsuccessful, the vehicle will be stored.
 - e. In the case of vehicles that are to be held by our department for fingerprinting, advise the R/O that the vehicle will be held pending further investigation by this agency.
 - f. Further advise the R/O that the Investigators will contact them when the vehicle is clear for release.
 - g. Complete *steps e through g* below.
2. In cases where a CSULA stolen vehicle is found by an outside agency, the Dispatcher will:
 - a. Receive and review the incoming "vehicle locate" Teletype printout.
 - b. Verify that the listed vehicle is a CSULA stolen.
 - c. SVS entry errors may be made by a locating agency and CLETS messages will be incorrectly routed.
 - d. In cases where an erroneous locate message is received, telephonically contact and advise the locating agency.
 - e. Remove the CHP Form #180 yellow copy from the "CSULA Stolen Vehicles" section of the Stolen Vehicle Log.
 - f. Make all required entries into SVS to change the vehicle's status from "locate" to "recovered".
 - g. Attempt to telephonically contact the vehicle's registered owner and notify of the recovery.

- h. Advise the R/O to contact the locating agency for vehicle information (e.g. condition, requirements for release, location of storage, etc.).
 - i. In the case of vehicles that are to be held by our department for fingerprinting, advise the R/O that the vehicle will be held pending further investigation by this agency.
 - j. Further advise the R/O that the Investigators will contact them when the vehicle is clear for release.
 - k. Make a station log entry documenting the recovery of the vehicle and/or receipt of the locate Teletype and whether or not the R/O notifications were completed.
 - l. The station log call code of "FU" is to be used.
 - m. Only one log entry per watch is required to document notification attempts.
 - n. Advise the oncoming Dispatcher if the R/O was not contacted so those notification attempts may be made during the following shift.
 - o. Attach all Teletype paperwork to the report copy along with a note stating the outcome of the R/O notification attempts and place the report in the Record Clerks mailbox.
- 2. Records personnel will:
 - a. Receive and review all recovered CSULA stolen vehicle reports and attached paperwork for accurate SVS entries.
 - b. Review the Station and Stolen Vehicle Logs for complete and accurate entries by the Dispatcher.
 - c. Forward copies of all reports requiring follow-up activity to the Investigators.
 - d. Make necessary R/O notifications in cases where the Dispatcher's attempts are unsuccessful.
 - e. Attach all follow-up paperwork received from the Dispatchers and Investigators to the originating report.
- C. Outside Agency Stolen Vehicles recovered by this department.
 - 1. The Dispatcher will:
 - a. Make a station log entry documenting the locate of the vehicle.

- b. Contact the originating agency by using the CLETS HIT Confirmation Request to verify the vehicle's status. A courtesy telephonic notification may be made but is not to be used in lieu of a HIT confirmation request.
 - c. Ascertain from the originating agency whether or not they wish to make the recovery via the HIT confirmation request.
 - d. In cases where the originating agency wishes to make the recovery, no further action will be taken.
 - e. In cases where the originating agency requests this department to make the recovery, steps f through h below will be completed.
 - f. Attempt to telephonically contact the vehicle's registered owner and notify of the locate. Advise the registered owner that he/she should report to the University Police Department to obtain a vehicle release (CHP Form #180) prior to responding to the Tow yard.
 - g. Issue a crime report DR number to the report.
 - 1. The daily radio log incident code of "VEHREC" will be used whether there is a suspect or no suspect in custody.
 - 2. The daily radio log disposition code of "Crime Report Taken" will be used whether there is a suspect or no suspect in custody.
 - h. Make all required entries into the SVS to change the vehicles status from "stolen" to "locate".
 - i. Attach all corresponding paperwork to the original report.
 - j. Make copies of all recovered stolen vehicle reports and insert into the appropriated section of the Stolen Vehicle Log.
 - k. Enter all required information into the appropriate section of the Stolen Vehicle Log.
 - l. Ensure the report is placed in the "Completed Reports" bin for Sergeant's review and approval.
2. Records personnel will:
- a. Review the original report and attached paperwork for complete and accurate entries into the SVS.
 - b. Review the Station and Stolen Vehicle Logs for complete and accurate entries by the Dispatcher.
 - c. Mail required notifications to the originating agency and R/O and make appropriate entries into the Stolen Vehicle Log.

- d. Attach any follow-up paperwork received from the Dispatchers and/or Investigators.

D. Vehicle Releases.

1. In conformance with Department Order IV-3, the Watch Commander or Officer in Charge will:
 - a. Have responsibility for handling all requests to release CSULA stored/impounded vehicles.
 - b. Verify that all requirements for the vehicle release have been satisfied.
 - c. Complete all required paperwork to effect a vehicle release.
 - d. Remove the report copy (CHP form #180) of the vehicle to be released from the Stolen Vehicle Log.
 - e. Make a copy of the completed vehicle release form and give that copy to the R/O for presentation to the storage yard.
 - f. Attach all corresponding paperwork (e.g. registration, receipts of fees posted, etc.) to the remaining copy of the vehicle release form and place in the Records Clerk's mail bin.
 - e. Ensure that the on-duty Dispatcher enters all required information into the Stolen Vehicle Log.

V. APPENDICES:

- A. CHP form #180.
- B. Tow Company Rotation log sheet.
- C. CSULA Stolen Vehicle log sheet.
- D. CSULA Stored/Impounded Vehicle log sheet.
- E. Outside Agency Recovered Stolen Vehicle log sheet.
- F. Lost/Stolen License Plates log sheet.

Attachment A.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE REPORT
CHP 180 (Rev. 2-99) OPI 061

REPORTING DEPARTMENT				LOCATION CODE		DATE / TIME OF REPORT		NOTICE OF STORED VEHICLE DELIVERED PERSONALLY <input type="checkbox"/>	
LOCATION TOWED / STOLEN FROM						ODOMETER READING		VIN CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
								LIC. CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
YEAR	MAKE		MODEL		BODY TYPE		COLOR	LICENSE NO.	
VEHICLE IDENTIFICATION NO.								ENGINE NO.	
<div style="border-bottom: 1px solid black; width: 100%;"></div>								<div style="border-bottom: 1px solid black; width: 100%;"></div>	
<div style="border-bottom: 1px solid black; width: 100%;"></div>								<div style="border-bottom: 1px solid black; width: 100%;"></div>	
<div style="border-bottom: 1px solid black; width: 100%;"></div>								<div style="border-bottom: 1px solid black; width: 100%;"></div>	
REGISTERED OWNER								<input type="checkbox"/> SAME AS R/O	
<input type="checkbox"/> STORED <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> RELEASED									
TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE)									
TOWED TO / STORED AT						AIRBAG?		DRIVEABLE	
						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 1 <input type="checkbox"/> 2		<input type="checkbox"/> YES	
CONDITION		YES	NO	ITEMS		YES	NO	ITEMS	
WRECKED				SEAT (FRONT)				REGISTRATION	
BURNED HULK per 431(c) VC				SEAT (REAR)				ALT. / GENERATOR	
VANDALIZED				RADIO				BATTERY	
ENG. / TRANS. STRIP				TAPE DECK				DIFFERENTIAL	
MISC. PARTS STRIP				TAPES				TRANSMISSION	
BODY METAL STRIP				OTHER RADIO				AUTOMATIC	
SURGICAL STRIP per 431(b) VC				IGNITION KEY				MANUAL	
RELEASE VEHICLE TO:						<input type="checkbox"/> R/O OR AGENT <input type="checkbox"/> AGENCY HOLD <input type="checkbox"/> 22850.3 VC		GARAGE PRINCIPAL / AGENT STORAGE	
NAME OF PERSON / AGENCY AUTHORIZING RELEASE				I.D. NO.		DATE		CERTIFICATION: I, THE UNDERSIGNED, AM THE AGENT AUTHORIZED AND ENTITLED TO TAKE THIS REPORT.	
SIGNATURE OF PERSON AUTHORIZING RELEASE								SIGNATURE OF PERSON TAKING PHOTOGRAPH	
<input type="checkbox"/> STOLEN VEHICLE / COMPONENT <input type="checkbox"/> EMBEZZLED VEHICLE									
DATE / TIME OF OCCURRENCE				DATE / TIME REPORTED				NAME OF REPORTING PARTY (R/P)	
LAST DRIVER OF VEHICLE				DATE / TIME				ADDRESS OF R/P	

TOW COMPANY ROTATION LOG

Attachment B.

[illegible]

CSULA STOLEN VEHICLE LOG

Attachment C.

[illegible]

CSULA STORED / IMPOUNDED VEHICLES

Attachment D.

[illegible]

CSULA STOLEN VEHICLE - OUTSIDE AGENCY RECOVERIES

Attachment E.

[illegible]

CSULA LOST / STOLEN LICENSE PLATES

Attachment F.

[illegible]