



California State University, Los Angeles
Department of Public Safety

NUMBER: IV-6 APPROVED: _____
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EFFECTIVE: November 17, 2005

SUPERSEDES: 1/27/2004 Reviewed/Revised: May 1, 2010

SUBJECT: **Handling Lost, Stolen, and Fraudulent Parking Decals**

I. PURPOSE:

To establish a procedural guideline for the processing of stolen, recovered stolen, lost, or fraudulent decals.

II. POLICY:

It is the policy of this department to efficiently process and document incidents involving stolen, lost, or fraudulent decals.

III. DEFINITIONS:

Lost decal: A parking decal that the reporting party has misplaced and unable to locate, but has not be stolen during the commission of any crime.

Destroyed decal: A parking decal that has been destroyed but not as the result of a crime.

Stolen decal: A parking decal that has been unlawfully taken from the owner/user during the course of a petty theft, grand theft, auto-theft, or burglary.

Recovered stolen decal: A parking decal which was previously reported stolen but has been recovered.

IV. PROCEDURES:

A. Front Desk.

1. The Lost or Stolen Parking Decal Form will be completed by a Department of Public Safety staff member. In order to receive a replacement decal, the reporting party **MUST** complete ALL information requested on the form.
2. Lost or Destroyed Permits:
 - a. The owner must have the receipt, if faculty/staff is on payroll deduction check the payroll deduction list (filed at front desk) OR for destroyed decals, they must have the remnants of the decal to turn in to us. Without these things, lost or destroyed decals will not

be replaced. The original receipt must be stapled to the yellow copy and a copy of the receipt must be stapled to the white copy.

- b. Have them fill out "Request For A Replacement Parking Decal" form found under front counter.
- c. Make sure the form is *complete* and then give them the pink copy and a temporary permit good for 7 days. The response will be done within 7 working days. They must return at the end of those 7 days to pick up their memo for a replacement decal.
- d. IMPORTANT: IF they FIND their decal, they MUST turn it in to us, inform them NOT to use it for any reason.
- e. Time stamp the upper left hand corner of the form and initial, then log the information onto the Lost and Stolen decal log-in folder.
- f. Give the form to dispatch to give it a DR# where dispatch will complete an ARMS entry and report.
- g. When dispatch gives you the *yellow copy* back with the DR#, write the DR# on the log sheet and then place it in the cite drawer.

2. Stolen Decals:

- a. At any time the incident involves any type of theft, Dispatch will be notified and a police report will be taken by a police officer.
- b. In all cases in which there is a report of a stolen decal, the police officer must fill out ***Report of a Lost or Stolen Parking Decal & Request for Replacement Form*** found under front desk and attach the proof of purchase (receipt or must be on the payroll deduction list) that must be provided by the reporting party. The original receipt must be stapled to the yellow copy and a copy of the receipt must be stapled to the white copy.
- c. Make sure the form is *complete* and then give them the pink copy and have the front desk staff give them a temporary permit good for 7 days. The response will be done within 7 working days. They must return at the end of those 7 days to pick up their memo for a replacement decal.
- d. Time stamp the form on the upper left hand corner and initial, then log it in to the Lost and Stolen log-in folder.
- e. Have dispatch assign it a DR#. In all cases where a police report is taken by an officer, an investigation will be conducted and the standard report formats and guidelines will apply.
- f. In those rare instances of thefts occurring off-campus, the officer will not take the police report until such time as the reporting party

provides a copy of that agency's police report. A report number will not be acceptable as proof a crime report has been taken. Further, officers will write an informational report with the only requirement for such a report will be a narrative that reports the decal was stolen within another jurisdiction. For example,

NARRATIVE:

R/P Smith states that her 1998 Honda Civic, CA Lic #ABC123, was broken into within the City of Fullerton, CA, on June 4, 2005. RP states that she reported the theft to the Fullerton Police Department on June 4, 2005, and she was given DR#05-12345 documenting the theft. RP provided a copy of the FPD crime report which is attached.

- g. A copy of the completed form will be attached to the police report. The original form and any subsequent copies of the Stolen decal form will be provided to the front desk staff for distribution.

B. Parking Office.

1. After Parking Office Receives the Replacement Form in the Appeal Box:
 - a. Verify the number against the provided receipt or from our records of faculty-staff (permanent, annual or quarterly), Resident, LACHSA, Motorcycle, and Disabled. (Student decals are the ones we need the receipt.)
 - b. If decal can be verified the Lost Stolen Report is updated with the new entry on the database. If the permit cannot be verified the Parking office will notify the R/O and not process a replacement decal.
 - c. An individual replacement memo is generated for each report and returned to the Front Desk for pick up.
 - d. Each Parking Officer receives an updated Lost/Stolen list.
 - e. The yellow copy is forwarded to the Records office along with one D.R. number sorted list.
 - f. Investigations receive a D.R. number sorted list.
2. If a decal is found by the R/O or it is recovered, the Lost/Stolen list is updated and the decal is removed from the list.
3. At the end of the first week of each Quarter the Lost /Stolen list is updated with removing expired decals from the list.

4. In all cases where parking officers locate stolen parking decals that are within a vehicle, they will immediately notify dispatch so that an officer may respond to the scene and assume the investigation. Officers will, at minimum, document the incident in a crime report, seize and book as evidence the decal, and attempt to contact the registered owner of the vehicle to ascertain how they received such decal. During normal weekday business hours, officers should contact the Investigations Division prior to attempting to speak with the vehicle's owner to ensure Investigations does not want to assume investigative jurisdiction of the matter.

C. Records Office.

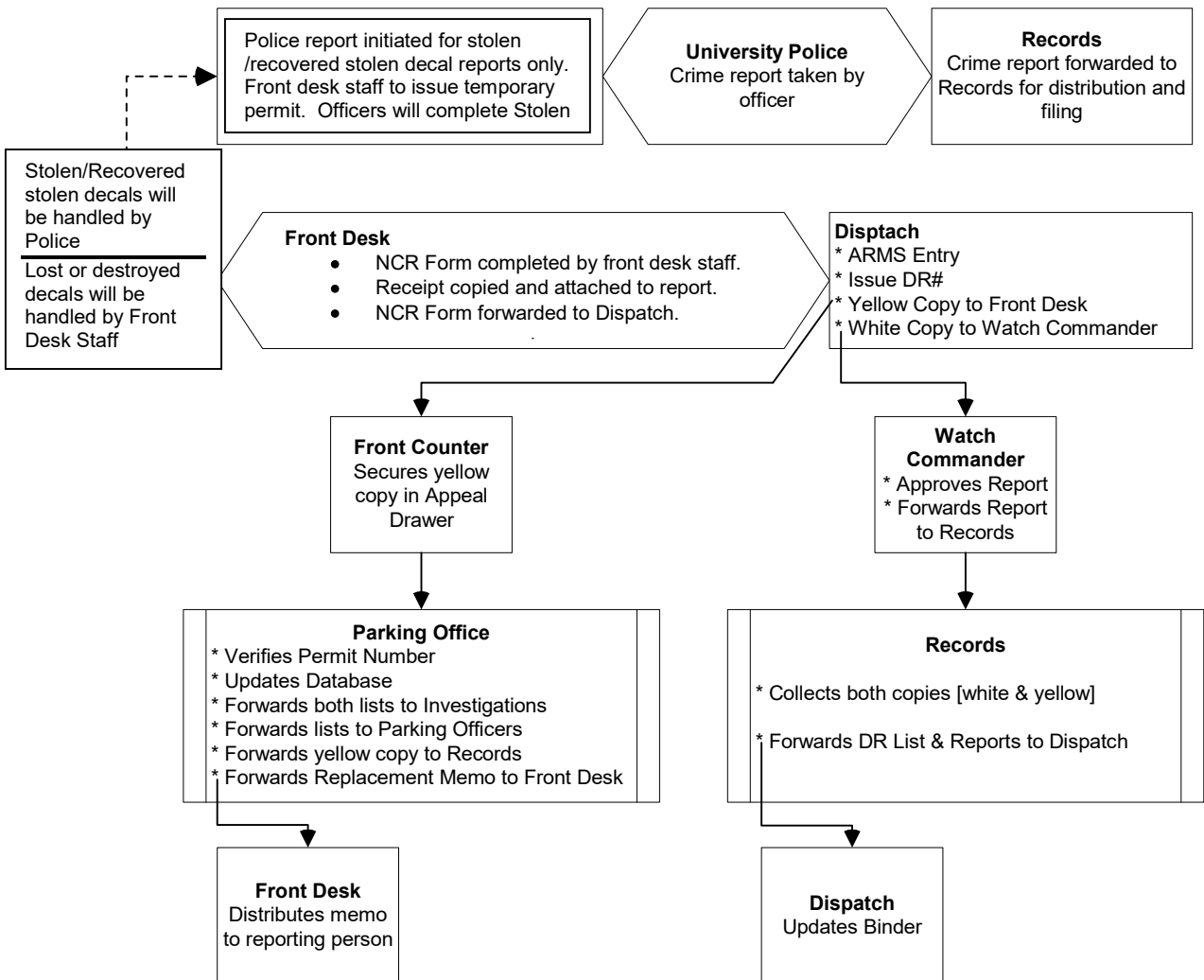
1. Records staples the Original Report and the yellow copy together for their records.
2. A copy is made of each report and forwarded to dispatch to update the stolen decal binder.
3. A copy of the D.R. sorted list is forwarded to dispatch for the stolen decal binder.

V. APPENDICES:

- A. Flowchart of Process.
- B. "Report of a Lost or Stolen Parking Decal & Request for Replacement Form"
- C. "Replacement Parking Decal" memorandum.

Appendix A.

Report of Stolen or Lost Parking Decal Process Flowchart



Attachment B.

Report of a LOST or STOLEN Parking DECAL & Request for Replacement California State University, Los Angeles

ARMS Case Number:

Date & Time Reported	Location Lost / Stolen From	Reported as <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed
Date & Time Lost / Stolen From	Type of Decal <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student	Decal good for <input type="checkbox"/> Annual <input type="checkbox"/> Disabled <input type="checkbox"/> Permanent <input type="checkbox"/> Quarter <input type="checkbox"/> Resident <input type="checkbox"/> High School of the Arts
Date & Time Lost / Stolen To	<u>DECAL NUMBER</u>	

Reporting Person's Name - Last, First, Middle		Date of Birth	Race	Sex	Age	Height
Reporting Person's Residence Address & Zip Code		Weight	Hair	Eyes	Social Security Number	
Reporting Person's Business Address & Zip Code		Driver's License Number		Residence Phone	Business Phone	
Make of Vehicle	Year of Vehicle	Color of Vehicle	Vehicle License Number	State	Style of Vehicle (2/4 door, Van, Truck, etc.)	

Describe / Explain how decal was Lost, Stolen, or Destroyed

Written notification granting the purchase of a replacement decal will be ready for pick-up within five (5) working days at Public Safety, Building C.

I understand that any person in possession of the above described State property is in violation of the law (Section 485 P.C.) and that the person in possession of the property shall be arrested and charged with theft of State Property. Should I find this decal, I will notify and return the found decal to the University Police Immediately. This report is an official action with the University Police.

I understand and agree to the provisions of the above statement. _____

Signature

Parking Services Use Only Decal # Verified by: _____ Date: _____ Entered By: _____ Date: _____	Dispatch / Records Use Only <input type="checkbox"/> Entered into ARMS By: _____ Date: _____ <input type="checkbox"/> Approved in ARMS By: _____ Date: _____
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