

Germantown Police Department

Policies and Procedures

Number: 10-4
Effective Date: January 1, 2003
Subject: Motor Vehicle Theft Reports
Previous Revisions:

I. PURPOSE

The purpose of this policy is to establish methods and responsibilities for handling motor vehicle thefts.

II. POLICY

It is the policy of the Germantown Police Department to efficiently report, locate and return vehicles that have been reported stolen.

III. PROCEDURE

A. Local Vehicle Theft

1. The responding officer will verify that the vehicle was indeed stolen and not repossessed, loaned to another person, or otherwise taken with the owner's knowledge or implied consent.
2. The reporting officer will gather enough information and give a broadcast regarding the vehicle.
3. The reporting officer will be responsible for examining the scene for evidence, contacting a crime scene technician if necessary, completing the offense report and having the vehicle entered into NCIC as soon as possible.

B. Local Vehicle Recovery

1. The officer recovering the stolen vehicle will complete a "Recovered Stolen Vehicle" offense report.
2. The officer will notify Communications and ensure the vehicle is removed from NCIC.

3. The recovering officer will be responsible for notifying the owner. If contact is not made after the officer's reasonable attempt to do so, it will be noted in the officer's offense report.
4. The officer recovering a local stolen vehicle will ensure that a crime scene technician processes the vehicle.

C. Recovery-Other Jurisdiction Stolen Vehicle

1. When an officer recovers a stolen vehicle that had been reported as stolen to another law enforcement agency, the officer making the recovery will complete a "Recovered Stolen Vehicle" offense report, noting the date and location of the theft.
2. The officer will have Communications contact the agency to verify the information and notify them of the recovery.
3. If requested by the other agency, the vehicle will be processed for evidence.
4. It may be necessary for the recovering officer to obtain the Teletype information from Communications to complete the offense report.

D. Towing of Recovered Vehicles

1. Locally stolen and recovered vehicles will be towed in accordance with the department's towing policy, unless the vehicle's owner can respond to the scene and the vehicle is operational.
2. Vehicles stolen from other jurisdictions and recovered locally will be towed in the same manner as mentioned above, except when the agency requests that the vehicle be held for processing. Vehicles held for processing will be towed to the City impound lot or other location as determined by the reporting agency.
3. Recovered stolen vehicles that are suspected of being used in other serious crimes will normally be towed to the City impound lot or other processing facility and examined for evidence.

IV. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.