**POLICY TITLE:** Stolen Vehicle Recovery Procedure

**STANDARD/REF #:**

**APPROVED BY:** Wayne Jerman, Chief

**REVIEWED DATE:** 2/15/2013

**REQUIRED REVIEWERS:** Patrol Captain; CID Captain; Administrative Operations Captain; Records Section Captain; JCA; Property & Evidence

**REVISED DATE:** 4/2/2014

**POLICY/PURPOSE:**
It is the policy of the Cedar Rapids Police Department to ensure all recovered stolen vehicles are cleared from the National Crime Information Center (NCIC), every attempt is made to contact the owner of the stolen vehicle, and that Property and Evidence are made aware of a vehicle if towed or impounded.

**STOLEN VEHICLE RECOVERY PROCEDURE:**

Vehicles Stolen From Cedar Rapids and Recovered in Cedar Rapids

- Officers will notify the Joint Communications Agency (JCA) to verify the vehicle is stolen by vehicle identification number (VIN).
- JCA will notify the Records Section to verify the report is still valid.
- The Records Section will locate the original report and notify JCA if the vehicle is still reported as stolen.
- Officers will attempt to contact the victim to advise where the vehicle was located. JCA may be used to assist, but questions regarding the vehicle’s condition or any investigative questions will be handled by the officer assigned to the recovery.
  - Officers will communicate processing and vehicle release options with the victim.

- If officers are unable to contact the victim, the officer will process the vehicle if needed, and have the vehicle towed by the city’s contracted towing service. If further investigation is needed on the vehicle, the vehicle will be impounded.
  - The attempts to notify the victim should be noted in the officer’s report and the information forwarded to the Watch Commander.
  - The officer will send an email to distribution “Police Towed” stating the vehicle has been recovered and the current location and status of the vehicle.
  - Ongoing attempts will be made by the Watch Commander or shift supervisor to make certain the victim is notified. If notified, the Watch Commander or shift supervisor will also make arrangements for the victim to pick up the vehicle from impound.
    - The Watch Commander will need to relay the information to the next shift, if necessary, until notification is made. A narrative by each Watch Commander or shift supervisor involved will be completed containing the notification information.

- The Records Section will clear the vehicle from NCIC, and attach the cleared documentation to the incident record in ILEADS.
Vehicle Stolen from Outside of Cedar Rapids and Recovered in Cedar Rapids.

- Once an officer locates a stolen vehicle, the officer will notify JCA to verify the vehicle is stolen by VIN.
- JCA will send a locate to the originating agency and fax a copy to the Records Section for documentation.
- Communication between the recovering officer and the reporting agency should occur to determine what processing of the recovery vehicle should be done.
- If requested by the reporting agency, the officer will have the vehicle towed or impounded by the city’s contracted towing service and send an email to distribution “Police Towed” stating the vehicle has been recovered and the current status of the vehicle.
  - The email needs to include reporting agency and victim’s contact information.
- Notification of the vehicle’s towed location will be sent by JCA to the originating agency.

Vehicles Stolen from Cedar Rapids and Recovered outside of Cedar Rapids.

- JCA will notify the Records Section when JCA receives stolen vehicle information from another agency.
- The Records Section will attempt to contact the victim to advise where the vehicle is located.
- If the Records Section is not able to contact the victim, the information will be forwarded to the Watch Commander immediately.
- The Watch Commander or the shift supervisor will make certain the victim is notified.
  - This may be done by the Watch Commander or shift supervisor, or it may be assigned to an officer to complete.
- If the Watch Commander is unable to contact the victim, the information will be relayed to the next shift until notification is made.
  - Notification attempts will be documented in a supplement report by the notifying officer or commander.
- When the Records Section receives a locate or other documentation stating the vehicle has been recovered by an outside agency, the Records Section will clear the vehicle from NCIC and attach the locate and cleared documentation to the incident record in ILEADS.