



Alexandria Police Department

Directive 11.14



Felony Vehicle Incidents

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11.14.01 POLICY & PURPOSE

The policy of this department is to provide prompt and appropriate response to all calls for service.

The purpose of this directive is to establish procedures for handling calls for service involving vehicles that were used in the commission of, and/or flee from, serious felonies.

11.14.02 DEFINITIONS

Carjacking – a robbery that involves the theft of a motor vehicle.

Felony Vehicle – a vehicle used in the commission of, and/or to flee from, a serious felony, such as murder, rape, robbery, felonious assault, burglary, etc. This determination shall be made by the officer responsible for handling the call or the scene supervisor. Felony vehicles may remain in VCIN/NCIC for up to 90 days.

Grand Larceny Auto – theft of an automobile valued over \$200.00.

11.14.03 RESPONSIBILITIES AND PROCEDURES**A. Department of Emergency Communications (DEC) Responsibilities and Procedures:**

1. When a call is taken for any *just occurred or in progress* serious felony involving a vehicle, the dispatcher will authorize responding units to use a "Priority Response" to the scene (lights & sirens).
2. Once the offense has been confirmed by units on the scene, the dispatcher will broadcast a lookout over the PMARS system to alert the surrounding jurisdictions as soon as possible.
3. "Flash" lookout messages will be sent to neighboring jurisdictions.

B. Officer Responsibilities and Procedures:

1. Officers responding to carjackings or other serious felony calls will immediately confirm the offense and broadcast a lookout *over the police radio*.
2. Officers responding to a carjacking shall provide the following information to the Information Services Section (ISS) by phone as soon as possible, and request entry into VCIN/NCIC:
 - a. Vehicle license number and state
 - b. Vehicle year, model, style, and color
 - c. Owner's name and phone number
 - d. Case number
 - e. If the officer cannot determine this information at the scene, s/he will contact ISS by phone as soon as it is obtained. The officer shall advise ISS that the vehicle was taken in a carjacking, and the entry should state "Caution, occupants are armed, hold for evidentiary processing."
3. Officers responding to other serious felonies, who obtain the license plate number of a suspect vehicle from a reliable witness, shall immediately contact ISS and request the vehicle be entered into VCIN/NCIC as a felony vehicle.
4. In order for a VCIN/NCIC entry as a felony vehicle to be made, the responding officer must advise the following information:
 - a. Nature of the felony
 - b. License plate number
 - c. Make of vehicle, if known
 - d. Case number

5. The officer will also request the entry contain one (1) of the following notations:
 - a. Caution: occupants armed.
 - b. Caution: occupants armed, hold for evidentiary processing.
 - c. Hold for evidentiary processing.
6. Officers must note on their incident report (APD-7) the name of the ISS employee notified of the felony or carjacked vehicle entry and the time of the notification.
7. Officers or detectives assigned follow-up investigations of cases involving felony vehicles entered into VCIN/NCIC are responsible for contacting ISS to cancel lookouts when they are no longer needed. A supplement documenting the cancellation will be completed.

C. ISS Responsibilities and Procedures:

1. Vehicles taken in carjackings (confirmed) will immediately be entered into VCIN/NCIC as stolen, with the appropriate caution code, once an officer on the scene confirms the offense and provides the necessary information.
2. A copy of all lookouts and entries to VCIN/NCIC will be printed and forwarded to the Criminal Investigations Section (CIS).
3. ISS employees who receive information that a vehicle was recovered by another agency, such vehicle having been previously entered by APD into VCIN/NCIC with a request to hold it for evidentiary processing, shall inquire if the vehicle will be processed by the other agency.

If not, and if the vehicle is recovered in the metropolitan area:

- a. *ISS personnel will inform the recovering agency of the interest of APD to process the vehicle.*
- b. *ISS personnel will notify Crime Scene Investigations (CSI) and provide them with the vehicle recovery information, including the recovering agency, location, APD case number and the vehicle's identifying information.*
- c. The Crime Scene Investigations Section will make contact with the CIS commander or supervisor if there is a concern or question whether CSI should respond.

4. The ISS employee receiving a Teletype notification of any recovered vehicle will make a copy of the Teletype and forward it to CIS immediately. A notation will be made on the Teletype of the ISS employee's name. When a recovery occurs between 7:00 AM and 5:00 PM phone contact will be made with a CIS *administrative support* as well.

BY AUTHORITY OF:

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Chief of Police