



# Alexandria Police Department

## Directive 11.25



# Stolen/Recovered Vehicles

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#### 11.25.01 PURPOSE / POLICY

The purpose of this directive is to provide guidance for the prompt handling of vehicles reported stolen to this department and to ensure compliance with VCIN/NCIC regulations.

#### 11.25.02 DEFINITIONS

§ 18.2-95. Grand larceny defined.

Any person who (i) commits larceny from the person of another of money or other thing of value of \$5 or more, (ii) commits simple larceny not from the person of another of goods and chattels of the value of \$500 or more, or (iii) commits simple larceny not from the person of another of any firearm, regardless of the firearm's value, shall be guilty of grand larceny.

§ 18.2-102. Unauthorized use of animal, aircraft, vehicle or boat; consent; accessories or accomplices.

Any person who shall take, drive or use any animal, aircraft, vehicle, boat or vessel, not his own, without the consent of the owner thereof and in the absence of the owner, and with intent temporarily to deprive the owner thereof of his possession thereof, without

intent to steal the same, shall be guilty of a Class 6 felony; provided, however, that if the value of such animal, aircraft, vehicle, boat or vessel shall be less than \$500, such person shall be guilty of a Class 1 misdemeanor. The consent of the owner of an animal, aircraft, vehicle, boat or vessel to its taking, driving or using shall not in any case be presumed or implied because of such owner's consent on a previous occasion to the taking, driving or using of such animal, aircraft, vehicle, boat or vessel by the same or a different person. Any person who assists in, or is a party or accessory to, or an accomplice in, any such unauthorized taking, driving or using shall be subject to the same punishment as if he were the principal offender.

### 11.25.03 PROCEDURES

#### Stolen Vehicles

Officers handling calls for stolen vehicles where the registered owner is not present or immediately available will take the report from the complainant and document the relationship between the complainant and the registered owner, and whether the complainant is, at the time of the offense, the person responsible for the vehicle. Officers will document the anticipated return date and time for the owner to ensure follow-up and prosecution can be made. (Example: vehicle owner leaves for vacation, neighbor left watching over property, sees vehicle has been taken and makes report. The investigating officer will take a report and have the vehicle entered into VCIN/NCIC). Officers will not defer taking a report until the return of the registered owner.

To ensure the rapid reporting of stolen vehicles, any officer/employee taking a report of a stolen vehicle will, as soon as possible and before completing the report:

1. Verify the vehicle information and ensure its accuracy prior to contacting *the Information Services Section* (ISS). Sources for verification include DMV, vehicle registration, *vehicle* title, *and or certificate of origin*, dealership bill *of sale*, etc. Document(s) containing the VIN should be faxed to the *reporting officer* as soon as possible, when vehicles are stolen from dealerships or are otherwise unregistered *through DMV Files*.
2. Contact Information Services in person or by phone;
3. Provide Information Services with the case number, owner's name, *contact numbers* and a complete description of the vehicle. The officer will then note in his *or her* report the name of the Information Services employee, who was contacted followed by the date and time.
4. Broadcast a lookout over the radio and/or MDB.

### Recovery of Stolen Vehicle

1. Any officer/employee recovering a stolen vehicle will contact Information Services Section in person or by phone as soon as possible, in the same manner as reporting a vehicle stolen.
2. Information Services will clear the VCIN/NCIC entry, or enter a locate and administrative message, whichever is appropriate.
3. *For an out of town GLA Recovery*, the *Department of Emergency* Communications shall forward any hit confirmation requests and positive responses to ISS for attachment to the report.
4. The recovering officer will request that the vehicle be placed on the Identification processing list if there is reason to believe that the vehicle may contain latent prints or other evidence of value.
5. The recovering officer will notify the owner.
6. If the recovering officer is unable to notify the owner, he or she will notify a *Department of Emergency* Communications supervisor, who will ensure that the owner is notified as soon as possible. The notification, or lack of notification, will be recorded on the APD-7.
7. Recovered vehicles will be impounded and *a TOW entry or an APD-0052* completed. *If the vehicle is released to the owner, a Vehicle/ Property Release form (APD-79) will be completed.*
8. The Information Services Supervisor *will review all* VCIN/NCIC messages *sent, whether local or to another jurisdiction*, containing full recovery information to the originating agency.
9. Whenever a Teletype or other official notification is received from another jurisdiction of a stolen vehicle reported in Alexandria that has been recovered by that agency, the Information Services Supervisor will:
  - a. Ensure that the original APD-7 is supplemented to that effect;
  - b. Ensure that VCIN/NCIC entries are *cleared*;
  - c. *Ensure that recovery information received, and*
  - d. *Notify the owner of the recovery.*

### Unauthorized Use of a Vehicle

When taking a report for unauthorized use of a vehicle, the Department employee taking the report should obtain as much information as possible. The person who took the vehicle, with or without permission, should be listed as the suspect and the narrative should include if a warrant has been obtained. **The vehicle cannot be entered into VCIN/NCIC, until a warrant has been issued.** *The warrant will be obtained by the assigned detective or the investigating officer as circumstances dictate. The*

*complainant should not obtain the warrant from the Magistrate unless the detective or investigating officer is present.* Upon the issuance of the warrant, the officer/employee having this knowledge shall contact ISS to cause the vehicle to be entered into VCIN/NCIC. These steps will be documented in the report or supplement.

**By Authority Of:**

**Michael L. Brown  
Chief of Police**