CONTENTS

11.14.01 POLICY & PURPOSE
11.14.02 DEFINITIONS
11.14.03 RESPONSIBILITIES & PROCEDURES

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

[Text of the document as per the image]
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:

Earl L. Cook
Chief of Police