



Tulsa Police Department

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Policy # 108B

Effective Date 06/06/2007

Policy Name Recovery of Stolen Vehicle

Approved Date 05/31/2007

Approved by *Wendell Franklin, Chief of Police*

Previous Date 08/15/2003

PURPOSE OF CHANGE:

To update the policy format.

POLICY:

Every attempt will be made to return a stolen vehicle to its rightful owner when recovered. The following procedures ensure that the owner is contacted as soon as possible, and the vehicle is returned upon the recovery. Officers will not remove a stolen vehicle from a private towing facility when the vehicle has been legally towed by that company.

SUMMARY: Procedures for recovering stolen vehicles.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. LOCAL RECOVERY

1. When officers recover a stolen vehicle, they will verify the vehicle identification number (VIN) and tag number through the Records Section and, if applicable, will process the vehicle for evidence.
2. Officers will contact the Records Section to provide recovery information. Officers will attempt to contact the owner or request that the Records Section do so and will document this in their report.
 - a. If contact is made, advise the owner of the condition of the vehicle. If inoperable, the owner will have the option of having the vehicle towed or leaving it at the scene. The decision may be made either at the time of the telephone call or after the victim arrives at the scene.
 - b. If contact with the owner was not made, the Records Section will continue to attempt to contact the owner by telephone for the remainder of the shift. If recovered near the end of the shift, have the next shift continue to attempt to contact the owner by telephone.
 - c. If contact with the owner is not made, the Records Section will notify the owner/victim in writing that the vehicle has been recovered and towed.
3. Officers will complete a Supplemental Report using the incident number from the original report detailing the recovery information. Complete a Suspect Supplemental if suspect information is available. All reports will be turned in at the end of shift. Include the following information in the report:
 - a. Vehicle year, make, and model.
 - b. VIN and tag number.
 - c. Date, time, and location of recovery.
 - d. Disposition of the vehicle (towed, returned to owner, etc.).

- e. Condition of the vehicle. Detail any missing parts (stereo, battery, etc.) in the report. If the vehicle has been stripped (major parts of the vehicle are missing, i.e., doors, seats, transmission, etc.) specify the major parts that are missing.
- f. Circumstances of the recovery, any property recovered from the vehicle, and the reason(s) the vehicle was towed (if applicable).

4. Officers will only tow the vehicle and complete the Vehicle Tow-In Form if the owner cannot be contacted. Officers will not place a hold on a recovered vehicle for the Auto Theft Unit unless the VIN has been altered or removed or the vehicle qualifies for confiscation.
5. If the vehicle is being recovered from the contracted wrecker service, ensure that the recovery location listed on the Supplemental Report is the location from which the vehicle was towed.
6. If a vehicle is being towed in accordance with 31-112G, Impounding Vehicles, General and also appears to be stolen (e.g., the column is popped, keys are in the vehicle, or the ignition is stripped out) but has not yet been reported:
 - a. Check with the Records Section to run a local stolen check and/or to determine if the vehicle has been reported stolen previously.
 - b. Attempt to contact the registered owner.
 - c. Forward an Interoffice Correspondence to the Auto Theft Unit describing the vehicle and the circumstances of the tow.

B. OUTSIDE RECOVERY

1. If an out-of-state vehicle is recovered and was reported stolen locally, follow the procedures for a local recovery.
2. Verify the VIN and tag number through NCIC. Upon verifying that the vehicle is stolen, complete an Incident Report listing the crime type as "Outside Recovery." Include as much information as possible concerning the circumstances of the theft (i.e., victim's name, address, location of occurrence, etc.).
3. If the owner information is not available, list the reporting agency as the victim. If there are missing parts (stereo, battery, etc.) detail that in the report. If the vehicle has been stripped (major parts of the vehicle are missing, i.e., doors, seats, transmission, etc.), specify the major parts that are missing in the report as well.
4. Process the vehicle for evidence. Complete a Suspect Supplemental if suspect information is available.
5. Complete a Vehicle Tow-In Form and tow the vehicle. List any property or valuables recovered from the vehicle on the Vehicle Tow-In Form. Turn in all property or valuables recovered from the vehicle to the property room. Include the property receipt number on the Incident Report.
6. If the vehicle is being recovered from the contracted wrecker service, ensure that the recovery location is listed as the location from which the vehicle was towed.
7. Request that Teletype notify the reporting agency of the recovery and the disposition of the vehicle.

REGULATIONS: None

REFERENCES:

108A, *Vehicles Reported Stolen*
112G, *Impounding Vehicles, General*

