



## INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: May 15<sup>th</sup>, 2018

SUBJECT: Departmental Order 2018-02

This order is to clarify the process in handling reports of stolen trailers and to comply with NCIC regulations.

All officers will contact ISD (Records/Booking) to provide detailed information for a stolen trailer coversheet. The coversheet will be done on any trailer with a tag or trailer identification number. Officers will have to obtain a TRACIS number and that number must be included on the trailer coversheet for NCIC entry. Officers will need to provide the trailer type (flatbed or enclosed) along with the year, make, model, color, length, and other special identifiers available at the time of the theft. Officers must complete the theft report and obtain supervisor approval. Failure to do this could result in the trailer being removed from NCIC.

CJ:jma