

## REPORT WRITING

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### STOLEN AND RECOVERED STOLEN VEHICLES

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**Purpose:** To specify the procedures to follow in reporting stolen and recovered stolen vehicles.

**Summary of Changes:** Change from General Order to Policy Directive

**Procedure:**

**1. Stolen Vehicles**

- 1.1 After verify that the vehicle has not been repossessed or otherwise lawfully towed from the property, officers will obtain the following information for completing an incident report on a stolen vehicle:
  - a. Victim's name and information
  - b. Proof of ownership
  - c. License plate and VIN number
  - d. Year, make, model, and color of vehicle
- 1.2 If proper information cannot be ascertained from the victim at the time of the initial report, the victim will be advised to provide the missing information as soon as possible so the vehicle may be entered into ACIC/NCIC.
- 1.3 A broadcast of the stolen vehicle information will be made to other units
- 1.4 Prior to completion of the report, the officer should contact the CSA on duty at Headquarters to have the vehicle entered into ACIC/NCIC. The CSA's name entering the information along with the time of the entry and assigned NIC number will listed in the Incident Report narrative.

**2. Recovered Stolen Vehicles**

- 2.1 If an officer determines that a vehicle is stolen and that vehicle was reported to the North Little Rock Police Department, the officer will complete a supplement to the original incident report. The supplement should contain the following information:
  - a. Circumstances concerning the recovery;
  - b. Date, time, and place of recovery;
  - c. Condition of vehicle;
  - d. Suspect information (if any);
  - e. Name of towing company and place of storage if towed;
  - f. Whether or not the owner was notified and the date and time of notification;
  - e. Whether or not the vehicle was deleted from ACIC/NCIC and by whom.
- 2.2 In the event an arrest for Theft by Receiving is made in conjunction with the recovery, a separate incident report is required.
- 2.3 If the vehicle was reported stolen from another jurisdiction and an arrest is made in conjunction with the recovery, an NLRPD incident report will be completed. The report will include the information listed in section 2.1. The Communications Center will contact the reporting agency to provide the information concerning the deletion of the vehicle from ACIC/NCIC
- 2.3 If a stolen vehicle is recovered and no arrests are made, no incident report is required. However the officer will document the necessary information in section 2.1 within the call notes section in the CAD system.



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Chief of Police