# REPORT WRITING

## STOLEN AND RECOVERED STOLEN VEHICLES

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

**Policy Statement:** It is the policy of the North Little Rock Police Department to adhere to all state, federal, and constitutional laws concerning the reporting of stolen and recovered stolen vehicles.

**Summary of Changes:** Report needed for stolen vehicles from other jurisdictions

**Procedure:**

**1. Stolen Vehicles**

1.1 After verifying a vehicle has not been repossessed or otherwise lawfully towed, officers will obtain the following information for completing an incident report.

1.1.1 Victim's name and information;

1.1.2 Proof of ownership;

1.1.3 License plate and VIN;

1.1.4 Year, make, model, and color of the vehicle.

1.2 If an officer cannot obtain accurate information during the initial report, the victim will be advised to provide the missing information as soon as possible for entry into ACIC/NCIC.

1.3 A broadcast of the stolen vehicle information will be made to other units.

1.4 Before completing 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 and the time of the entry and assigned NIC number will be listed in the report narrative.

**2. Recovered Stolen Vehicles**

2.1 If an officer determines a vehicle is stolen and reported out of the North Little Rock Police Department, the officer will complete a supplement to the original incident report. The supplement should contain the following information.

2.1.1 Circumstances concerning the recovery;

2.1.2 Date, time, and place of recovery;

2.1.3 Condition of the vehicle;

2.1.4 Suspect information (if any);

2.1.5 When towed, the name of towing company and place of storage;

2.1.6 Whether or not a member notified the owner and the date and time of notification;

2.1.7 Whether or not a member deleted the vehicle from ACIC/NCIC and by whom.

2.2 In the event an arrest 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, the officer will complete an NLRPD incident report. 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

2.4 If a stolen vehicle is recovered from another jurisdiction and no arrests are made, the member will complete a non-reportable incident report. The report will be titled "Stolen Vehicle from Other Jurisdiction" with all information mentioned above and include the jurisdiction's report number.

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