

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-015
	Subject Stolen Motor Vehicle – Recovery and Notification	
	Special Instructions Replaces ENF-011 dated January 1, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines when recovering stolen motor vehicles and/or motor vehicle parts.

II. POLICY

Department personnel shall cause all recovered stolen motor vehicles or motor vehicle parts to be removed to a place of safe keeping, as authorized by law. The originating agency shall be contacted for confirmation as stolen before impoundment.

III. PROCEDURE

A. When an officer locates a motor vehicle or motor vehicle parts believed to be stolen, the appropriate Regional Dispatch Center shall be contacted and confirmation requested.

B. Telecommunication's personnel shall follow the instructions outlined in the IDACS Manual.

C. Upon receipt of confirmation as stolen and given the appropriate Initial or Supplement Criminal Incident Number, the recovery officer shall impound the motor vehicle or motor vehicle parts and complete and forward the appropriate forms according to ENF-004 and 005.

D. Motor vehicles or motor vehicle parts shall be processed as evidence according to LAB-001 and LAB-005.

E. The assigned officer shall complete an Initial and/or Supplemental Criminal Incident Report according to INV-012.

1. If the original Initial Criminal Incident Report, reporting the motor vehicle and/or motor vehicle parts stolen, was not an ISP incident, then an Initial Criminal Incident Report shall be completed using an Criminal Incident Report Number issued by the district where recovery was made.

2. If the original Initial Criminal Incident Report, reporting the motor vehicle and/or motor vehicle parts stolen, was an ISP report, then a Criminal Incident Report Supplement shall be completed using the Initial Criminal Incident Report number issued by the originating district.

Originating Agency	Initial Criminal Incident Report	Supplemental-Criminal Incident Report
ISP		X
Non-ISP Case	X	

F. When the Department is the originating agency, the investigating officer shall promptly notify the owner of the motor vehicle and document pertinent notification information on the Criminal Incident Report .

G. All pertinent documents, including all IDACS transaction information, shall be submitted with the Initial Criminal Incident Report or Criminal Incident Supplement .

H. Processing a motor vehicle for evidence shall include, but not limited to:

1. Photographing interior and exterior (if damaged, making sure any and all damage is shown);
2. Dusting for latent prints, (photographing and/or lifting, as necessary);
3. Photographing, collecting, and preserving all evidence recovered;
4. Completing an inventory of all items or property using the Police Officer/Rental Property Report (On Abandoned/Impounded Vehicles form (BMV Form 322B); and
5. Listing all recovered evidence and/or property on a Property Record and Receipt form (State #533 – multi-copy report/not available online) and delivering the evidence and/or property to the appropriate district property officer.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.