220.10 VEHICLE INVESTIGATION DETERMINATION. Vehicle Report, CHP Form 180 shall be completed to report the following when stolen, lost, recovered, found, or impounded:

- Motor vehicles (all types) including:
  - Motorcycles, motor-driven cycles, mopeds, mini-bikes, go-carts, and motor scooters;
  - Off-highway vehicle, including construction equipment, dune buggies, and racing vehicles;
  - Trailers (all types);
  - Separate vehicle motors;
  - Separate vehicle transmissions;
  - Major component vehicle parts;
  - License plates (Except found);
  - Campers; and,
  - Aircraft (all types).

In addition, this form shall be used as an order to release a vehicle impounded with a hold, and as a Garage Report of Release or Sale of an impounded vehicle.

Note: Officers shall continue to report found license plates on the Property Report, Form 10.01.00, as delineated in Manual Section 5/10.01.0.

220.15 LOST OR STOLEN VEHICLE - LICENSE OR IDENTIFICATION NUMBER UNKNOWN. When the license or identification number of a stolen or lost vehicle is unknown, the reporting officer shall complete the report, except for the missing numbers; obtain the reporting person's signature; notify the Automated Vehicle and Property Section (AVPS), Records and Identification Division; and obtain a DR number.

Vehicles Registered in California. The Area records unit processing the report shall send a teletype to DMV, Sacramento, requesting the missing numbers and directing that the reply be sent to the concerned Area records unit and the concerned investigating officers.

The concerned division records unit shall complete and distribute the report when the missing information is received from DMV.

Vehicle Registered Outside California. When the stolen or lost vehicle is registered outside California, the reporting person shall be requested to obtain the unknown numbers and forward that information to the concerned investigating officers. Also, the Area records unit processing the report shall send a teletype inquiry to the DMV in the registering state requesting registration information. Upon receipt of the return teletype, the information shall be forwarded to the concerned investigating officers. The concerned investigating officers shall notify AVPS of the missing information for updating the appropriate automated system.

220.25 REPORT OF SINGLE LOST OR STOLEN LICENSE PLATES. When a ***single*** lost or stolen license plate is reported missing, the reporting person shall be advised to immediately remove the remaining license plate from the vehicle, and to surrender it to the Department of Motor Vehicles when replacement plates are obtained.

Note: The reporting employee shall enter the name of the person advised to remove the plate from the vehicle in the narrative of the report.

220.26 ADVISING PERSONS AS TO METHOD OF REPLACEMENT REGARDING LOST OR STOLEN LICENSE PLATES. Persons making reports of lost license plates and inquiring as to the method of replacing them shall be referred to the Department of Motor Vehicles (for release of found license plates, see Manual Section 4/555.70).

220.35 COURTESY STOLEN VEHICLE AND/OR VESSEL REPORTS. When a person wishes to report a vehicle stolen and the location of occurrence is outside the City limits, "Stolen" Vehicle Report, CHP Form 180 may be completed (Manual Section 5/030.05). When a person wishes to report a vessel stolen and the location of occurrence is outside the City limits, "Stolen" Vessel Report, Form 12.08.00 may be completed.

220.40 VEHICLE AND/OR VESSEL INVESTIGATION COMPLETED IN THE FIELD. When a Vehicle and/or Vessel Investigation is completed in the field, a DR number shall be obtained immediately upon completion of the report. The report shall be retained and submitted for approval at end of watch or on the next routine trip to the station.

220.43 VEHICLE INVESTIGATION - NOTIFICATION REQUIRED. An officer conducting a preliminary investigation of a stolen or recovered truck of five-ton capacity or larger, a commercial trailer, a tractor cab, or a bulldozer shall immediately telephone all available information to Burglary Special Section, Commercial Crimes Division. When Burglary Special Section personnel are not available, such notification shall be given to Detective Support and Vice Division.

220.45 REPORTING A STOLEN VEHICLE AND/OR VESSEL. When a person wishes to report a vehicle or vessel stolen or lost, the interviewing officer shall conduct a preliminary interview to determine whether circumstances warrant a report.

Stolen Vehicle and/or Vessel Reports Reports. Upon determining that a "Stolen" Vehicle Report, CHP Form 180 and/or "Stolen" Vessel Report should be made, the interviewing officer shall:

- Check with the Stolen Vehicle System (SVS) through the division record unit, when practicable, or by radio/Mobile Data Terminal (MDT) to determine if the vehicle has been repossessed or impounded.
- Telephonically determine if the vehicle is at the Official Police Garage serving the Area where the vehicle was parked.
- If the vehicle has been impounded, the reporting person shall be advised about obtaining the release of the vehicle (Manual Section 4/780.85).
- Check the Automated Property System (APS) to determine if a moped has been reported stolen in that system.
- When the reporting person cannot present a registration certificate, verify the license and motor or identification numbers by calling DMV.
- Complete the report and obtain the reporting person's signature thereon.
- Obtain a DR number.

Note: In addition to any required Vehicle Report, CHP Form 180, a Investigative Report, Form 03.01.00, shall be completed during the initial investigation of a commercial vehicle theft or hijack when the cargo is the probable object of the theft or hijack.

220.47 REPORTING PROPERTY MISSING FROM RECOVERED VEHICLES. Upon being informed of property missing from a recovered vehicle, employees shall complete a Investigative Report (IR), Form 03.01.00, entitled "PROPERTY MISSING FROM RECOVERED VEHICLE." The Stolen Vehicle DR shall be used on the IR, Form 03.01.00.

220.50 VEHICLE AND/OR VESSEL TAKEN IN A CRIME. Whenever a vehicle and/or vessel is taken in the commission of a crime a "Stolen" Vehicle Report, CHP Form 180, and/or "Stolen" Vessel Report, Form 12.08.00 shall be completed in addition to the appropriate crime report.

Exception: When an officer conducting a preliminary investigation determines that a vehicle has been obtained by use of identity theft or forgery (e.g., counterfeit checks, fraudulent use of credit card, etc.), he/she shall:

- Complete an IR accompanied by a Forgery /Identity Theft Supplemental, form 03.07.00.

Note: The vehicle and/or vessel information shall *not* be entered into the Stolen Vehicle System by the officer conducting the preliminary investigation.

If the concerned investigating officer determines that a Vehicle Report, CHP Form 180, and/or Vessel Report, Form 12.08.00 is appropriate, he/she shall use the crime reports DR number and notify the Automated Vehicle and Property Section, Records and Identification Division.

220.52 VEHICLES AND/OR VESSEL STOLEN BY MEANS OF A FRAUDULENT CREDIT APPLICATION. A vehicle and/or vessel stolen by means of a fraudulent credit application must possess the elements of identity theft to constitute a crime (i.e., using someone else's personal identification, including name, social security number, identification number, etc.) in order to obtain credit. The mere inflation of income constitutes a civil matter and does not meet the elements required for fraudulent credit application investigation.

Preliminary Investigating Officer's Responsibility. When an officer conducting a preliminary investigation determines that a vehicle and/or vessel has been obtained by use of a fraudulent credit application, the officer shall:

- Complete an Investigative Report (IR), Form 03.01.00;
- Complete a Forgery / Identity Theft Supplemental (FIS), Form 03.07.00 and attach it as a page of the IR;
- Complete a Vehicle Report, CHP Form 180, and/or Vessel Report, Form 12.08.00 titled "Stolen," containing the elements of the crime in the narrative;
- Notify Vehicle Information Processing (VIPU) to ensure that the vehicle information is entered into SVS; and,
- Provide the victim with a Victim's Supplemental Financial Loss Report, Form 03.05.00 and a copy of the Investigative Report face sheet. The employee shall complete the shaded area at the top of the Victim's Supplemental Financial Loss Report, briefly explain its use and leave it with the victim for reporting future loss.

Commercial Crime Division's Responsibility. Upon receiving an FIS, IR, Stolen Vessel Report and/or Stolen Vehicle report, the detective assigned to Forgery Section shall assume primary follow-up investigation responsibility. The detective receiving the Victim's Supplemental Financial Loss Report from a reporting victim shall ensure that the information is legible, complete and accurate before signing the report.

When the Victim's Supplemental Financial Loss Report is used to report additional financial loss, a separate Follow-up Investigation, Form 03.14.00 is not required.

220.55 STOLEN VEHICLE USED IN THE COMMISSION OF A CRIME. When it is determined that a stolen vehicle used in a crime has not been reported as stolen, a "Stolen" Vehicle Report, CHP Form 180, shall be completed in addition to the appropriate crime report.

220.60 LOST VEHICLE AND/OR VESSEL REPORTS. When it is believed by the interviewing officer that a vehicle and/or vessel is missing under circumstances that do not warrant the taking of a "stolen" report, he or she shall direct the person to the concerned investigating officer, who shall determine whether a "lost" report should be taken. An example of what is considered a lost vehicle is when a driver has forgotten where he/she left his/her vehicle. The lost vehicle reporting is not to be used for potentially embezzled vehicles, or for the recovery of vehicles in civil cases.

A lost vehicle and/or vessel report must not be taken in domestic loan situations wherein a registered owner (RO) loans his/her vehicle to a friend, family member or acquaintance, who then fails to return the vehicle. The RO must make every effort to recover his/her vehicle. In addition, the RO must send a demand letter via certified mail to the friend, family member or acquaintance. If the vehicle is not returned within ten (10) days from the date of the certified mail receipt, an embezzlement report may be taken.

> **Note:** Persons appearing at Areas when the investigating officers are not available shall be interviewed by a daytime detective supervisor responsible for approving the taking of reports or by the concerned night watch detective supervisor during off-hours. If neither detective supervisor is available, the reports must be approved by the watch commander.

When the investigation reveals that a vehicle does not meet the criteria for a "lost vehicle" or "stolen vehicle," the concerned investigator may telephonically contact the Department of Motor Vehicles (DMV) and initiate a Courtesy Stop Request, to place a vehicle into the California DMV records as a "Vehicle License & Title (VLT) Stop." The VLT Stop notation on the vehicle registration record controls the processing of registration for 60 days until a Temporary Restraining Order (TRO) is served upon the Director, DMV.

A "VLT Stop" only returns during a long-form DMV query on a license plate and will alert field officers that the rightful ownership of the vehicle is being disputed. Officers may conduct an investigation of the registration during a traffic stop for the "VLT Stop" or another observed violation.

> Note: Officers are cautioned not to confuse a "VLT Stop" with a "DOJ Stop." Officers must not conduct a high-risk felony traffic stop or initiate a pursuit based solely on a "VLT Stop" unless additional circumstances justify a high-risk stop or pursuit.

Additionally, the reason code and comments (which appears in the "REC STATUS" messages on the "Long Form DMV Information" screen) will facilitate the return of the vehicle to the RO or Legal Owner (LO). The reason code and comments will direct that the vehicle be impounded if not in the possession of the RO or LO at the time of any traffic stop or when found parked. The vehicle must be impounded under Vehicle Code Section 22655.5, Impounding for Evidence.

220.65 CHANGE OF VEHICLE AND/OR VESSEL LOST REPORT TO VEHICLE AND/OR VESSEL STOLEN REPORT. When a vehicle and/or vessel has been reported lost and it is later learned to have been stolen, a Follow-up Report, Form 03.14.00, shall be made. The Automated Vehicle and Property Section shall be notified of the change in status.

220.70 CHANGE OF VEHICLE AND/OR VESSEL STOLEN REPORT TO UNFOUNDED. When a vehicle and/or vessel is reported stolen but is later determined to be misplaced or legally in the possession of someone other than the reporting person, the officer making such determination shall cause "Rec-Unfounded" Vehicle Report, CHP Form 180, and/or Vessel Report 12.08.00 to be completed and notify the Automated Vehicle and Property Section (AVPS).

Note: When the vehicle and/or vessel is legally in the possession of a repossessor, the officer shall ensure that the repossessor immediately notifies the AVPS.

The investigating officer shall ensure that the owner is aware of the status and location of the vehicle.

220.75 REPOSSESSED VEHICLE. When a repossessor notifies the Automated Vehicle and Property Section that he/she has repossessed a vehicle or boat, the , prior to issuing the DR number, shall verify with the Stolen Vehicle System (SVS) or the Automated Boat System (ABS) that the vehicle or boat has not been reported stolen.

When the vehicle has been reported stolen and a DR number was issued, the AVPS clerk shall:

- Complete a Change/Cancellation of DR Number, Form 08.45.00, using the original stolen DR number.
- Remove the stolen data from the SVS or ABS.
- Enter the repossession data into the SVS or ABS using a new DR number.
- Distribute copies of the Form 08.45.00 to the following:
  - Integrated Crime and Arrest System (ICARS) Unit, Records and Identification Division.
  - Coding Unit, Information Technology Division.
  - Concerned investigative division.
  - Concerned division record unit.
  - The concerned investigating officers shall notify the registered owner of the corrected status and location of the vehicle.

Note: The Form 08.45.00 eliminates the need for a recovery/unfounded report.