



Santa Cruz Consolidated
Emergency Communications Center

495 Upper Park Road
Santa Cruz, California 95065
(408) 471-1000 Fax (408) 471-1010

Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY/PROCEDURE

Policy No.: 4530.80
Date Issued: July 18, 1997
Date Revised:

APPROVED: 
General Manager, SCCECC

SUBJECT: DOCUMENTING STOLEN VEHICLE ENTRIES

1.0 Purpose

- 1.1 To ensure dispatchers have the information necessary to enter a stolen vehicle and/or a located or recovered stolen vehicle into the Stolen Vehicle System (SVS).
- 1.2 To assist dispatchers in implementing Policy No. 4530 (Stolen Vehicle Entries).

2.0 Procedure

- 2.1 When receiving information regarding a stolen, recovered or located vehicle dispatchers will log the information onto the Stolen Vehicle Entry Form or the Recovered/Located Stolen Vehicle Entry Form as appropriate.
- 2.2 After making the SVS entry, dispatchers will complete the form by writing their name and ID number in the appropriate space.
- 2.3 Dispatchers will attach the completed Stolen Vehicle Entry Form or Recovered/Located Stolen Vehicle Entry Form to the top of related reports and attached CLETS printouts.

Stolen Vehicle System - Entry

Stolen Felony Repo Lost Imp/Hold Stored Missing Person

Waiver Signed? Yes No

Just Occurred? (last 15 minutes) Yes No Time of BOL: _____

Date: _____ Time: _____ Disp.: _____

Agency: _____ Officer: _____ Case # _____

Lic. # _____ State: _____ VIN: _____

VMA: _____ VMO: _____ VST: _____ VCO: _____

ENT/CA and NCIC? Yes No Info. verified? Yes No To Supervisor? Yes No

Additional Information: _____

Entry By: _____
Dispatcher Name & ID

Recovered/Located Stolen Vehicle Entry Form

Vehicle Released to Owner at Scene? Yes No

Date: _____ Time: _____ Disp.: _____

Agency: _____ Officer: _____ Case # _____

Lic. # _____ State: _____ VIN: _____

VMA: _____ VMO: _____ VST: _____ VCO: _____

Status of Veh.: _____

Tow Co.: _____ Owner Notified? Yes No Admin. Message Sent? Yes No

Additional Information: _____

Entry By: _____
Dispatcher Name & ID

STATUS OF VEHICLE

FIRST CHARACTER - Codes - Refers to condition of the recovered vehicle, part, or lost/stolen plates.

A - Vehicle not damaged, stripped or burned

B - Vehicle stripped of major components/not burned

C - Vehicle stripped of minor components/not burned

D - Vehicle burned/not stripped

E - Vehicle burned/stripped of major components

F - Vehicle burned/stripped of minor components

G - Vehicle damaged/not stripped

H - Vehicle damaged/stripped

J - Vehicle not damaged, cargo theft only. (Do not use if personal property was removed; use if commercially transported cargo was taken.)

I - License plates recovered (lost/stolen license plate record)

SECOND CHARACTER - Codes - Refers to the vehicles' license plates and VIN

0 - No license plates missing, VIN plate OK

1 - One license plate missing, VIN plate OK

2 - Two license plates missing, VIN plate OK

3 - No license plates missing, VIN plate removed or altered

4 - One license plate missing, VIN plate removed or altered

5 - Two license plates missing, VIN plate removed or altered

6 - No license plate missing, VIN plate has been switched

7 - One license plate missing, VIN plate has been switched

8 - Two license plates missing, VIN plate has been switched

U - Parts recovered (stolen vehicle part records)

I - License plates recovered (lost/stolen plate records)

THIRD CHARACTER - Codes - Refers to the custody of any suspects

Y - A suspect is in custody

N - No suspect in custody