



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 608 – Stolen Vehicle Recovery NCIC/TCIC Cancellation

Office with Primary Responsibility:	MCC	Effective Date: Prior Revision Date:	July 06, 2016 August 31, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form SVA-180, SAPD Form #113-2R	Related Procedures:	607, 701

.01 INTRODUCTION

This procedure establishes a systematic process for the documentation of recovered stolen vehicles, the expedient return of the vehicle to the rightful owner, evidence collection, and to ensure the cancellation of stolen vehicles in the local, state, and national computer system.

.02 POLICY

Confirmation of stolen vehicle recoveries is vital to **ensure** the vehicle is properly returned to the rightful owner. Therefore, it is the policy of the San Antonio Police Department to dispatch an officer to the location of the complainant and/or recovery to provide for this confirmation, when necessary.

.03 VEHICLE THEFT REPORT

- A. Officers responding to a theft of vehicle report will:
1. Not take the report over the phone.
 2. Confirm the ownership of the vehicle with a registration check; or
 3. Take a report from any person who had legal control and custody of the vehicle if they have a **valid** identification.
 4. Call the area service agent to have the vehicle entered as stolen in the NCIC/TCIC system.
 - a. The service agent will check repo files before activating a stolen in the NCIC/TCIC system.
 5. Request a case number in the CAD system and submit an offense report in AFR.
 6. Have the reporting person fill out SAPD Form SVA-180, *Non Consent Affidavit*, and route the form to the follow up unit.

.04 RECOVERIES AND DISPOSITION OF VEHICLE

- A. Officers recovering stolen vehicles reported stolen under an SAPD case number will use the original case number and the original “CFS” number for the cancellation supplement report and reference the current CFS number in the narrative of the report. When utilizing the “Search CAD” option in AFR, officers shall update recovery location.
1. Officers recovering a stolen vehicle will attempt to contact the vehicle owner and will document in their report the attempt. If the owner cannot be located, the vehicle will be impounded in compliance with GM Proc. 607, *Impounding Vehicles*. In all cases where the vehicle is released to the owner, SAPD Form #113-2R, *Release of Property* (which is green in color) is completed in duplicate. The original is placed in the report receptacle at the substation; the other is given to the complainant.
 2. When conditions permit, the vehicle is processed for fingerprints before it is impounded or released, in accordance with GM Proc. 701, *Crime Scene Duties*, unless the owner of the vehicle specifically requests the vehicle not be printed.



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 608 – Stolen Vehicle Recovery NCIC/TCIC Cancellation

- B. Holds are not placed for Vehicle Crimes on stolen recovered vehicles unless authorized by a supervisor or any CID investigator.
- C. Vehicles which have been stripped of parts (engine or transmission, etc.) need to be detailed on the recovery report and e-mailed to Vehicle Crimes so the missing parts may be re-entered into the system as stolen.
- D. Officers recovering stolen vehicles when reported stolen by another agency, with or without an arrest, request a case number to be assigned to the recovery. An information report is completed if there is no arrest. An arrest report is completed if there is an arrest or additional charges after contacting a Vehicle Crimes Detective or NCID. The originating agency and originating agency's case number shall be referenced in the narrative of the report.
- E. Reports of arrests for Vehicle Theft or Unauthorized Use will be e-mailed to the Vehicle Crimes Unit at PdVehicleCrimes@sanantonio.gov.

.05 SERVICE AGENT/INFORMATION CHANNEL CANCELLATION

- A. Clearing/Cancelling a local stolen vehicle.
 - 1. The recovering officer notifies the service agent for the officer's assigned service area and provides the necessary information to clear or cancel the stolen vehicle in the NCIC/TCIC and Visinet.
 - 2. The service agent shall:
 - a. Clear or cancel the stolen vehicle report for vehicles reported under a Department case number in NCIC/TCIC and Visinet.
 - b. Submits a copy of the recovery notice to Vehicle Crimes Unit and to the Terminal Agency Coordinator.
 - 3. During computer down time, the service agent responsible for clearing or canceling the local stolen vehicle shall notify the oncoming shift of the necessity to clear the vehicle from the local system or from NCIC/TCIC.
- B. Clearing/Canceling stolen vehicles from an outside agency:
 - 1. The officer recovering the stolen vehicle that is listed in the NCIC/TCIC systems as stolen from an agency other than the Department shall contact the TLETS channel in Communications;
 - 2. Officer shall provide the necessary information to the TLETS operator who will send a notification to the entering agency; and
 - 3. Upon receipt of the positive or negative confirmation, the TLETS operator shall notify the officer and submit a copy of the recovery information to Auto Theft and to the Terminal Agency Coordinator.
 - 4. During the time the computer system is down, the TLETS Operator responsible for clearing or canceling the out of jurisdiction stolen vehicle shall notify the oncoming shift of the necessity to obtain confirmation and to clear the vehicle from NCIC/TCIC.
 - 5. The recovering officer obtains the operator number of TLETS Operator or the Service Agent's badge number and records this along with the date and time of the notification in the details of his recovery report.
 - 6. The Vehicle Crimes Unit and the Terminal Agency Coordinator, upon receipt of the recovered stolen vehicle report or notification from the information channel or Security Desk, checks the information system to confirm the vehicle has been canceled as stolen.