

# BATON ROUGE POLICE DEPARTMENT

General Order  
No.264

Effective Date  
11-01-1994

Revised Date  
11-28-2005

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Subject: Auto Theft and Recoveries

Reviewed 9/1/16

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## POLICY

It is the policy of this department to expedite the process by which auto thefts are reported and relay this information to field units as quickly as possible. Vehicles shall be returned to the owner as soon as possible with a minimum of inconvenience.

## PROCEDURES

### **I. Auto Theft Reporting**

- A. A patrol unit is dispatched to the scene; consistent with dispatch protocol, the officer shall take the report and proceed to the nearest district station to fax the complete report to CIU.
- B. CIU personnel shall issue an item number to the officer then prepare a local broadcast to be sent to Communications.
- C. The Communications supervisor shall then see that the item is broadcast as soon as possible on all frequencies.
- D. The officer making an auto theft report shall complete a vehicle theft report. If no license number is available, CIU shall check the vehicle registration files to determine the license/VIN. If this fails, an item number shall still be obtained and the description broadcast.
- E. All vehicle thefts shall be forwarded to the Auto Theft Bureau for follow up investigation.

### **II. Vehicle Recovery**

- A. Calls for service which regard possible auto theft recoveries shall be dispatched consistent with normal procedure and not taken over the phone.
- B. Officers receiving calls which regard the recovery of stolen motor vehicles shall make every attempt to locate and develop fingerprints along with any other physical evidence at the crime scene.
- C. CIU personnel shall make all notifications of recoveries and make every effort to contact the owner of a recovered stolen vehicle. The owner shall be advised as to the location and condition of the vehicle and given a reasonable time frame to arrive on the scene. If the owner is contacted but cannot come to the scene, he may designate a wrecker company of his choice to recover the vehicle. If this is the case, the field unit shall be so advised. If the owner wishes to leave the vehicle at its location, he may so designate unless it is a traffic hazard.

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- D. Officers shall remain aware that the vehicle owner has been the victim of a crime, and although it may be inconvenient for an officer to wait at the scene the owner shall be treated as any other crime victim.
- E. If the owner cannot be contacted, the officer shall advise his supervisor and request unspecified wrecker. CIU shall be notified as to what wrecker company towed the vehicle so they may notify the owner later.

**III. Unauthorized Use of a Motor vehicle (UUM) Reporting**

- A. A UUM vehicle can be upgraded to an auto theft 3 to 5 days after the initial report has been made. The decision to upgrade the original UUM to an auto theft is at the discretion of Uniform Patrol Division and/or the Auto Theft Bureau; the initial file number shall be used. In unusual circumstances some cases may be upgraded in a shorter time period.
- B. Upon upgrading an UUM vehicle to an auto theft, auto theft reporting procedures must be adhered too.