

SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

Courtesy Stolen Vehicle Theft Reports

Purpose

The purpose of this training bulletin is to outline a consistent process when dealing with courtesy vehicle theft reports.

Introduction

This training bulletin will outline conditions when a courtesy stolen vehicle report might be requested. It will establish the process to follow when personnel from our department are requested to take a courtesy stolen vehicle report on a vehicle stolen outside the jurisdiction of the city of Santa Ana.

It will also establish the process to follow if our department receives a courtesy stolen vehicle report from another agency reporting a vehicle theft that occurred in Santa Ana.

I. Vehicles Stolen In Mexico

If the vehicle is stolen in Mexico, the victim should be advised to contact their local office of the California Highway Patrol. Only the California Highway Patrol Border Division Mexico Liaison Office will determine whether to accept a report of a vehicle stolen in Mexico, and then decide whether to enter the vehicle into the Stolen Vehicle System (SVS).

Before the California Highway Patrol Mexico Liaison Office will accept a report of a vehicle stolen in Mexico, the following criteria must be met:

1. Owner of the stolen vehicle must be a United States resident
2. Vehicle must be registered in the United States
3. Person reporting must have a copy of the Mexican vehicle theft report
4. Report must be made to a California Highway Patrol office in person

Any investigation regarding a vehicle stolen in Mexico should be handled by the California Highway Patrol.

If a police department, other than the California Highway Patrol, inadvertently takes a courtesy report involving a theft from Mexico, it will be up to that agency to investigate the theft.

Do not take a courtesy report on a vehicle stolen in Mexico, but direct the person to the local California Highway Patrol office.

If there are any questions regarding the California Highway Patrol's policy, you may contact them at:

CALIFORNIA HIGHWAY PATROL BORDER DIVISION

MEXICO LIAISON OFFICE

9330 FARNHAM STREET

SAN DIEGO, CA 92123

TELEPHONE: 619-237-6811

FAX: 619-268-2851

II. Vehicles Stolen Outside of California

If a vehicle is stolen outside of California (*but within the United States*), advise the victim to contact the jurisdiction where the theft occurred to report the vehicle theft.

III. Vehicles Stolen in California

If the vehicle is stolen in California, attempt to have the victim report it to the agency having jurisdiction where the theft took place. If circumstances prevent the victim from going to that agency, and the Santa Ana Police Department takes a courtesy report, stamp a case number for control purposes, and FAX a copy of the report to the Records Section of the agency having jurisdiction where the theft occurred, allowing them to enter the vehicle into SVS as their stolen vehicle. Make a note on the FAX cover sheet that the agency having jurisdiction needs to enter the vehicle into CLETS. Records should have the FAX number for each agency.

If you are unable to FAX the report, complete a CLETS form and enter the vehicle into SVS as our stolen. In the "*MISC*" section of the CLETS form, indicate ***COURTESY REPORT FOR*** and fill in the agency name. Have Records mail a copy of the report to the agency where the theft occurred. Include a note advising the agency having jurisdiction to contact our Records section to cancel our CLETS entry (otherwise any locate teletype will come to us). Advise the victim that all investigative follow up will be handled by the agency having jurisdiction where the theft occurred and not by the Santa Ana Police Department.

IV. Vehicles Stolen in Santa Ana and Reported to Outside Agencies

If the Santa Ana Police Department Records Division receives a courtesy stolen vehicle report from an outside agency, via the mail or FAX, reporting the theft of a vehicle from Santa Ana, a check should be made of the SVS computer system by Records. Records should then give the report to the desk officer, along with the SVS information.

Depending on the SVS information provided, the following should be done:

If the theft occurred in Santa Ana and the vehicle has not been recovered, stamp a case number for control purposes and complete a CLETS entry form to enter the vehicle into SVS as a Santa Ana Police Department stolen vehicle. If the vehicle is already in SVS as the other agency's stolen, *and there has been no recovery*, fill in the CLETS form and notify Records. Records will then request that the other agency remove their entry so Santa Ana Police Department can enter the vehicle as a Santa Ana Police Department stolen.

If the vehicle was already recovered in Santa Ana, there is no need to stamp a new case number, use the case number from our prior recovery. If the vehicle is in the computer as a Santa Ana Police Department recovery, and the outside agency is listed as the originating agency, do not complete a CLETS form to modify the SVS entry.

Forward a copy of the outside agency's courtesy report to District Investigations as soon as possible.

Summary

If at all possible, have the reporting party report the theft to the agency where the theft actually took place.

DO NOT accept a courtesy report for a vehicle stolen in Mexico. Refer any person trying to report a theft of a vehicle in Mexico directly to the California Highway Patrol.

If a report is taken for a vehicle *not stolen in Mexico*, advise the victim that the agency with jurisdiction (where the theft actually occurred) will handle any follow up investigation, not the Santa Ana Police Department. Stamp a case number for control purposes. Attempt to FAX a copy of the report immediately to the agency concerned. If you can FAX the copy, **DO NOT ENTER** the vehicle into SVS. In most cases, if you can not FAX the report, complete a CLETS form and enter the vehicle with a notation that it is a **COURTESY REPORT** for the jurisdiction where the theft occurred.

Acknowledgment: This was prepared by Investigator Gary Labb, 1/97.

Reviewed By: Inv. G. Labb

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