

## **Hamden Police Department General Orders**

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**Policy Number:** 024-027

**Effective Date:** August 01, 2005

**Section:** Patrol

**Rescinds:**

**Title:** Stolen Motor Vehicle Reports.

**Approved By:**

**Approval Date:**

### **PURPOSE**

To ensure that all reports of stolen vehicles are reported in a timely and consistent manner.

### **POLICY**

All reports of stolen motor vehicles will be received and recorded using the following procedures.

### **Procedures**

A. Upon receiving a report of a stolen motor vehicle the officer will:

1. Fill out both the State of Connecticut Stolen vehicle report and the HPD Stolen vehicle report.
2. Have the owner sign the forms in the appropriate locations and give a copy of the State form to the owner.
3. As soon as possible submit the yellow copy to the communications division so that the proper NCIC/Collect messages can be sent out.
  - a. Make sure the above message numbers are indicated on the report.

B. Upon recovery of a stolen motor vehicle the officer will:

1. Fill out the RECOVERY section of the Stolen Motor Vehicle Report. This will be done only if the vehicle is recovered on the same shift it was reported.
2. If the car is recovered after the shift it was reported stolen on, then a supplemental report to the original report must be filed.

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3. Make sure that the cancellation numbers for NCIC/ Collect are noted in the report.

### **C. Responsibilities of Communications:**

1. Make sure the proper NCIC/Collect messages are sent out.
2. Note the above message numbers on the yellow copy and file in stolen motor vehicle cabinet.
3. Upon recovery of a stolen motor vehicle either from Hamden or another location, complete a recovery report.
  - a. Make sure to note on the report if an arrest was made.
4. Cancel the NCIC/Collect entries or send a locate message if the vehicle is from another town.
5. If the theft was from Hamden notify the owner of the vehicle.