



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



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REPORTING/RECOVERY OF STOLEN MOTOR VEHICLES
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PURPOSE: The purpose of this policy is to establish procedures for the efficient reporting and recovery of stolen vehicles.

POLICY: It is the policy of the Albany Police Department to fully investigate all incidents of stolen vehicles that occur within the department’s jurisdiction.

DEFINITIONS: **Vehicle** – Vehicle means a “[motor vehicle](#)” as defined by the New York State Vehicle and Traffic Law.

I. STOLEN VEHICLE REPORTING PROCEDURES

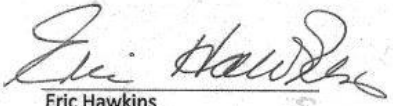
- A.** Prior to taking a report for a stolen vehicle, the responding officer shall check CAD/RMS to determine if the vehicle was towed as the result of police action, or if the vehicle was towed as the result of a private tow within the City of Albany.
 - 1. If personnel do not have access to a computer they shall contact desk personnel at both Center Station South Station to determine or
 - 2. At the time that privately towed vehicles are reported to the stations, desk personnel shall verify that the vehicle is not an active stolen vehicle by running the registration or vehicle identification number in eJustice.
- B.** Theft of motor vehicles shall be documented solely on a Standardized Incident Report (SIR), via the e-Reporting system
- C.** The responding officer shall list all available information regarding the complainant, the vehicle, and the suspect (if known).
- D.** The “Incident Type” in box #16 of the Standardized Incident Report shall clearly indicate whether the incident is classified as one of the following:
 - 1. A Stolen Motor Vehicle; or
 - 2. An Unauthorized Use of a Motor Vehicle.

- a. This determination shall be based on the officer's preliminary investigation and the New York State Penal Law.
- E. Responding officers shall also note the following information in the narrative portion of the Standardized Incident Report:
 - 1. If the vehicle was locked or unlocked at the time of the theft;
 - 2. If the keys were inside the vehicle at the time of theft, as well as how many sets of car keys the complainant owns;
 - 3. If the vehicle was left "running" unattended at the time of theft, and if so, whether a Uniform Traffic Ticket was issued for violation of [Section 1210-A](#) of the New York State Vehicle and Traffic Law; and
 - 4. If the vehicle should be held for forensic purposes when recovered.
 - a. Placing a hold on a vehicle shall only be completed at the direction of the officer's supervisor.
 - b. Communications personnel shall be responsible for ensuring "hold for prints" is clearly indicated in the File 1 teletype, when such is requested by a supervisor.
- F. Responding officers shall transmit a description of the stolen vehicle over the main police radio (channel one), prior to returning to service.
- G. Supervisors are responsible for sending the Standardized Incident Report to Communications so that the stolen vehicle can be entered into NCIC.
 - 1. Once the teletype number is assigned, Communications personnel shall forward the report back to the supervisor for final approval, via the e-Reporting system.

II. STOLEN VEHICLE RECOVERY PROCEDURES

- A. Upon arrival on the scene of a recovered stolen vehicle, the officer shall confirm the registration of the vehicle with Communications personnel.
 - 1. If the vehicle is confirmed as stolen, the desk officer of the respective station shall confirm that the vehicle is still an active stolen vehicle by contacting the complainant and/or the reporting agency, if applicable.
- B. The recovery of stolen vehicles shall be documented on a Supplemental Report via e-Reporting
- C. The incident number utilized on the **original** stolen vehicle Standardized Incident Report shall also be used on the Supplemental Report.
 - 1. If the recovery of the stolen vehicle involved a traffic stop or an arrest, the incident number of the traffic stop or arrest shall be cross referenced in the narrative portion of the Supplemental Report and the Arrest Report.
- D. The desk officer of the respective station shall attempt to notify the registered owner of the recovered stolen vehicle. All reasonable efforts shall be made by the desk officer to ensure that the owner was notified that their vehicle was recovered.

1. Attempts to contact the owner shall continue until the officer has confirmation that the owner was notified.
 2. All notification attempts shall be documented on the Supplemental Report.
 3. If the recovered stolen vehicle was originally reported stolen by an agency other than the Albany Police Department, the originating agency shall be responsible for notifying the owner.
- E.** If the recovered vehicle is operable, and the registered owner is able to respond in a timely manner, the responding officer may stand by until the owner arrives at the scene so that the vehicle can be turned over to the owner.
1. Prior to returning the vehicle to the owner, all efforts shall be made to ensure that the stolen vehicle has been cancelled out of NCIC. This shall also be documented on the Supplemental Report.
 2. If the owner cannot be contacted or cannot respond in a timely manner, the recovered vehicle shall then be towed, per current directives
- F.** The responding officer shall also note the following information on the Supplemental Report:
1. If Forensic Investigations Unit (FIU) responded and processed the recovered vehicle;
 2. If the recovered vehicle was occupied, and if so, by whom;
 3. If the recovered vehicle suffered any additional damage; and
 4. If any arrests were made, and if so, the defendants' names and charges.
- G.** If the recovered vehicle was reported stolen from another agency, the dispatcher shall contact the reporting agency to confirm that the vehicle is an active stolen vehicle from their agency. Once confirmed, it shall be the reporting agencies responsibility to notify the complainant and to cancel the teletype.
1. Officers shall complete a Supplemental Report detailing the circumstances regarding the recovery of the stolen vehicle, which shall be sent to Communications.
 2. Communications personnel shall then send a "Hit Confirmation Request" to the reporting agency, via teletype, which contains the necessary information for the other agency to cancel the stolen motor vehicle.
- H.** Supervisors are responsible for sending the Supplemental Report to Communications so that the stolen vehicle can be cancelled out of NCIC.
1. Once the teletype number is assigned, Communications personnel shall forward the report back to the supervisor for final approval via the e-Reporting system.


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