

	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.20.2	
Subject:		Distribution:
N.C.I.C. Entry/Removal of Stolen Vehicles		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 98-65
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

This policy addresses the timely entry of stolen vehicle information into NCIC. Additionally, it establishes procedures to be followed when the Department is notified that a vehicle reported stolen from this jurisdiction is recovered or we recover a vehicle stolen from another jurisdiction.

PROCEDURE

PART I - NCIC ENTRY

A. It is important that stolen vehicles be entered into NCIC as soon as possible. Therefore, as soon as an officer completes their initial investigation at the scene, notify Headquarters of the necessary information to complete the NCIC entry. This can best be accomplished by phone, or if that is not practical, Channel Three can be used. The amount of information and the type that you would normally require in your incident report, consists of the following:

1. Date of Theft
2. Vehicle Registration Number
3. State
4. Registration Year
5. Vehicle Type
6. vehicle Identification number
7. Vehicle Make
8. Vehicle Model
9. Vehicle Year
10. Vehicle Style
11. Color

B. Owner of Vehicle

After the information is called in, the scope operator shall verify the information through the CLEAN system and, if no discrepancies are found, enter it into NCIC. After the entry is acknowledged, four printouts should be made. The Telecommunicator shall take a blank Supplementary form, place one printout over the narrative section and copy it. The copies are to be placed into the NCIC file drawer in the Communications Center in the following drawers:

1. NCIC
2. Supplemental
3. Officer
4. Detective

C. The original Supplementary Report shall be filled out completely and the copy of the NCIC entry attached to the narrative section. If there is any other pertinent information, also record it in the narrative or attach a Continuation Report to the Supplementary.

PART II - NCIC REMOVAL

A. Stolen Local/Recovered Outside CLEAN

1. When notified by a CLEAN message that a vehicle that was stolen in this jurisdiction and entered in NCIC by us is recovered, the Telecommunicator receiving the information shall:
 - a. Remove the initial entry from the file, and print the report from Alert.
 - b. Remove a blank, Recovered Stolen Vehicle envelope. Complete the appropriate section of the envelope and all other pertinent information. This is to be completed at the time of recovery and when the vehicle is removed from NCIC.
 - c. Three copies of all CLEAN/NCIC messages pertaining to the recovery are to be made. One copy is to be placed in the envelope and one copy is to be forwarded to the Telecommunicator that maintains the CLEAN/ NCIC message files, and the third copy is to be forwarded to Report Review.
 - d. When someone is working in the Investigations Unit, the Telecommunicator is to notify the Unit of the recovery. If no one is working, or they are unable to handle the incident, the Priority Sergeant, or the Sergeant in charge of the Platoon that is working is to be notified of the recovery so he/she can decide if the Platoon investigator should be assigned to follow up the incident.

- e. All completed envelopes shall be placed in the Investigations Unit Tray so that they can be found easily by interested parties. It shall be the responsibility of the Investigations Unit to check this tray, along with the regular Investigations Unit tray in the Communications Center.

B. Recovered Locally

1. Stolen Outside

- a. If the vehicle that is recovered is stolen from another jurisdiction and is recovered by this department, or Narberth Police Department, the recovered Stolen Vehicle Check List envelope is to be filled out in the appropriate sections and necessary notifications made, e.g., confirmation messages, etc.
- b. Two copies of CLEAN/NCIC messages shall be made and one placed in the Stolen Vehicle Check List envelope. The envelope will then be placed in the Investigations Unit Tray marked Stolen Vehicle Check List Envelope and the other forwarded to the telecommunicator that maintains the CLEAN/NCIC message files.

2. Stolen Locally

- a. If the vehicle that is recovered is stolen from Lower Merion Township or the Borough of Narberth, the recovered Stolen Vehicle Check List envelope is to be filled out in the appropriate section and necessary notification made.
- b. Three copies of the CLEAN/NCIC messages shall be made and one placed in the Stolen Vehicle Check List envelope and the other forwarded to the telecommunicator that maintains the CLEAN/NCIC message files. The envelope will then be placed in the Investigations Unit Tray.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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