



SUBJECT

**Offense Reporting**

AMENDS

Procedural Instruction 02-3

REFERENCE

P.I. – Report Control  
P.I. – Domestic Violence, Orders of Protection, Child Abuse and Child  
Custody Violations RSMo 610-100 to 610-150

RESCINDS

**I. PURPOSE**

To amend Procedural Instruction 02-3 entitled, "Offense Reporting."

**II. PROCEDURE**

A. Members will remove pages B-3 and B-4 of Annex B from Procedural Instruction 02-3 entitled, "Offense Reporting."

B. Members will insert amended pages B-3 and B-4 of Annex B to Procedural Instruction 02-3 entitled, "Offense Reporting."

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Javier M. Perez, Jr.  
President

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Civilian Supervisory Positions  
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Post on bulletin boards for two weeks.

stored in accordance with the written directive covering towed vehicles and will **not** be placed in the Property and Evidence Section.

4. When a vehicle is recovered without the reported plate(s), the description and number of plates should be documented in the "property" section of the Field Incident Report, Form 189 P.D. The Stolen Vehicle Summary Desk will be notified so the computer entry can be updated to reflect stolen plates.
5. Officers will use good judgement and recover property found in the vehicle that obviously does not belong to the owner or may have been used in the commission of a crime, i.e., license plates, burglary tools, etc.
6. If the recovered vehicle is driveable, the officer will have the dispatcher attempt to contact the owner and have them respond to the scene to take custody of the vehicle. If the owner cannot be immediately contacted or is contacted and cannot respond to the recovery location within forty-five (45) minutes, the vehicle will be towed. Officers will note the time that the notification was made or attempted in the narrative of the report. **Exception: For procedures regarding outside stolen/local recovery vehicles, refer to Section E of this Annex.**
7. When unable to determine if a vehicle is stolen, the officer will contact the Stolen Vehicle Summary Desk to ascertain if there are any "unknowns" (vehicles reported stolen but not entered in computer for lack of VIN, etc.), matching the description of the vehicle in question. When verification cannot be obtained (owner cannot be contacted or there is an altered/missing VIN), the following guidelines will be followed:
  - \* a. **Unoccupied Vehicle** - The appropriate parking ticket(s) may be issued (e.g., 70-251). The vehicle will be towed as outlined in the written directive covering towed vehicles. The officer will obtain an original Case Report Number and complete a Report Form, Form 100 P.D., entitled, "**Miscellaneous Investigation - Possible Stolen Vehicle or Altered/Missing Vehicle Identification Number.**" Officers will ensure they complete the "vehicle" section of the form and list location of recovery in the "location of occurrence" box. Officers will also document on the Tow-In Report, Form 36 P.D., why it was believed stolen. The desk sergeant will ensure photocopies of the Report Form, Form 100 P.D., and Tow-In Report, Form 36 P.D., are forwarded to the Property Crimes Section where the recovery occurred. A "Hold" for the appropriate Property Crimes Section will be placed on **any** vehicle which the officer opted to tow due to an altered or missing Vehicle Identification Number.
  - \* b. **Occupied Vehicle** - In cases **other than** the altered/missing Vehicle Identification Number, when no probable cause exists for arrest, the occupants and vehicle will be released. The officer will complete a

Report Form, Form 100 P.D., as described above and will include a description of the occupants along with the vehicle. In cases **where the Vehicle Identification Number is altered/missing**, the appropriate Property Crimes Section personnel will be notified to determine if the occupants should be arrested and for the disposition of the vehicle.

8. Officers will notify the Property Crimes Section at the patrol division in which the original theft occurred in all cases of a stolen or recovered vehicle, including attempted stolen vehicles. Immediate notification is required when an arrest/apprehension is made in connection with the recovery of a stolen vehicle.
  - a. For most cases, immediately forwarding a copy of the completed report will serve as proper notification; however, verbal notification should be made if the arrest involves any unusual circumstances; the recovered stolen vehicle is occupied and the Vehicle Identification Number is altered/missing; or if there are any questions.
  - b. If the person arrested/apprehended is a juvenile, the Property Crimes Section does not need verbal notification, however, **a copy of the report will be forwarded to them for information.**
9. Detailed victim, witness, and suspect information will be documented on the Investigation Report.
10. If a stolen vehicle is recovered in conjunction with another offense, the Case Report Number of the **highest offense** will be used for the Field Incident Report, Form 189 P.D. The Case Report Number for the recovered stolen vehicle will be placed in the box titled, "CRN of Stolen Auto," located on the Field Incident Report, Form 189 P.D. **Example:** A bank robbery occurs and results in a vehicle pursuit. The officers capture the suspects and discover the suspect's vehicle is a stolen auto. The Case Report Number for the robbery will be used for the Field Incident Report, Form 189 P.D., and the Case Report Number of the stolen auto will be placed in the box titled, "CRN of Stolen Auto."
11. The Stolen Vehicle Summary Desk does **not** need to be notified when a vehicle is reported stolen and recovered on the same report or on a reported attempt stolen vehicle unless the vehicle(s) is impounded.