

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

VEHICLE RENTAL CASE REPORT TAKING

22.500

REVISED 01/12/10

EFFECTIVE JANUARY 1, 1992

22.501 VEHICLE RENTAL CASE REPORT TAKING PROCEDURE

- A. Offense reports on vehicle rental cases will only be taken in accordance with the following procedure:
1. A copy of the written notice sent to the person who rented the vehicle must be presented by the complainant.
 2. The written notice must have been sent pursuant to 31.04(c) of the Penal Code.
 3. The notice must be dated and contain a demand for the return of the vehicle and payment of all rental fees.
 4. If 15 full days have expired from the date the notice was sent a report for theft of service can be taken. If the vehicle has not been returned as demanded a report for theft of the vehicle will be taken, and should be entered into TCIC and NCIC as stolen **only if ALL information in A(5) below is provided to the officer.**
- The offense should be titled Felony Theft rather than Unauthorized Use of a Motor Vehicle.
5. Instruments to be received from the complainant by the report taker:
 - a. Copy of written notice.
 - b. Original copy of certified or registered mail receipt or telegram report of delivery verification.
 - c. Copy of rental contract.
 - d. **Sworn written statement of victim or representative.**
 - e. Any other instruments considered evidence in the case.
 6. Investigation of this offense should be by walk-in or mobile response by a sworn officer.
 7. The instruments received as evidence shall be placed in an envelope and tagged into property.
 8. A report may be taken in less than 15 days if the person who rented the vehicle gave false information on the rental agreement or did some other act indicative of his intent to deprive, defraud or deceive the rental company.

This exception must be approved by an appropriate supervisor before the report is taken.

Approved: 01/12/10

Angie Swindle