

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

23.400

NOTIFICATION FOR RECOVERED STOLEN VEHICLE

REVISED: 01/12/10

EFFECTIVE 10/16/97

23.401 PURPOSE

The purpose of this order is to ensure that the owner of a recovered stolen vehicle is notified in a timely manner of the recovery. This is necessary to minimize storage fees.

23.402 OFFICER AND COMMUNICATIONS RESPONSIBILITIES

- A. The telecommunicator will complete the recovery portion of the 5A card.
- B. The telecommunicator will attempt to make telephone contact with the owner to advise of the vehicle's location and condition. If the vehicle is recovered within the city of Tyler and **is drivable**, the owner will be asked to come to the scene and take possession of the vehicle. If the owner cannot come to pick up the vehicle or resides more than 30 minutes away, the owner will be advised that the vehicle will be towed to the police department. The owner will be told to contact the Property Unit during business hours and bring proof of ownership of the vehicle
- C. If the vehicle **is not drivable**, the vehicle is to be towed to the on-call wrecker lot and the owner will be advised to make arrangements with the wrecker company to take possession of the vehicle.
- D. If the vehicle is recovered by another agency, the owner will be given the contact number for that agency. All notification information will be indicated on the 5A card.
- E. The telecommunicator will then determine which investigator is assigned the stolen vehicle case. The telecommunicator will notify the assigned investigator by telephone of the recovery during normal business hours. If the assigned investigator is not on duty or cannot be reached by phone, an e-mail will be sent to the investigator and to the Crimes Against Property supervisor notifying them of the recovery. If an investigator has not been assigned to the case, the Crimes Against Property supervisor is to be notified so that an investigator may be assigned for follow-up.
- F. If the completed 5A card is the paper version, it will be placed in the basket located in Communications, and a copy of the 5A card is to be routed to Crime Analysis. If using an electronic version of the 5A card, an email sent pursuant to 23.402 (E) above should also be sent as a "carbon copy" to Crime Analysis. The telecommunicator will ensure that the stolen vehicle entry will be cleared from the electronic pass-on and from the stolen database.

23.403 SWORN SUPERVISORY RESPONSIBILITIES

- A. The Youth Crimes supervisor will forward the paper 5A cards from dispatch on a regular basis to the Crimes Against Property supervisor and the copy of the paper 5A will be routed to Crime Analysis.
- B. The Crimes Against Property supervisor will collect all of the 5A cards, both paper and electronic, for assignment to an investigator. Paper 5A cards are to be provided to the assigned investigator. Electronic 5A cards are to be forwarded via email to the assigned investigator if Communications has not included the investigator in the recovery email notification.
- C. In cases where the owner has not been notified, the Crimes Against Property supervisor will make contact with the assigned investigator and insure the investigator is aware of the fact that the vehicle has been recovered. This is important so that the owner is notified in a timely manner regarding the recovery. In the event the assigned investigator is not immediately available the Crimes Against

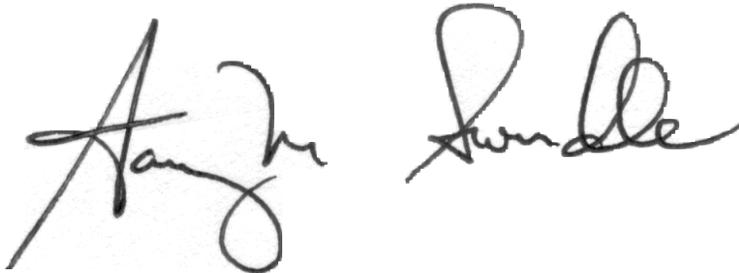
Property supervisor will contact another investigator. The Crimes Against Property supervisor will insure that this investigator is aware of the fact that the vehicle has been recovered so that the owner is notified in a timely manner regarding the recovery.

- D. In the event the stolen vehicle report has not been assigned to an investigator the Crimes Against Property supervisor will immediately assign the case to an investigator and forward the 5A card, pursuant to 23.403 (A) thru (C) above, to the investigator.

23.404 ASSIGNED INVESTIGATOR RESPONSIBILITIES

- A. Upon being notified of the recovery of a stolen vehicle, the investigator will immediately attempt to make telephonic contact with the owner of the vehicle. This will be accomplished even if the telecommunicator notified the owner of the recovery. Once contact is made, the owner will be advised of the recovery, the condition of the vehicle, the location of the vehicle, and a method in which to contact the storage location.
- B. In the event telephonic contact cannot be made with the owner, the investigator will make every effort to contact the owner of the vehicle. Those efforts may include, but are not limited to, a personal visit, or sending a letter to the last known address of the owner of the vehicle. These efforts should be documented in the investigator's supplemental report.

Approved: 01/12/10

Two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to be 'Angie'. The signature on the right is also in cursive and appears to be 'Sundale'.