

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject DISSEMINATION OF STOLEN VEHICLE INFORMATION	Policy Number EH-2
		Effective Date 04-08-20
Related Information Arizona Revised Statutes GF-5, <i>Incident Report Guidelines</i>	Supersedes EH-2 (09-05-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the collection, reporting, and dissemination of stolen vehicle information.

Although this Office Policy refers to “deputies” throughout, this Office Policy also applies with equal forces to all deputy services aides, where applicable.

POLICY

It is the policy of the Office to record and disseminate stolen vehicle information promptly, enabling vehicles to be located as quickly as possible.

DEFINITIONS

Case Agent: The lead investigator designated for a specific investigation. The case agent is responsible for overall management of the case. This would include delegation of investigative tasks, lead tracking, collection of supplemental reports and other relevant case documentation, verifying all evidence is impounded, packaging the case for prosecution, assisting the prosecutor with the presentation for the case in court proceedings, and providing a final disposition of property and evidence held in reference to the investigation, at the conclusion of the case.

Property and Evidence/QueTel System: An electronic system that serves law enforcement for evidence management, property management, processing and tracking of evidence and property. The Officer Input Module (OIM) is an application within this System.

Vehicle: A device in, upon, or by which any person or property is, may be, or could have been transported or drawn upon a highway, waterway, or airway, except devices moved by human power or used exclusively upon stationary rails or tracks.

PROCEDURES

1. **Reporting of Stolen Vehicles and Deputy Responsibilities:** Deputies are required to have a reporting person of a stolen vehicle complete a *Stolen Vehicle Agreement and Affidavit* (Affidavit) when the report is taken in person, or sign and notarize an Affidavit when the report is taken other than in person, as specified in Arizona Revised Statutes (ARS) §13-1814.C. While taking a stolen vehicle report, deputies shall inform the reporting person of the criminal consequences of false reporting, as specified in ARS §13-2907.01.
 - A. **Reports Taken in Person:** *Incident Reports* (IRs) and Affidavits should be taken in person by the investigating deputy.

1. The deputy shall ensure the Affidavit is completed and signed in their presence by the person filing the report.
 2. Once the Affidavit is completed and signed, the original shall be scanned and attached to the original IR or IR supplement within the Traffic and Criminal Software System (TraCS) and forwarded to the Departmental Records (DR) Section of the Records and Automated Fingerprint Identification System (AFIS) Division.
- B. Reports Taken by Telephone: Stolen vehicle IRs may only be taken by telephone with prior supervisor approval. For example, a supervisor may allow a deputy to take the report by telephone, if the reporting person is out of this state at the time the theft of a vehicle is being reported.
1. The Affidavit shall be printed and mailed to the reporting person. Within seven days after reporting the theft, the reporting person is required to sign and notarize the Affidavit, and mail or deliver it to the Office district that took the report.
 2. If the signed and notarized Affidavit is not immediately available at the time the IR is taken, the detective sergeant, or designee, shall assign the IR to a district detective as the case agent for follow-up and monitoring of the statutory time frame allowance, as specified in ARS §13-1814.C.
 3. The case agent is responsible for appropriate case disposition, and shall ensure the following:
 - a. The original Affidavit is scanned and attached to an IR supplement within TraCS and forwarded to the DR Section of the Records and AFIS Division, once the signed and notarized Affidavit is received; or
 - b. The stolen vehicle information is removed from the Arizona Crime and Information Center (ACIC) and the National Crime Information Center (NCIC) databases when the signed and notarized Affidavit is **not received** within 30 days after the initial report.
- C. ACIC and NCIC Stolen Vehicle Information: Deputies shall report stolen vehicle information to the Operations Information Center (OIC) before the call for service is completed, or as soon as practicable. OIC personnel shall enter the stolen vehicle information into the ACIC and NCIC databases and issue the NCIC number.
- D. Original Affidavit and Property and Evidence: Deputies shall impound the original Affidavit as evidence through the Property and Evidence/QueTel System into the Property and Management Division.
- E. Original IRs and IR Supplements: All original IRs and IR supplements, regardless if the IR is submitted electronically in TraCS, shall be printed and forwarded to the DR Section of the Records and AFIS Division within 10 calendar days of completion as specified in Office Policy GF-5, *Incident Report Guidelines*.
- F. Deputies should attempt to obtain the estimated value of the vehicle from the reporting person, and document it within the IR.

2. **Refusal to Sign the Affidavit:** Stolen vehicle reports shall not be completed or entered into the ACIC and NCIC databases if the reporting person refuses to complete and sign the Affidavit.
3. **OIC Responsibilities:** Immediately upon receipt, OIC personnel shall record pertinent information on an index card.
 - A. Once the stolen vehicle information has been recorded, OIC personnel shall forward a copy of each stolen vehicle index card to the Communications Division.
 - B. Stolen vehicle index cards are kept on file in OIC until information is received the stolen vehicle is recovered, or is purged from NCIC due to retention period expiration.
4. **Communications Division Responsibilities:** When Communications Division personnel receive information on stolen vehicles from OIC, they shall forward the information to the Communications Division Shift Supervisor. The Communications Division Shift Supervisor shall ensure an Attempt to Locate (ATL) broadcast is made for each stolen vehicle as soon as practicable. The ATL broadcast shall contain the following information:
 - A. The location of the theft;
 - B. The estimated date and time of the theft;
 - C. A description of the stolen vehicle;
 - D. The IR number; and
 - E. Any other pertinent information.
5. **Change in Contact Information:** When the case agent is notified of a change in contact information for the reporting person, they shall complete an IR supplement.