

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

August 8, 2019

SUBJECT: RELEASING RECOVERED STOLEN VEHICLES AND/OR VESSEL – REVISED; AND, VICTIM’S REPORT MEMO, FORM 03.17.00 – REVISED

PURPOSE: The purpose of this Order is to revise Department Manual Section 4/221.10, *Releasing Recovered Stolen Vehicles and/or Vessel*, to eliminate the requirement for officers to obtain supervisory approval to release a stolen vehicle in the field, unless it is determined by the officer(s) that there will be an extended delay in the vehicle release process. This Order also updates the Victim’s Report Memo, Form 03.17.00.

PROCEDURE:

- I. RELEASING RECOVERED STOLEN VEHICLES AND/OR VESSEL – REVISED.** Attached is the revised Department Manual Section 4/221.10, *Releasing Recovered Stolen Vehicles and/or Vessel*, with the revisions indicated in italics.
- II. VICTIM’S REPORT MEMO, FORM 03.17.00 – REVISED.** The Victim’s Report Memo, Form 03.17.00, has been revised to update information within the form.

FORM AVAILABILITY: The Victim’s Report Memo is attached for immediate use and duplication and is available for use in E-Forms on the Department’s Local Area Network (LAN). All other versions of this form shall be marked “obsolete” and placed into the divisional recycling bin.

AMENDMENT: This Order amends Section 4/221.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 6, 2019**

221. FIELD RELEASING VEHICLES.

221.10 RELEASING RECOVERED STOLEN VEHICLES AND/OR VESSEL. When feasible, a recovered stolen vehicle and/or vessel which does not require a hold shall be released to the *registered and/or legal owner* (or the owner's agent) without impounding. *In the event there is possible evidence associated with the vehicle that cannot be easily removed (e.g. latent prints, DNA, etc.), officers shall contact the Area Auto Detectives for advice and request a supervisor at scene, who shall then determine the feasibility of the vehicle's field release.*

Note: Upon verification of the identity or authorization of the registered and/or legal owner, or the owner's agent, the reporting officer shall document the identity of the person taking possession of the vehicle.

Determining Feasibility. Officers who recover a vehicle and/or vessel which appears to be available for field release shall determine the feasibility of making a field release based on the following factors:

- The practicability of immediately contacting the *registered and/or legal owner* (e.g., availability of *registered and/or legal owner's* telephone number);
- The time required for the owner to arrive at the recovery location;
- The *registered and/or legal owner's* willingness to receive the vehicle; and,
- The current unit call load and need for police service.

Note: If it is determined that the registered and/or legal owner's estimated time of arrival to the recovery location may be substantially delayed, officers shall contact a supervisor, who shall then determine the feasibility of the vehicle's field release.

Signature on Recovery Report. After verification of identity, the employee shall obtain the signature of the person receiving the vehicle and/or vessel in the "**SIGNATURE OF PERSON TAKING POSSESSION**" box on the *Vehicle Report, CHP 180*.

Victim's Report Memo. The person receiving the vehicle and/or vessel shall be given a completed Victim's Report Memo, Form 03.17.00, and shall be advised of the necessity for caution if stopped by a police unit.

Recovered Vehicle Broadcast. The employee shall immediately notify Communications Division of the release of the vehicle and/or vessel. The operator shall, without delay, broadcast a cancellation of the want on the vehicle and/or vessel.

Notification to Automated Vehicle and Property Section. The employee shall telephonically notify the Automated Vehicle and Property Section of the recovery as soon as practicable.

Latent Prints. When there is information or evidence regarding a possible suspect, consideration *shall* be given to the desirability of attempting to lift fingerprints prior to releasing the vehicle and/or vessel.

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Special Instruction. The recovering employee shall not leave the vehicle and/or vessel unattended except under unusual or emergency *situations*. To preclude removal of the vehicle and/or vessel during the employee's unanticipated absence, upon initial contact, the *registered and/or legal* owner shall be instructed not to remove the vehicle and/or vessel if the employee is not at the scene.

LOS ANGELES POLICE DEPARTMENT
VICTIM'S REPORT MEMO

03.17.00 (07/19)

(IF AVAILABLE)
DR NO.:

VICTIM'S NAME (FIRM NAME IF BUSINESS):	TYPE OF REPORT:	DATE OF REPORT:
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POLICE STATION (AREA):	RD:	DETECTIVE'S NAME (First, Middle, Last and Serial No.):
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Your case will be assigned to a detective for follow-up investigation based upon specific facts obtained during the initial investigation. Studies have shown that the presence of these facts can predict whether a detailed follow-up investigation would likely result in the arrest and prosecution of the suspect(s) or the recovery of property, in a manner that is cost-effective to you, the taxpayer. Significant decreases in personnel have made it impossible for detectives to personally discuss each and every case with all crime victims. A detective will not routinely contact you, unless the detective requires additional information.

TO REPORT ADDITIONAL INFORMATION: If you have specific facts to provide which might assist in the investigation of your case, please contact the detective Monday through Friday, between 8:00 A.M. and 9:30 A.M., or between 2:30 P.M. and 4:00 P.M. at telephone number _____
If the detective is not available when you call, please leave a message and include the telephone number where you can be reached.

TO OBTAIN A REPORT FILE NUMBER (DR NO.): If the DR number is not entered on this form, it may be obtained at no cost by sending a self-addressed stamped envelope to the Los Angeles Police Department, Records and Identification Division, P.O. Box 30158, Los Angeles, CA 90030. Include the following information with your request: 1) Victim(s) name and address, 2) Type of report; and, 3) Date and location of occurrence.

COPY OF THE REPORT: The DR number may suffice for insurance purposes. To purchase a copy of the report, phone (213) 486-8130 to obtain the current purchase price and send a check or money order payable to the Los Angeles Police Department, Records and Identification Division, P.O. Box 30158, Los Angeles, CA 90030. Include the following information with your request: 1) Victim(s) name and address, 2) Type of report and report DR number if listed in the above box; and, 3) Date and location of occurrence. A copy of the report will be mailed to you when it is available.

Note: Requests not accompanied by proper payment will not be processed.

RECOVERY OF PROPERTY/MISSING PERSON LOCATED: Promptly report recovery of property. If missing persons are located, please notify the Department. These notifications may be made by phone.

VEHICLE INVOLVED: If a stolen vehicle is recovered, other than through a law enforcement agency, you must file a signed report immediately. You cannot make this report by phone. FAILURE TO REPORT A RECOVERED VEHICLE IS A VIOLATION OF LAW.

CREDIT CARDS/CHECKS: Immediately notify your concerned credit corporation or bank to reduce the possibility of someone else using your stolen or lost credit cards or checks.

VICTIMS OF VIOLENT CRIME COMPENSATION: If you are a victim of a violent crime and are injured as a result of the crime, you may be able to be repaid by the State for medical expenses, loss of wages or support, rehabilitation or job retraining. If injury or death was the result of an auto accident, you or your survivor may also qualify if the driver at fault was charged with one of the following: driving under the influence of alcohol or drugs; hit and run; using the vehicle as a weapon; or fleeing the scene of a violent crime.

When a victim dies as a direct result of the qualifying crime, the funeral and burial expenses may be reimbursed. Property loss or damage will not be repaid by the State. The law (California Government Code Section 13959, et seq.) requires a victim to be a California resident, must report the crime, and must cooperate with law enforcement in order to receive repayment. You have one year from the date of the crime to file a claim (may be extended for good cause).

To obtain a victim of violent crime application, you may call one of the Victim-Witness Assistance Programs listed below. Copies of the application may also be obtained at any Los Angeles Police station.

VICTIM-WITNESS ASSISTANCE PROGRAM: The Los Angeles City and County Victim-Witness Assistance Program (VWAP) can help to determine if you qualify for Victim of Violent Crime compensation. If you qualify, they will assist you with filing your claim application. If you are a victim or a witness to a crime and will be going to court, they will explain the court procedures to you. Their staff may also assist you with other problems created by the crime.

To find the program location nearest to you, call the Victim-Witness Assistance Program at the Los Angeles City Attorney's Office at (213) 978-4537, or the Los Angeles County District Attorney's Office at (800) 380-3811.

KEEP THIS MEMO FOR REFERENCE

INSTRUCCIONES EN ESPAÑOL AL REVERSO

DEPARTAMENTO DE POLICIA
DE LOS ANGELES
MEMORANDUM DE REPORTE PARA VICTIMAS

Su caso será asignado a un detective para las investigaciones correspondientes basadas en los datos específicos obtenidos durante la investigación preliminar. Estudios nos indican que con la presencia de ciertos datos, se puede predecir si una investigación en detalle resultará en el arresto y prosecución del responsable o la recuperación de propiedad robada, en una manera mas eficaz para ud., el contribuyente. Disminuciones significantes de personal ha hecho imposible que un detective personalmente discuta cada caso con todas las victimas de crimen. Un detective no se comunicará con ud solamente que requiera información adicional.

PARA REPORTAR INFORMACIÓN ADICIONAL: Si ud. tiene datos específicos que quiera proveer y puedan asistir en la investigación de su caso, favor de comunicarse con el detective de lunes a viernes, entre las 8:00 y 9:30 de la mañana o entre las 2:30 y 4:00 de la tarde al teléfono _____ . Si no encuentra al detective, favor de dejar un mensaje incluyendo un número de teléfono dónde se pueda comunicar con ud.

PARA OBTENER EL NÚMERO DEL REPORTE (NO. DR): Si el número del reporte (DR) no aparece en éste memorandum, se puede obtener, sin costo, al mandar un sobre con timbre pagado y dirigido a ud. a: Los Angeles Police Department, Records and Identification Division, P.O. Box 30158, Los Angeles, CA 90030. Incluya la siguiente información con su encargo: 1) Nombre y domicilio de la víctima(s), 2) Tipo de reporte, y 3) La fecha y localidad de los hechos.

COPIA DEL REPORTE: Es posible que el número del reporte es suficiente para asunto de seguro. Si desea comprar una copia del reporte, llame (213) 488-8130 para informarse sobre el costo de los reportes y favor de enviar un cheque o giro postal a Los Angeles Police Department. Dirija su petición a: Los Angeles Police Department, Records and Identification Division, P.O. Box 30158, Los Angeles, CA 90030. Incluya la siguiente información con su petición: 1) Nombre y domicilio de la víctima(s), 2) Tipo de reporte, y numero archivo, si lo sabe, y 3) La fecha y localidad de los hechos. Su copia del reporte se enviará por correo. **NOTA:** Aquellas solicitudes no acompañados en la cantidad exacta, no serán procesadas.

PROPIEDAD RECUPERADA/PERSONA PERDIDA LOCALIZADA: Informe a la policía la recuperación de propiedad robada inmediatamente. Si personas perdidas son localizadas, favor de notificar a este Departamento. Estas notificaciones se pueden hacer por teléfono.

VEHÍCULO RECUPERADO: Si un vehículo robado es recuperado, por otros medios no incluyendo una agencia de policía, es necesario hacer un reporte inmediatamente con una agencia de policía. Este reporte no se puede hacer por teléfono.

TARJETAS DE CREDITO/CHEQUES: Inmediatamente notifique la compañía de crédito o banco para reducir la posibilidad de hacerse económicamente responsable por el uso de su tarjeta de crédito o cheque robado o perdido, por medio de otra persona.

COMPENSACIÓN PARA VICTIMAS DE CRIMENES VIOLENTOS: Si usted ha sido víctima de un crimen violento y está herido por causa de ese crimen, usted puede calificar para un reembolso de parte del Estado por gastos médicos, pérdidas de sueldo o de mantenimiento, rehabilitación o reentrenamiento vocacional. Si la herida o la muerte resultó por un accidente automovilístico, usted o su superviviente también puede calificar si el chófer culpable fue sometido a uno de los siguientes cargos: conducir bajo la influencia del alcohol o de drogas; chocar y huir; usar el vehículo como arma; o fugarse del sitio de un delito violento.

Cuando una víctima muere como resultado directo del crimen calificado, los gastos de funeral y entierro pueden ser reembolsados. El Estado no reembolsará por daños ni pérdidas de propiedad. La ley (Sección 13959 y las subsiguientes secciones del Código Gubernamental) requiere que la víctima sea residente de California, que reporte el crimen y que coopere con las autoridades para recibir un reembolso. Usted tiene un año a partir de la fecha del delito en cual hacer su reclamo (este limite se puede extender si hay buena causa).

Para obtener una solicitud, usted puede llamar a uno de los Programas de Asistencia a Víctimas y Testigos que están indicados en el próximo párrafo. También puede obtener copias de la solicitud en cualquier estación de la Policía de Los Angeles.

PROGRAMA DE ASISTENCIA A VICTIMAS Y TESTIGOS: El programa de asistencia a víctimas y testigos de la ciudad y del condado de Los Angeles (WVAP) puede ayudarlo a determinar si usted califica para compensación como víctima de un crimen violento. Si usted califica, le ayudarán a completar su solicitud. Si usted es víctima o testigo de un crimen y estará asistiendo a la corte, ellos les explicarán lo que sucede en la corte. El personal del programa también le puede ayudar con otros problemas causados por el crimen.

Para encontrar el sitio del programa mas cercano a usted, llame al Programa de Asistencia a Víctimas y Testigos en la oficina del abogado de la Ciudad de Los Angeles (213) 978-4537 o a la oficina del Fiscal del Condado de Los Angeles (800) 380-3811.

GUARDE ETE MEMORANDUM PARA REFERENCIA