

VWS MAIL PICK UP/SORTING PROCEDURES

NOTE: AM WATCH PERSONNEL SHOULD PICK UP MAIL BETWEEN 0300–0400 HOURS (ADJUST YOUR LUNCH BREAKS ACCORDINGLY).

Take outgoing mail downstairs to Report Services Section and pick up mail in the “R&I” and “VWS” mail bins.

Remove all US/Departmental mail addressed to the following and put aside for sorting:

- CPTU
- VWS Supervisors
- Addressed to section employees
- SVS letters
- Repossession letters (checks should be hand carried to the RAD Unit)
- All Vehicle, PIR, Victim’s Supplemental, Follow-Up, Property, Arrest and other types of combined reports to be sorted for possible VWS data entry.

All other mail should be forwarded to **ARS and placed in the box marked “DPU.”**

NOTE: AM WATCH PERSONNEL SHOULD DELIVER THE MAIL TO ARS BY 0630 HOURS MONDAY THROUGH FRIDAY.

SORTING REPORTS

Sort through the various reports and place them in the designated bins for processing.

Reports not processed by VWS should be left in the envelopes and returned to ARS.

If it is too busy to complete sorting through all the reports, due to an extreme staff shortage, attach a note on the remaining reports indicating they need to be sorted. However, AM WATCH personnel should deliver the mail to ARS by 0630 hours Monday through Friday.

Notify the incoming watch supervisor or Control Desk that you are leaving unsorted incoming mail.

MAIL P/U WORK ASSIGNMENT TALLY

The amount of time to complete assignment should be indicated under the “MAIL P/U” column and the amount of mail sorted, counted in inches, should be indicated under the “MISC” column on the VWS Daily Employee Assignment/Tally Sheet.

STEP #1

USE THE PPIR FORMAT TO RE-ENTER LAPD PRE-CCAD STOLEN VEHICLES INTO CCAD PRIOR TO RECOVERING VEHICLE. USE THE RECOVERY INFORMATION FOR MANDATORY FIELDS (SEE BELOW EXAMPLE)

PRE-CCAD DR NUMBER

PPIR DR#: YR __ AREA __ SEQ# __ AICC __ PURGE 0 CONF 0 RPT STAT A
VICT __ SEX _ DESC _ AGE _ DOB __ (VWS
LOC __ / __ RD __ OPER.
DATE __ / __ TIME __ / __ RPTD ***** CC __ ZIP __ INFO)
PROP __ VALUE STOL __ RCVD __ VERIFY __ CONN __
PREM __ ENTRY: POINT __ METHOD __ WEAPON: USED __ TAKEN __ # SUSP __
VICT-VEH# _ LIC __ LIS _ VYR _ VMA __ VMO __ VST _ VCO __ / __
MO __ PRE-CCAD DR NUMBER: _
OFCR __ DIV __ OPER __ AIU __ NOTE __
NARR __
CVEHICLE Y/N: N CASE STAT IC U.O. N

YOU SHOULD RECEIVE A RESPONSE "INPUT ACCEPTED"

STEP #2

USE THE PCADD FORMAT (#2 ON THE PACMIS MENU)

ENTER THE RECOVERY INFORMATION

REMOVE VEHICLE LOCATE

(F6 SCREEN)

CLETS - CLETS INQUIRY/UPDATE FREE FORM - ENTER DATA IN TTY FORMAT

UA

MV.1111111111111111.062512345.LOC

FCN

OCA

LOCATE

SORTING INCOMING REPORTS WITH FIREARM/SERIALIZED ARTICLE DATA

VWS processes ORIGINAL reports and duplicate ARREST/FOLLOW UP REPORTS WITH FIREARM AND/OR SERIALIZED ARTICLE data to be entered, and copies marked "USE AS ORIGINAL".

ARTICLES: MUST HAVE serial number and brand name - televisions, radios, computers, cameras, washing machines, typewriters, musical instruments, law enforcement SWORN officer badges/ID cards, lottery tickets, airline tickets, bank cards (if report states DEBIT/CHECK, ATM DEBIT/VISA or DEBIT/VISA card), checks with BANK ACCOUNT NUMBER (not check series number).

BICYCLES: MUST HAVE serial number (frame number) AND brand name (i.e., Schwinn, Huffy).

CLOTHING: MUST HAVE serial number AND brand name (usually one-of-kind designer labels). Clothing connected to special circumstances (homicide cases) and worth more than \$5000.

CREDIT CARDS: MUST HAVE serial number AND brand names - VISA, Mastercard, Discover, and all major department stores and gasoline credit cards.

FIREARMS: MUST HAVE serial numbers.

JEWELRY: Class rings - MUST HAVE year of graduation AND ring manufacturer or school. Watches - MUST HAVE serial number and brand name. No other jewelry (i.e., bracelets, necklaces) unless a serial number AND brand name is available.

MONEY: MUST BE \$50 BILL OR LARGER WITH SERIAL NUMBER (not counterfeit).

PASSPORTS: MUST HAVE number AND country.

SECURITIES: MUST HAVE: serial number AND brand name - money orders, traveler's checks, savings bond, cashier's checks.

ADDITIONAL SPECIAL ARTICLES:

POLICE BADGES: MUST HAVE serial number.

LICENSE PLATE(S): MUST HAVE plate number unless a personal plate(s).

*Do not forward to VWS if the report clearly specifies that the requested information is "unknown" or unavailable. If the field is left blank or if there is any doubt, forward report to VWS.

*VWS DOES NOT PROCESS THE FOLLOWING: Property Reports with "unknown" numbers AND brand, ATM bankcards, Military ID cards, CIVILIAN law enforcement ID cards, alien (green) cards, driver's license, handicap placards, social security cards, SHOPPING membership cards, and COUNTERFEIT or copies of money.
WHEN IN DOUBT, PLEASE FORWARD TO VWS!

PRIVATE TOW YYYY/MM/DD

SVS-EV

STOLEN VEHICLE SYSTEM

NCIC2000

ENTRY

STOLEN FELONY REPO LOST IMP/HOLD STORED PAWNED
 CAU: ORI: CA019 LIC: LIS: LIY: LIT:
 VIN: ENG:
 VYR: VMA: VMO: VST: VCO: /
 DOT: (YYYYMMDD) OCA: ENT:
 MIS:

SVS-EV

STOLEN VEHICLE SYSTEM

NCIC2000

ENTRY

STOLEN FELONY REPO LOST IMP/HOLD STORED PAWNED
 CAU: ORI: CA019 LIC: LIS: LIY: LIT:
 VIN: ENG:
 VYR: VMA: VMO: VST: VCO: /
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 MIS:

SVS-EV

STOLEN VEHICLE SYSTEM

NCIC2000

ENTRY

STOLEN FELONY REPO LOST IMP/HOLD STORED PAWNED
 CAU: ORI: CA019 LIC: LIS: LIY: LIT:
 VIN: ENG:
 VYR: VMA: VMO: VST: VCO: /
 DOT: (YYYYMMDD) OCA: ENT:
 MIS:

SVS-EV

STOLEN VEHICLE SYSTEM

NCIC2000

ENTRY

STOLEN FELONY REPO LOST IMP/HOLD STORED PAWNED
 CAU: ORI: CA019 LIC: LIS: LIY: LIT:
 VIN: ENG:
 VYR: VMA: VMO: VST: VCO: /
 DOT: (YYYYMMDD) OCA: ENT:
 MIS:

VWS EMPLOYEES:

EFFECTIVE 09/19/04

The Control Desk Log has been revised to include the firearm notifications.

Tally the firearm telephonic notifications on same sheet with the vehicle notifications under the **GUN** column.

AM WATCH EMPLOYEES:

Make **ONLY ONE COPY** of all the telephonic notifications (not the WC notification sheet) from the Control Desk Log. Do not staple the copies together.

VWS 09/18/04

TELEPHONIC FIREARM NOTIFICATIONS PROCEDURES

OPERATOR TAKING CALL

- ❑ Query the serial number of the firearm for any AFS hits.
- ❑ Enter the required information (see CJIS and/or NCIC manuals for reference) for stolen, lost, or evidence firearm data into AFS/NCIC.
- ❑ Indicate the reporting officer/detective's serial number and division, and operator's serial number in the MNU field.
- ❑ Print the format of the entry.
- ❑ If there is a previous stolen firearm entry, print out the information.
 - ❑ Forward copies of both responses (the current VWS entry and previous stolen entry) to the Gun Detail, Detective Headquarters Division.
- ❑ If the firearm is a recovered/locate, query AFS/NCIC, and print the response.
 - ❑ Cancel the stolen entry or enter the "locate" entry, and print the response.
- ❑ If the firearm CANNOT be entered because the officer/detective lacks the required information for data entry, assist in obtaining the appropriate data.
 - ❑ Refer the officer/detective to the Department Notice, dated 02-03-03, "Pilot Program--Telephonic Reporting of Stolen/Lost and Recovered/Located Firearms."
 - ❑ Refer the officer/detective to the CJIS and NCIC Manuals.

CONTROL DESK

- ❑ Strip the AFS entry formats and check for the reporting officer/detective's serial number and division, and operator's serial number in the MNU field.
- ❑ Indicate the correct number of completed entries next to the appropriate employee number on the "Firearm Entry Summary" log.
- ❑ If AFS or NCIC is unavailable, be sure it is indicated (including the down/up times) in the "comments" section of the "Firearm Entry Summary" log.
- ❑ File formats in numerical order in the collator behind the appropriate division number.
- ❑ AM Watch will be responsible for tallying the entries on the "Firearm Entry Summary" form for all watches and for filing the daily entries in the designated box.

FIREARM (GUN REPORTS) ASSIGNMENT - EXPANDED RESPONSIBILITIES

- ❑ Obtain the firearm-related reports (i.e., PIR, Property, Follow-Up, Victim's Supplemental Loss, Combined Arrest/Crime, etc.) and the filed firearm entry formats located near the Control Desk.
- ❑ Match the report and format by DR number. Compare and audit both.
- ❑ If the report and format match, stamp or write your serial number and date on the border of the report.
- ❑ Check off the item entered into AFS. Tape the format to a blank sheet of paper.
- ❑ Forward the report and format to the Automated Records Section for record retention.
- ❑ If a discrepancy exists between the original report and the entry format, make the appropriate corrections to the automated record, if possible.

- ❑ If necessary, generate a "kick back" form requesting clarification, correction and/or the missing information.
- ❑ A Follow-Up Report detailing the corrected information is needed to ensure the accuracy of the entry.
- ❑ Effective immediately: If a "kick back" form is generated, ensure that a supervisor approves and initials it. Make a copy of the "kick back" and attachments. Forward the original reports to the appropriate division.
 - ❑ File the copies in the bin labeled, "PENDING FIREARM KICK BACKS."
- ❑ Review all "kick back" file copies (and their attachments).
 - ❑ Select only "kick backs" that are 5 or more days old from the current date.
 - ❑ Query the firearm if necessary to ensure that the modification/correction has NOT previously been done.
 - ❑ Contact the investigating detective--if unknown, call the Detective Desk or Detective Commanding Officer to determine who is investigating. Contact the Division Adjutant if all else fails (the Adjutant normally reviews everything forwarded to the division).
 - ❑ Request the investigating detective to forward a 3.14 via fax as soon as possible.
 - ❑ Indicate the detective's name/serial number, phone number, date/time and your serial number on the copy of the "kick back." At the end of your watch, return it to the bin labeled "COMPLETED FIREARM KICK BACKS."
 - ❑ When the 3.14 fax is received, modify/correct the automated entry. File the 3.14 fax in the bin labeled, "COMPLETED FIREARM KICK BACKS."
- ❑ Enter firearms from the various incoming gun reports.

VWS PROCESSING/AUDITING INCOMING REPORTS

PROCESSING REPORTS

1. **Do not remove staples** from reports. If a report has been bound with a paper clip(s), remove and **staple the report together**. If a report has a loose page(s), verify the page(s) belong to the same report and staple all the pages together.
2. **ONLY use transparent tape** for mending reports and taping corresponding printed formats to blank sheets of paper.
3. All printed formats must be taped on 8 ½ x 11 blank sheets of paper. **EXCEPTION:** Repossession/Subrogation Notifications. Tape the short sides on the top and bottom of the sheet of paper and ensure that all edges are taped to prevent ripping the format or jamming the ICARS scanners.
4. After all the necessary data has been entered into the appropriate automated systems and entered items are checked off when necessary, stamp or write your serial number (or last 3 serial number digits) and date on the border of the report.
5. **Separate all processed reports by report type** as follows: CHP 180 Vehicle, Preliminary Investigation, Property, Victim's Supplemental Loss, Follow-Up, and Arrest Reports.

Bind all processed report types together and place them in the appropriate bins for auditing. **EXCEPTION: Processed CHP 180 Vehicle Impound Reports are forwarded to ICARS for record retention.**

AUDITING REPORTS

1. Ensure the reports indicate the employees' serial number (or last 3 serial number digits) who processed the report, items requiring entry into the automated systems are checked off and/or correct printed formats are attached to the reports.
2. Separate and bind audited processed reports by type. Forward reports to ICARS for record retention.

STOLEN BOAT (NO OTHER CRIME INVOLVED)

1. PF22 (type 17)
2. Last name of owner
3. First name of owner
4. ORI (division of occurrence)
5. REG (boat registration number)
6. RES (state boat is registered in)
7. REY (registration expiration year)
8. BHN (boat hull number)
9. BYR (boat year)
10. BMA (boat make)
11. BTY (boat type)
12. PRO (propulsion)
13. BCO (boat color)
14. BLE (boat length, rounded off to the nearest foot)
15. HUL (the primary material used in the outer hull of the boat)
16. PREMISE
17. LOCATION
18. RD
19. DATE/TIME
20. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
21. DIVISION
22. MIS (make of boat, owner's last name, first initial, city, phone number)
23. ENT (is always 2)
24. OPERATOR'S SERIAL NUMBER
25. NEW RECORD (X)
26. ENTER
27. PF23
28. ENTER
29. Wait for ABS response
30. PRINT

NOTE: The boat must be entered as an attempt stolen if there is no REG/BHN number. It will remain in CCAD only until REG/BHN numbers are obtained.

JOINT STOLEN/RECOVERY

1. Enter the stolen information as a straight stolen
2. In miscellaneous field indicate JOINT STLN/RVD
3. Take recovery information
4. REF (indicate OPG, phone number, hold or OK to release, anything missing or damaged, how vehicle was stolen, JOINT STLN/RVD)

STOLEN BOATS TAKEN IN A CRIME

1. PF22 (type 02)
2. Ask for crime DR number
3. Go FROM: PPIR to PBOT
4. ENTER
5. AICC
6. Last name of owner
7. First name of owner
8. ORI (division of occurrence)
9. REG (boat registration number)
10. RES (state boat is registered in)
11. REY (registration expiration year)
12. BHN (boat hull number)
13. BYR (boat year)
14. BMA (boat make)
15. BTY (boat type)
16. PRO (propulsion)
17. BCO (boat color)
18. BLE (boat length, rounded off to the nearest foot)
19. HUL (the primary material used in the outer hull of the boat)
20. CAUTION CODE - ask officer if he wants a caution code placed on vehicle.
Hold for Prints (P) / Armed & Dangerous (A) / or BOTH (F)
21. PREMISE
22. LOCATION
23. RD
24. DATE/TIME
25. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
26. DIVISION
27. MIS (TKN ROBB/2MO/HGT/WGT/AGE - give average/type of weapon used If no suspect seen: TKN BURG/NO SUSPS SEEN).
28. ENT (is always 2)
29. OPERATOR'S SERIAL NUMBER
30. EXISTING RECORD (X)
31. ENTER
32. PF23
33. ENTER
34. Wait for ABS response
35. PRINT
36. Give officer your serial number and time of day.

NOTE: The boat must be entered as an attempt stolen if there is no REG/BHN number. It will remain in CCAD only until REG/BHN numbers are obtained.

RECOVERED BOAT - LAPD STOLEN

1. PF22 (type 19)
2. DR number
3. From X PBOT
4. To X PRCB
5. ENTER
6. Last name of owner will be RVD
7. First name of owner will be the division of recovery
8. ORI (division officer is assigned to)
9. FCN
10. PREMISE
11. LOCATION
12. RD
13. DATE/TIME
14. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
15. DIVISION OFFICER IS FROM
16. OPERATOR'S SERIAL NUMBER
17. STATUS
18. REF (OPG, phone number, hold or OK to release/anything missing or damaged, how boat was stolen. If BHN missing, enter into ABS using EBPR format).
19. ENTER
20. PF23
21. CLEAR (C)
22. ENTER
23. PRINT

LOCATED BOAT (OUTSIDE STOLENS RECOVERED BY LAPD)

1. Type QB from a clear screen
2. Query REG number in ABS
3. PF22 (Do not wait for ABS response)
4. Type 20
5. Enter
6. Last name of present owner
7. First name of present owner
8. ORI (division officer is assigned to)
9. REG (boat registration number)
10. RES (state boat is registered in)
11. REY (registration expiration year)
12. HUL (the primary material used in the outer hull of the boat)
13. BHN (boat hull number)
14. BYR (boat year)
15. BMA (boat make)
16. BTY (boat type)
17. PRO (propulsion)
18. BCO (boat color)
19. BLE (boat length, rounded off to the nearest foot)
20. ACT (LV)
21. FCN#
22. PREMISE
23. LOCATION
24. RD
25. DATE/TIME
26. OCA
27. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
28. DIVISION
29. OPERATOR'S SERIAL NUMBER
30. STATUS OF BOAT
31. REF (OPG, phone number, hold or OK to release/anything missing or damaged, how boat was stolen. If BHN missing, enter into ABS using EBPR format).
32. ENTER
33. PF23
34. LOCATE (L)
35. ENTER
36. PRINT after receiving ABS response

LOST BOATS

1. PF22 (type 21)
2. LOST (X)
3. Last name of owner
4. First name of owner
5. ORI (division of occurrence)
6. REG (boat registration number)
7. RES (state boat is registered in)
8. REY (registration expiration year)
9. BMA (boat make)
10. BTY (boat type)
11. PRO (propulsion)
12. BCO (boat color)
13. BHN (boat hull number)
14. MIS (make of boat, last name of owner, first initial, city, phone#)
15. ENT (1)
16. LOCATION
17. RD
18. DATE/TIME
19. RPTG OFCR (officer's serial number)
20. DIV (division officer is from)
21. BLE (length of boat, rounded off to the nearest foot)
22. HUL (the primary material used in the outer hull of the boat)
23. BYR (boat year)
24. OPERATOR'S SERIAL NUMBER
25. NEW RECORD (X)
26. ENTER
27. PRINT ABS RESPONSE

BOAT IMPOUNDS WITH REG/BHN

1. PF22 (type 21)
2. Request DR number from officer. If officer does not already have a DR#, then issue one.
3. IMP (X)
4. Last name of owner
5. First name of owner
6. ORI (division officer is from)
7. REG (boat registration number)
8. RES (state boat is registered in)
9. REY (registration expiration year)
10. BMA (boat make)
11. BTY (boat type)
12. PRO (propulsion)
13. BCO (boat color)
14. BHN (boat hull number)
15. MIS (make of boat, garage, division hold is for, reason for impound, ORIG if DR# was issued, or SUPP if officer had DR#. If there is no hold, make of boat, garage, reason for impound, ORIG if DR# was issued, or SUPP if officer had DR#)
16. ENT (1)
17. LOCATION
18. RD
19. DATE/TIME
20. RPTG OFCR (officer's serial number)
21. DIV (division officer is from)
22. BLE (boat length, rounded off to the nearest foot)
23. HUL (the primary material used in the outer hull of the boat)
24. BYR (boat year)
25. OPERATOR'S SERIAL NUMBER
26. NEW RECORD (X) if DR# was issued, or EXISTING RECORD (X) if officer had DR#
27. ENTER
28. PRINT ABS RESPONSE

IMPOUNDED BOATS WITHOUT REG/BHN NUMBERS

1. PF22 (type 21)
2. ATTEMPT (X)
3. Last name of owner will be OWNER
4. First name of owner will be NOT AVAILABLE
5. ORI (division officer is from)
6. BMA (boat make)
7. BTY (boat type)
8. PRO (propulsion)
9. BCO (boat color)
10. MIS (make of boat, garage, division hold is for, reason for impound, ORIG. If there is no hold, make of boat, garage, reason for impound, ORIG)
11. ENT (1)
12. LOCATION
13. RD
14. DATE/TIME
15. OFFICER'S SERIAL NUMBER
16. DIVISION OFFICER IS FROM
17. BLE (boat length, rounded off to the nearest foot)
18. HUL (the primary material used in the outer hull of the boat)
19. OAN (4276)
20. BYR (boat year)
21. OPERATOR'S SERIAL NUMBER
22. NEW RECORD (X)
23. ENTER

NOTE: ATTEMPTS ARE NOT ENTERED INTO SVS. Delete the 4276 out of the OAN field and enter the message number, located at the bottom right hand corner of the screen.

24. PRINT
25. Give officer the time, operator serial number, and DR number

STOLEN BOAT PARTS

1. PF22 (type 18)
2. Last name of owner
3. First name of owner
4. ORI (division of occurrence)
5. BYR (boat year)
6. CAT (category code)
7. BRA (brand)
8. SER (serial number of part)
9. ACT (BP)
10. CC (440)
11. PREMISE
12. LOCATION
13. RD
14. DATE/TIME
15. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
16. DIV (division officer is from)
17. MIS (description of stolen part)
18. ENT (1)
19. OPER (operator's serial number)
20. NEW RECORD (X)
21. ENTER
22. PF 23
23. ENTER
24. PRINT ABS RESPONSE
25. Give officer DR#, time, and operator's serial number

RECOVERED BOAT PARTS

1. PF22 (type 16)
2. RPT TYPE: BOAT X
3. ORI (divison of occurrence)
4. DR# (if LAPD stolen)
5. Last name of owner (will be RVD if LAPD stolen)
6. First name of owner (will be DIV of occurrence if LAPD stolen)
7. LOCATE (L) OR CLEAR (C)
8. OCA (if LAPD stolen - DR#, if locate - other agency's case number)
9. FCN
10. STA (UU_ Y-if someone in custody or N-if no one in custody)
11. REF (description of part, where part is booked)
12. LOCATION
13. RD
14. DATE/TIME
15. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
16. DIV (division officer is from)
17. OPR (operator's serial number)
18. NEW RECORD (X) if located part, or EXISTING RECORD (X) if LAPD stolen
19. ENTER
20. PRINT ABS RESPONSE
21. Give officer DR#, time, and operator's serial number

REPOSSESSED BOATS

1. Use the CLEAR SCREEN
2. Check location of repossession (query the GEOFILE by entering GEOMATCH to verify it is an LAPD occurrence. If no match, ask the reposessor to check location)
3. Bring up QB on screen (to query ABS)
4. Type in REG number
5. Enter
6. PF16 (to query DMV)
7. Operator serial number/name of repossession company)
8. DMV code (B-boat/V-if no REG)
9. REG number
10. Enter
11. PF22 (type 21)
12. RPO (X)
13. Last name of owner
14. First name of owner
15. ORI 4276
16. REG (boat registration number)
17. RES (state boat is registered in)
18. REY (registration expiration year)
19. BMA (boat make)
20. BTY (boat type)
21. PRO (propulsion)
22. BCO (boat color)
23. BHN (boat hull number, must be exact match)
24. MIS (name of repossession company, address, city, phone#)
25. ENT (1)
26. LOCATION
27. RD (9901)
28. DATE/TIME
29. RPTG OFCR (type OTHER)
30. DIV (76)
31. BLE (boat length, rounded off to the nearest foot)
32. HUL (the primary material used in the outer hull of the boat)
33. BYR (boat year)
34. OPERATOR'S SERIAL NUMBER
35. NEW RECORD (X)
36. ENTER
37. Wait for ABS response
38. OAN (type RA number of repossession company, or LEGAL OWNER)
39. PRINT
40. Give reposessor DR# and operator serial number

REPOSSESSED BOATS - CONTINUED

NOTE: Depending on time frame, if vehicle has already been reported stolen (not same day), inform the reposessor that he will have to go to the nearest division and have the officer do a recovery before we can take the repossession.

If the information given by the reposessor is not a match with the information in DMV, inform the reposessor that he must have the exact same information that is in DMV. If the vehicle has been recently sold, the reposessor must have the contract faxed to us for review before we can take the repossession.

PRIVATE IMPOUNDS - BOATS

1. Use the CLEAR SCREEN
2. Check location of private tow (query the GEOFILE by entering GEOMATCH to verify it is an LAPD occurrence. If no match, ask the PR to check location)
3. Bring up QB screen (to query ABS)
4. Type in REG number
5. Enter
6. PF16 (to query DMV)
7. Operator serial number/tow yard requesting
8. DMV code (B-boat/V-if no REG)
9. REG number
10. Enter
11. Type EB (to enter boat into ABS)
12. STORED (X)
13. ORI 4276
14. REG (enter REG number from information on bottom of screen)
15. RES (state boat is registered in)
16. REY (registration expiration year)
17. HUL (the primary material used in the outer hull of the boat)
18. BHN (boat hull number - must be exact match)
19. PRO (propulsion)
20. BMA (boat make)
21. BTY (boat type)
22. BLE (boat length, rounded off to the nearest foot)
23. BCO (boat color)
24. DOT (today's date)
25. OCA (private)
26. MIS (tow yard name/address/city/phone#)
27. ENT (always 1)
28. BYR (boat year)
29. ENTER
30. Wait for ABS response
31. Enter your serial# next to PR name and location towed from
32. PRINT

SVS RESPONSE

1. If SVS response shows that boat is stolen, notify the tow yard, then notify the division of concern so that a recovery can be made.
2. Give the information to the desk officer
3. Get the desk officer serial number
4. Enter the date/time that officer was notified in the notification log book

PAWNED BOATS

1. Bring up QB screen (to query ABS)
2. Type in REG number
3. Enter
4. PF16 (to query DMV)
5. Operator serial number/name of pawn shop
6. DMV code (B-boat/V-if no REG)
7. REG number
8. Enter
9. Type EB (to enter boat into ABS)
10. STORED (X)
11. ORI (4236)
12. REG (enter REG number from information on bottom of screen)
13. RES (state boat is registered in)
14. REY (registration expiration year)
15. HUL (the primary material used in the outer hull of the boat)
16. BHN (boat hull number - must be exact match)
17. PRO (propulsion)
18. BMA (boat make)
19. BTY (boat type)
20. BLE (boat length, rounded off to the nearest foot)
21. BCO (boat color)
22. DOT (date of transaction)
23. OCA (loan/buy number on pawn slip)
24. MIS (PAWN/name of pawn shop, address, city, zip code, pawn shop number)
25. ENT (1)
26. BYR (boat year)
27. ENTER

Revised 5/24/06

From: [REDACTED]

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Date: 4/23/2006 7:53:02 PM
Subject: FOLLOW UP RPT FOR LOCATES

VWS PERSONNEL:

EFFECTIVE 04/23/06 1800 HRS

ALL LOCATES MUST BE TAPED ONTO THE ATTACHED FOLLOW-UP RPT. PLEASE FILL THE FOLLOWING FIELDS:

DATE OF RPT

DATE OF ORIGINAL REPORT (DATE OF TRANSACTION LOCATED ON TELETYPE-DOT)

RD (DIVISION OF ORIGINAL OCCURRENCE EXAMPLE - 9909)

DR #

VICTIM (OBTAINED FROM THE LOCATE TELETYPE)

FILL IN THE BLANK FIELDS IN THE NARRATIVE.

DO NOT CHANGE THE NARRATIVE. SUBMIT TO SUPERVISOR FOR APPROVAL.

THERE ARE COPIES OF THE REPORT AVAILABLE IF YOU PREFER TO WRITE IT OUT (IT MUST BE CLEARLY PRINTED) OR THE PC SYSTEM IS DOWN.

THANK YOU FOR YOUR COOPERATION,
RA

CC: [REDACTED]

PROCEDURES FOR PROCESSING SVS ENTRIES

PRIVATE TOW

1. Run address vehicle was towed from in GEOMATCH to verify vehicle was towed from LAPD's jurisdiction
2. PF16 (to query SVS and DMV)
3. OPER ID# (Operator serial number)
4. REQUESTED BY (Tow yard requesting)
5. Check SVS box.
6. DMV code (A-passenger/C-commercial/M-motorcycle/B-boat/T-trailer/L-personalized/V-if no plate.)
7. License plate number
8. Enter
 - A. If SVS response is stolen see bottom of page for "SVS RESPONSE" section
 - B. If SVS response is "No hits", then proceed to #9 instructions
9. PF21 (EV format)
10. Checked STORED box
11. ORI 4276
12. License # (copy license number from information on bottom of screen)
13. LIS (state of registration)
14. LIY (expiration date of tags)
15. LIT (type of plates/passenger, commercial, etc.)
16. VIN # (must be exact match)
17. VYR/VMA/VMO/ (YEAR, MAKE, MODEL)
18. VST (2 DR, 4 DR, Station Wagon, Van, Convertible)
19. VCO (color of vehicle)
20. DOT (today's date)
21. OCA (PRIVATE)
22. MIS (tow yard name/address/city/phone#)
23. ENT 1
24. ENTER
25. Wait for SVS response
26. REF (Enter your serial number, caller's name, address of tow)
27. PRINT

NOTE: Private impounds are entered into SVS only.

SVS RESPONSE

1. If SVS response shows that vehicle is stolen, notify the Tow yard, then notify the Division of concern so that a recovery can be made.
2. Give the information to the desk officer.
3. Get the desk officer serial number.
4. Enter the date/time that Officers were notified in the notification log book.

PROCEDURES FOR PROCESSING SVS ENTRIES

LOCATES (OUTSIDE STOLENS RECOVERED BY LAPD)

1. PF16
2. Query SVS
3. PF22 (do not wait for SVS response)
4. Type 14
5. Enter
6. Last name of present owner
7. First name of present owner
8. ORI- (Division of Recovery)
9. License
10. LIS/LIY/LIT
11. VCO
12. VIN
13. ACT LV
14. FCN
15. PREMISE
16. LOC
17. RD
18. DATE/TIME
19. OCA
20. OFFICER
21. DIVISION
22. OPERATOR #
23. REF (tow yard-phone #/ask if hold for prints or OK to release/punched or hot wired/ anything missing from veh/any plates missing)
24. STA
25. NEW RECORD X
26. PF23
27. LOCATE (L)
28. CLEAR (C)
29. ENTER

NOTE: Private tows and repossessions are entered into SVS only.

IMPOUNDS WITH LICENSE/VIN **ENTERED BY AREA RECORDS CLERKS**

1. PF22--TYPE 15
2. Request DR number of Officer. If he does not already have a DR number, issue one.
3. Ask Officer if he wants a hold placed on the vehicle. If answer is yes, place X in IMP HOLD box. If not, place X in IMP box.
4. Present owner's last name
5. Present owner's first name
6. Division Officer is assigned to

PROCEDURES FOR PROCESSING SVS ENTRIES

7. License number.
8. LIS (license state)
9. LIY (tag expiration)
10. LIT (type of plates/passenger/commercial/personalized, etc.)
11. VYR/VMA/VMO (vehicle year/make/model)
12. VST/VCO (VST: 2dr/4dr/station wagon/convertible, etc/VCO:color)
13. VIN NUMBER
14. MIS FIELD (code for OPG, if there is a hold on the vehicle, division hold is for, reason for impound, ORIG if DR# was issued to Officer, or SUPP if Officer already had DR#)
NO HOLD (code for OPG, reason for impound, Original).
15. ENT 1
16. DATE RPTD (today's date)
17. LOCATION (Impounded from)
18. Reporting District
19. Date/time
20. Officers division
21. Operator number
22. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
23. NEW RECORD X (if DR was issued to Officer) or EXISTING RECORD X (if Officer already had DR#)
24. ENTER Print SVS response.

IMPOUNDS: NO LICENSE/NO VIN (ENTERED INTO CCAD ONLY)

1. PF22 TYPE 15
2. Attempt X
3. Present owner's last name will be OWNER
4. Present owner's first name will be NOT AVAILABLE
5. VYR/VMA/VMO (vehicle year/make/model) Officer must have this information
6. VST/VCO (VST: 2dr/4dr/convertible, van/VCO: color)
7. MIS FIELD (code for OPG, if there is a hold on the vehicle, division hold is for, reason for impound, ORIG if DR# was issued to Officer, or SUPP if Officer already had DR#)
NO HOLD (code for OPG, reason for impound, Original).
8. ENT 1
9. OAN 4276
10. DATE RPTD (today's date)
11. Location
12. RD
13. Date/time
14. Officer's division
15. Clerk's serial number

PROCEDURES FOR PROCESSING SVS ENTRIES

16. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
 17. New Record X
 18. Enter
- NOTE:** ATTEMPTS ARE NOT ENTERED INTO SVS. Delete the 4276 out of the OAN field and enter the message number, located at the bottom right hand corner of the screen.
16. Print
 17. Give Officer the time, serial and DR number

REPOSSESSED VEHICLE (ENTERED INTO SVS ONLY)

1. Run address vehicle was towed from in GEOMATCH to verify vehicle was towed from LAPD's jurisdiction
2. PF 16 query SVS and DMV
3. OPER ID# - Clerk serial #
4. REQUESTED BY - Repo company name
5. Check SVS box
6. DMV CODE (A-passenger/C-commercial/etc.)
7. License plate #
8. Enter
9. PF 22 -- TYPE 15
10. Check REPO box
11. Name of owner (last name first)
12. ORI 4276
13. License #
14. LIS (License state)
15. LIY (expiration date of tags)
16. LIT (passenger, commercial, personalize, etc.)
17. VYR/VMA/VMO (year, make, model)
18. VST (2 door/4 door/station wagon, van, convertible, etc.)
19. VCO (COLOR)
20. VIN# (must be exact match)
21. MIS (Repo company's name, address, city, phone#)
22. ENT 1
23. LOC (location of repo)
24. RD (9901 always)
25. DATE OCC (date of repo)
26. TIME OCC (time of repo)
27. DIV (always 76)
28. OPER # (VWS Clerk serial #)
29. RPTG OFCR/OFCR#2 (always OTHER)
30. NEW RECORD X
31. RPTG OFCR (Type other/If PR is LO enter OPR#)

PROCEDURES FOR PROCESSING SVS ENTRIES

32. ENTER
33. PRESS PF15 (once) to obtain messages, wait for SVS response. (If more than one message press PF15, then PF19, then PF15, wait for successful update response to appear on screen).
34. OAN (RA# of repo company, or LEGAL OWNER)
35. PRINT
36. Give Repossessor DR# and Clerk's serial number.

NOTE: Depending on time frame, if vehicle has already been reported stolen (not same day), inform the reposessor that he will have to go to the nearest Division and have the Officer to do a recovery before we can take the repossession.

If the information given by the reposessor is not a match with the information in DMV, inform the reposessor that he must have the exact same information that is in DMV. If the information in DMV does not match because it has been recently sold, or there is no legal owner showing in DMV, the reposessor must fax the contract to VWS to be reviewed. Then the reposessor must call back to complete reporting the repossession to obtain a DR#.

STOLEN VEHICLE/NO OTHER CRIME INVOLVED

1. PF22 (type 10)
2. Owner's name (last/first)
3. ORI (Division of Occurrence)
4. License plate #
5. LIS (Register State)
6. LIY (expiration date of tags)
7. LIT (PC-passenger/CO-commercial, etc.)
8. VIN
9. VYR/VMA/VMO (year, make, model)
10. VST (2 dr/4 dr/station wagon/van/convertible/etc.)
11. VCO (Color)
12. PREM (premises vehicle taken from/alley, street, etc.)
13. LOC (location of theft)
14. RD (reporting district)
15. DATE/TIME (date and time of occurrence)
16. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
17. DIV (Officer's assigned division)
18. OPER (VWS clerk's serial #)
19. Place X in NEW RECORD
20. Enter
21. PF23
22. MIS X

PROCEDURES FOR PROCESSING SVS ENTRIES

23. VAD/VCY/VSA/VZP (Owner's address, city, state, zip code)
24. VDP (day time phone number)
25. VNP (night time phone number)
26. ENTER
27. PF15 (Press twice to obtain messages and SVS response)
28. After DR number appears on SVS response, give the Officer DR#, Serial #, time
29. Print

NOTE: The vehicle must be entered as an attempt stolen if there is no license or VIN number.

STOLEN VEHICLE (CRIME)

If vehicle was taken in a violent crime (Robbery, ADW), issue a DR# for the Officer to enter the vehicle into SVS as soon as possible. If vehicle was taken in a non-violent crime (burglary, theft, etc.), Officer must already have a crime DR#. This DR# must be used on the stolen vehicle entry.

1. PF22 (type 10 if a DR# needs to be issued) **OR**
PF22 (type 2 if officer has a DR#). Type DR# at the top. **FROM: X PPIR TO: X PVEH**
2. Enter
3. AICC must be changed to reflect appropriate code for crime (0409-vehicle taken in a robbery/0609-vehicle taken in a burglary)
4. Owner's name (last/first)
5. ORI (Division of Occurrence)
6. License plate #
7. LIS (Register State)
8. LIY (expiration date of tags)
9. LIT (PC-passenger/CO-commercial, etc.)
10. VIN
11. VYR/VMA/VMO (year, make, model)
12. VST (2 dr/4 dr/station wagon/van/convertible/etc.)
13. VCO (Color)
14. CAUTION CODE (A-Armed and Dangerous/P-Hold for Prints/F-Both)
15. PREM (premises vehicle taken from/alley, street, etc.)
16. LOC (location of theft)
17. RD (reporting district)
18. DATE/TIME (date and time of occurrence)
19. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
20. DIV (Officer's assigned division)
21. MIS (TKN ROBB/2MO/HGT/WGT/AGE-give average/weapon used). If no suspects seen: TKN BURG/NO SUSP SEEN.
22. OPER (VWS clerk's serial #)

PROCEDURES FOR PROCESSING SVS ENTRIES

23. Place X in NEW RECORD
24. Enter
25. PF23
26. VAD/VCY/VSA/VZP (Owner's address, city, state, zip code)
27. VDP (day time phone number)
28. VNP (night time phone number)
29. ENTER
30. PF15 (Press twice to obtain messages and SVS response)
31. After DR number appears on SVS response, give the Officer DR# (if one was issued for Officer), Serial #, time
32. Print

JOINT STOLEN/RECOVERY

1. Enter the stolen information as a straight stolen
2. In miscellaneous field indicate **JOINT STLN/RVD**
3. Take recovery information
4. REF (indicate code for OPG-phone#/ok for release or hold/anything missing from vehicle/any damage/mo/JOINT STLN/RVD. If plates missing re-enter into SVS using "EVL" format).

RECOVERY/LAPD STOLEN

1. PF22
2. Type 13
3. DR#
4. FROM X PVEH
5. TO X PRCV
6. ENTER
7. PRES OWNER Last Name: RVD First Name: ____ (Division of Recovery)
8. ORI (division Officer assigned to)
9. FCN#
10. PREM (premise vehicle recovered from/alley, street, etc.)
11. LOC (location vehicle recovered from)
12. RD#
13. Date/time
14. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
15. Officer Division
16. Operator #
17. STATUS CODE (First Character-condition of vehicle/Second Character-inventory of license plates and VIN plate/Third Character-any suspects in custody)
18. REF (indicate code for OPG-phone#/ok for release or hold/anything missing from vehicle/any damage/mo. If plates missing re-enter into SVS using "EVL" format).

PROCEDURES FOR PROCESSING SVS ENTRIES

19. EXISTING RECORD X
20. PF23
21. Clear (C)
22. ENTER -- PRINT

BOOKED/RECOVERED PLATES/PARTS

1. PF22 TYPE 12 (FOR BOOKED PLATES/PARTS)
TYPE 16 (FOR RECOVERED STOLEN LICENSE PLATES/PARTS)

RECOVERIES BY LAPD OUTSIDE OF CITY LIMITS

1. PF 22
2. TYPE 13
3. PRES OWNER Last Name: RVD First Name: OUT
4. ORI (Division Officer is from) **OR** if recovered out of state, two-letter code for state
5. RD 99__ (Division Officer is from)

LOST/STOLEN PLATES

1. PF22 -- TYPE 12
2. ENTER
3. AICC (type in 4400 for lost-3900 for stolen)
4. Present owner's last name
5. Present owner's first name
6. License #
7. LIS
8. LIY
9. LIT
10. ORI (Division of occurrence)
11. ACT (one plate lost or stolen L1/two plates lost or stolen L2)
12. CC (420 if stolen-999 if lost)
13. PREM
14. LOC of occurrence
15. RD
16. Date/time
17. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
18. Division Officer assigned
19. MIS (indicate which plate LOST/STOLEN)
20. ENT 1
21. SERIAL #
22. NEW RECORD X
23. PF23
24. CAUTION CODE L (IF ONE PLATE LEFT ON VEH AND ONE PLATE MISSING -

PROCEDURES FOR PROCESSING SVS ENTRIES

NOT TO BE USED IF BOTH PLATES ARE STOLEN)

25. ENTER (wait for good SVS response)
26. Give time, serial, and DR#
27. Print SVS response

NOTE:	LOST PLATES	STOLEN PLATES
	AICC 4400	AICC 3900
	ACT L1 OR L2	ACT L1 OR L2
	CC 999	CC 420

RECOVERED PLATES

1. PF22
2. TYPE 16
3. X VEH
4. ORI (division of recovery)
5. DR# (OUTSIDE STOLEN-issue DR#/LAPD STOLEN-type in DR#)
6. Owner's last name (if LAPD stolen RVD)
7. Owner's first name (if LAPD stolen Division of Recovery)
8. LOCATE (L) if stolen from another agency OR CLEAR (C) if stolen from LAPD's area
9. License #
10. LIS
11. OCA
12. FCN
13. STA II (3rd character/anyone in custody)
14. REF RVD PLTS (released to owner or BKD Division)
15. LOC
16. RD
17. Date/Time
18. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
19. Division of assignment
20. Operator #
21. NEW RECORD X (if stolen from another agency)
EXISTING RECORD X (if stolen from LAPD's area)
22. ENTER
23. Give Officer DR# (if one was issued), time, serial number

BOOKED PLATES (Evidence)

1. PF 22
2. Type 12
3. AICC changes to 4400
5. Present owner's last name

PROCEDURES FOR PROCESSING SVS ENTRIES

6. Present owner's first name
 7. License #
 8. LIS
 9. LIY
 10. LIT
 11. NO. OF PLATES BKD (How many plates booked 1 or 2)
 12. Division of occurrence
 13. ACT LE
 14. CC 999
 15. PREM
 16. LOC
 17. RD
 18. Date/Time
 19. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
 20. Officer's Division
 21. MIS (RR PLT BKD DIV, FR PLT BKD DIV, PLTS BKD DIV). All plates are booked in an area property division. If booked in Property Division in Parker Center indicate Public Administration building PAB.
 22. ENT 1
 23. Operator serial #
 24. NEW RECORD X / ENTER/ WAIT FOR CCAD RESPONSE
 25. PF23
 26. BOOKED E
 27. ENTER (WAIT FOR SVS RESPONSE)
- NOTE:** AICC 4400
 ACT LE
 CC 999

NOTE: Plates found at the scene of a traffic collision shall be queried through SVS. If plate(s) do not belong to the vehicles involved in the collision it shall be booked under a different DR number. If plate belongs to one of the vehicles in the collision, it shall bear the same DR number of the vehicle in which it belongs.

BOOKED PLATES (EVL FORMAT)

2. PLACE "E" IN FOUND EVID PLTS SECTION
3. ORI (division of occurrence)
4. LIC/LIS/LIY/LIT
5. DATE
6. OCA
7. MISC (FPLT BKD--DIV PROPERTY) (RPLT BKD--DIV PROPERTY) OR (PLATES BKD--DIV PROPERTY)

PROCEDURES FOR PROCESSING SVS ENTRIES

8. ENT "1"
9. ENTER -- WAIT FOR SVS RESPONSE

STOLEN VEHICLE WITH EXEMPT PLATES

1. PF22 (type 10)
2. PRESENT OWNER'S LAST NAME (name of business)
PRESENT OWNER'S FIRST NAME (name of City Department)
EXAMPLE: PRESENT OWNER'S LAST NAME: City of LA
PRESENT OWNER FIRST NAME: Police Department
3. ORI (Division of Occurrence)
4. License plate #
5. LIS (Register State)
6. LIY NX (always NX)
7. LIT EX (always EX)
8. VIN
9. VYR/VMA/VMO (year, make, model)
10. VST (2 dr/4 dr/station wagon/van/convertible/etc.)
11. VCO (Color)
12. PREM (premises vehicle taken from/alley, street, etc.)
13. LOC (location of theft)
14. RD (reporting district)
15. DATE/TIME (date and time of occurrence)
16. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
17. DIV (Officer's assigned division)
18. MIS (name of person reporting vehicle stolen, if different than the present owner.)
19. OPER (VWS clerk's serial #)
20. Place X in NEW RECORD
21. Enter
22. PF23
23. VAD/VCY/VSA/VZP (Company's address, city, state, zip code)
24. VDP (day time phone number)
25. VNP (night time phone number)
26. ENTER
27. PF15 (Press twice to obtain messages and SVS response)
28. After DR number appears on SVS response, give the Officer DR#, Serial #, time
29. Print

COURTESY STOLENS

Courtesy reports are made at the request of the Victim. All courtesy reports must be approved by the Watch Commander or supervising Detective.

PROCEDURES FOR PROCESSING SVS ENTRIES

1. PF22 (type 10)
2. Owner's name (last/first)
3. ORI (Division of Occurrence)
4. License plate #
5. LIS (Register State)
6. LIY (expiration date of tags)
7. LIT (PC-passenger/CO-commercial, etc.)
8. VIN
9. VYR/VMA/VMO (year, make, model)
10. VST (2 dr/4 dr/station wagon/van/convertible/etc.)
11. VCO (Color)
12. PREM (premises vehicle taken from/alley, street, etc.)
13. LOC (location of theft)
14. RD (always start with 99 and division taking report)
15. DATE/TIME (date and time of occurrence)
16. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
17. DIV (Officer's assigned division)
18. MIS (indicate "courtesy stolen" and for what agency)
18. OPER (VWS clerk's serial #)
19. Place X in NEW RECORD
20. Enter
21. PF23
22. VAD/VCY/VSA/VZP (Owner's address, city, state, zip code)
23. VDP (day time phone number)
24. VNP (night time phone number)
25. ENTER
26. PF15 (Press twice to obtain messages and SVS response)
27. After DR number appears on SVS response, give the Officer DR#, Serial #, time
28. OAN (approved by Watch Commander/Supervisor Serial # and name)
29. Print

STOLEN TRAILER WITH SHIPPING CONTAINER

Use one **DR** for both entries. Enter the stolen trailer first on PF22 number 10. If theft involves cargo use a "K" in caution code field. Enter the type and value in the MIS FIELD.

EXAMPLE: SHIP CONT W/CARGO, STEREOS 85,000.00

IF TAKEN IN CRIME

TKN BURG/SHP CONT/CARGO,STEREOS 85,000.00. Do not enter suspect's description. The cargo takes priority and usually there is no suspect seen. Enter the shipping container on the EVPR format, using the same DR number and DOT. Enter FCN number from the stolen trailer in the XRF field.

PROCEDURES FOR PROCESSING SVS ENTRIES

1. PF22 (type 10)
2. Owner's name (last/first)
3. ORI (Division of Occurrence)
4. License plate #
5. LIS (Register State)
6. LIY (expiration date of tags)
7. LIT (PC-passenger/CO-commercial, etc.)
8. VIN
9. VYR/VMA/VMO (year, make, model)
10. VST (2 dr/4 dr/station wagon/van/convertible/etc.)
11. VCO (Color)
12. PREM (premises vehicle taken from/alley, street, etc.)
13. LOC (location of theft)
14. RD (reporting district)
15. DATE/TIME (date and time of occurrence)
16. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
17. DIV (Officer's assigned division)
18. OPER (AVPS clerk's serial #)
19. Place X in NEW RECORD
20. Enter
21. PF23
22. MIS X
23. VAD/VCY/VSA/VZP (Owner's address, city, state, zip code)
24. VDP (day time phone number)
25. VNP (night time phone number)
26. ENTER
27. PF15 (Press twice to obtain messages and SVS response)
28. After DR number appears on SVS response, give the Officer DR#, Serial #, time
29. Print

SHIPPING CONTAINER TAKEN WITH TRAILER

1. CLEAR SCREEN/TYPE IN EVPR
2. ORI
3. SERIAL# (CONTAINER)
4. BRA
5. CAT
6. DOT
7. OCA
8. MIS
9. ENT

PROCEDURES FOR PROCESSING SVS ENTRIES

10. VYR
11. XRF (ENTER TRAILER'S FCN#)
12. ENTER

When an associated part is entered into "SVS" an "AID" number is automatically issued. When doing a recovered associated part use PF22 #16. In the "AID" field enter the number issued. Fill in all the same fields as used when doing a recovery. The trailer and the container will carry the same "DR" and "FCN" number. The "AID" number distinguishes the trailer from the container.

STOLEN BIG RIGS

1. PF22 (type 10)
2. Owner's name (last/first)
3. ORI (Division of Occurrence)
4. License plate # (if no plates on truck, indicate in MIS FIELD)
5. LIS (Register State)
6. LIY (expiration date of tags)
7. LIT (PC-passenger/CO-commercial, etc.)
8. VIN
9. VYR/VMA (FRHT)/VMO (for 18 wheel diesels enter TRUCK "TK")
10. VST (DS)
11. VCO (Color)
12. PREM (premises vehicle taken from/alley, street, etc.)
13. LOC (location of theft)
14. RD (reporting district)
15. DATE/TIME (date and time of occurrence)
16. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
17. DIV (Officer's assigned division)
18. MIS (name of person reporting, if owner is a company)
19. OPER (AVPS clerk's serial #)
20. Place X in NEW RECORD
21. Enter
22. PF23
23. VAD/VCY/VSA/VZP (Owner's address, city, state, zip code)
24. VDP (day time phone number)
25. VNP (night time phone number)
26. ENTER
27. PF15 (Press twice to obtain messages and SVS response)
28. After DR number appears on SVS response, give the Officer DR#, Serial #, time
29. Print

NOTE: FOR 18 WHEEL DIESELS ENTER THE VMO AS TK

STOLEN AIRCRAFT

PROCEDURES FOR PROCESSING SVS ENTRIES

STEP ONE

1. PF22/TYPE 10

NOTE: IN THE LIY FIELD USE NX FOR YEAR NOT "OO"

2. PRESENT OWNER LAST NAME/FIRST

3. ORI

4. LIC

5. LIS (US only)

6. LIY (NX)

7. LIT (PP)

8. VIN

9. VYR

10. VMA ("AERO" only)

11. VMO (PRO)

12. VST (TYPE SUCH AS PROPELLER "PP")

13. VCO

13. PREM

14. LOC

15. RD

17. DATE/TIME

16. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).

20. DIV

21. MIS (MAKE)

23. OPERATOR#

24. NEW RECORD (X)

22. PF23

23. VAD/VCY/VSA/VZP (Owner's address, city, state, zip code)

24. VDP (day time phone number)

25. VNP (night time phone number)

26. ENTER

27. PF15 (Press twice to obtain messages and SVS response)

28. After DR number appears on SVS response, give the Officer DR#, Serial #, time

29. Print

EXAMPLE

UA

SVS ENTRY

STOLEN VEHICLE

(check all info below this point for correctness)

RECOVERED AIRPLANE

1. PF22

PROCEDURES FOR PROCESSING SVS ENTRIES

2. Type 13
3. DR#
4. FROM X PVEH
5. TO X PRCV
6. ENTER
7. PRES OWNER Last Name: RVD First Name: ____ (Division of Recovery)
8. ORI (division Officer assigned to)
9. FCN#
10. PREM (premise vehicle recovered from/alley, street, etc.)
11. LOC (location vehicle recovered from)
12. RD#
13. Date/time
14. RPTG OFCR/OFCR#2 (Serial number of reporting officer. OFCR#2 should always be NONE).
15. Officer Division
16. Operator #
17. STATUS CODE (First Character-condition of airplane/Second Character-inventory of airplane license number and serial number/Third Character-any suspects in custody)
18. REF (indicate code for OPG-phone#/ok for release or hold/anything missing from airplane/any damage/mo/JOINT STLN/RVD if applicable).
19. EXISTING RECORD X
20. PF23
21. Clear (C)
22. ENTER -- PRINT

PAWNED VEHICLES

1. PF21
2. PAWNED X
3. ORI (always 4236)
4. LIC
5. LIS
6. LIY
7. LIT
8. VIN
9. VYR
10. VMA
11. VMO
12. VST
13. VCO
14. DOT (transaction date)
15. OCA (loan number)
16. MIS (NAME OF BUSINESS/CITY/ZIP/STORE NUMBER)

PROCEDURES FOR PROCESSING SVS ENTRIES

- 17. ENT 1
- 18. ENTER

CONFISCATED VEHICLE

Use impound format (PF22 TYPE 15). Obtain the DR number from the Officer. One DR may be used for several vehicles. Place a hold on all confiscated vehicles. The Officer may request that the ORI be Narcotics (87). In the miscellaneous field enter as shown in example below:

EXAMPLE:

MIS/CONFISCATION/CONTACT NARCO DIV 213/485-7574

VWS
TRAINING FOR NEW EMPLOYEES

PRIVATE IMPOUNDS

1. License plate types (PC, CO, MC, etc.) and state codes (necessary for license query in DMV/SVS)
2. Explain SVS and DMV and ENT "1" (statewide only non-crime)
 - A. How to query/read DMV/SVS responses
 - B. Procedure followed if a "hit" response is received (PI not entered until hits are addressed and the proper notifications made and logged in)
3. Explain what a "Private Tow" is and prepare trainee for mock PT entries (use previously entered PT's for this training and use incorrect veh lic/vin numbers for training purposes)
 - A. Verify location (LAPD jurisdiction)
 - B. Explain the importance of verifying all lic/veh info with DMV
4. Entry of PT's
5. Review all of the above.

REPOSSESSIONS

1. Explain the two automated systems that will be utilized (JDS/SVS) for the data entered and DR # issuance. Explain the downtime procedures for each system and DR # cancellations.
2. Explain the ORI, RD, AND RA #.
3. Verify location (LAPD jurisdiction).
4. Explain the importance of NOT giving info but requiring the reposessor to provide the necessary veh info. Verify present owner (legal owner, car rental agency) veh lic/vin, and description prior to entry.
5. Enter repossession calls.
6. Review all the above.

VWS
CLARIFICATION OF FORM USED TO REPORT MOTOR DRIVEN CYCLES
(POCKET BIKES/MINI BIKES)

Per Detective Lou Koven, Commercial Auto Theft Section, Commercial Crimes Division;

All “pocket bikes” should be reported on the Vehicle Report CHP 180 per Department Manual, Volume 4/220.10.

Use of this form shall be used to report the following items when they are reported stolen, lost, recovered, found, or impounded:

- Motor vehicle (all types), including:
 - Motorcycles, motor-driven cycles, mopeds, minibikes, go-carts, and motor scooters.

VWS 01/25/05