

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject DISSEMINATION OF STOLEN VEHICLE INFORMATION	Policy Number EH-2
		Effective Date 07-31-24
Related Information Arizona Revised Statutes GF-5, <i>Incident Report Guidelines</i>	Supersedes EH-2 (04-08-20)	

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 force 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 which includes delegation of investigative tasks, lead tracking, collection of supplemental reports and other relevant case documentation. Additionally, the case agent is responsible for 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.

Deputy: Any sworn law enforcement officer employed by the Office, and reserve deputies.

Deputy Services Aide (DSA): A civilian employee who is not a law enforcement officer, does not have arrest authority, and shall not act in a law enforcement capacity. A DSA is trained to assist Office patrol districts with various law enforcement functions to include administrative duties, lower priority level calls for service which do not require the response of a sworn deputy, and other events determined by a sworn supervisor to allow patrol deputies to respond to higher priority calls for service.

Property and Evidence/QueTel System: An electronic system that serves law enforcement for evidence management, property management, and 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:** Calls for service involving reported stolen vehicles may either be taken in person or over the phone with prior supervisor approval. While taking a stolen vehicle report, deputies shall inform the reporting person of the criminal consequences of false reporting and fraud, as specified in Arizona Revised Statutes (ARS) 13-2907.01 and ARS 13-2204.
 - A. **Reports Taken in Person:** Deputies are required to have the person reporting a stolen vehicle complete and sign a *Stolen Vehicle Agreement and Affidavit* (Affidavit). The Affidavit is located in the Traffic and Criminal Software System (TraCS).
 1. The deputy shall ensure the Affidavit is completed and signed in their presence by the person filing the stolen vehicle report.
 2. Once the Affidavit is completed and signed, the original shall be scanned and attached to the original IR or IR supplement within TraCS. Deputies shall impound the original Affidavit as evidence through the Property and Evidence/QueTel System.
 - B. **Reports Taken by Telephone:** Reports of stolen vehicles may be taken over the phone with supervisor approval when the reporting person is out of the state of Arizona, or out of MCSOs jurisdiction, at the time the theft of a vehicle is being reported. A signed and notarized Affidavit is required when the report is taken other than in person, as specified in ARS 13-1814.C.
 1. The Affidavit shall be printed and mailed to the reporting person. Within seven calendar 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 the General Crimes Division (GCD) for follow-up and monitoring of the statutory timeframe allowance, as specified in ARS 13-1814.C.
 3. The case agent who took the report over the phone or the GCD 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; 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 calendar days after the initial report.
 - C. An Affidavit is not needed for statutes ARS 13-1803: Unlawful use of means of transportation; classification; or ARS 13-1806: Unlawful failure to return rented or leased property; notice; classification.
 - D. **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.

- E. Original Affidavit and Property and Evidence: Deputies shall impound the original Affidavit as evidence through the Property and Evidence/QueTel System.
 - F. Original IRs and IR Supplements: Upon approval, the IR and any IR supplement will be routed electronically through TraCS to the Departmental Records (DR) Section of the Records and AFIS Division as specified in Office Policy GF-5, *Incident Report Guidelines*.
 - G. Deputies shall complete both the vehicle and property sections of the IR to include the vehicle status and estimated value to ensure proper National Incident Based Reporting System (NIBRS) statistical reporting.
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 within 30 calendar days, as specified in ARS 13-1814.
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 new information is received indicating the stolen vehicle was 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.