MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

630 – VEHICLE THEFTS, PRIOR AUTHORITY VEHICLE USE AND THEFT BY FRAUD

GENERAL ORDER: 2025-08 **ISSUED:** February 13, 2025	**EFFECTIVE:** February 13, 2025	**REVIEWED/APPROVED BY:** Assistant Chief Nicole Waldner **DATE:** December 27, 2024
ACTION: Amends General Order 2024-49 (October 25, 2024)		**WILEAG STANDARD(S): NONE**

<u>ROLL CALL VERSION</u>
Contains only changes to current policy.
For complete version of SOP, see SharePoint.

630.10   VEHICLE THEFT INVESTIGATION

E. Department members shall file a *Vehicle Supplement* (form PT-37) where investigation reveals Motor Vehicle Theft and Theft by Fraud. ~~The investigating member shall as soon as practicable cause a teletype to be completed with vehicle and suspect information.~~ The PT-37 shall be sent to the ~~Records Stolen Vehicle Desk (extension ▮▮▮). The Stolen Vehicle Desk shall then send the PT-37 to the~~ Records Management Division for imaging. If a victim refuses to sign the PT-37, the complaint will be deemed baseless and no reports shall be filed.

G. Department members shall file Theft by Fraud incident reports and are required to have an ALL DABS teletype entered within 24 hours of the reported theft, which shall include the verbiage, "Theft by Fraud," the case number, the vehicle description (color, make, model, VIN, license plate, etc.), suspect information, and the filing officer's name and PeopleSoft number. The original teletype shall be entered by the district. The Stolen Vehicle Desk shall then enter the vehicle into NCIC as a stolen vehicle, noting the theft by fraud circumstances (e.g., vehicle is a rental vehicle, vehicle was exchanged during a drug transaction).

N. If a vehicle is taken in or used in a major crime (e.g., robbery, burglary) that information shall be entered into the incident report by the investigating member under the 'vehicle' tab. The vehicle information shall also be included on the ALL DABS teletype within 60 minutes of the member beginning the investigation, which shall include the type of major crime, when and where the incident occurred, the case number, the vehicle description (color, make, model, VIN, license plate, etc.), suspect information, and the filing officer's name and PeopleSoft number. The Stolen Vehicle Desk shall immediately enter the stolen vehicle information into the NCIC/CIB System.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk