



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

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

**GENERAL ORDER:** 2021-XX  
**ISSUED:** May 25, 2021

**EFFECTIVE:** May 25, 2021

**REVIEWED/APPROVED BY:**  
Inspector Paul Formolo  
**DATE:** April 30, 2021

**ACTION:** Amends General Order 2019-13 (April 26, 2019)

**WILEAG STANDARD(S):** NONE

#### ROLL CALL VERSION

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, broadcast a description and other pertinent information regarding the stolen vehicle via department radio and cause a teletype to be completed with vehicle and suspect information. The PT-37 shall be sent to the ~~Technical Communications Division (TCD)-NCIC Unit~~ **Stolen Vehicle Desk** (extension [REDACTED]). The ~~TCD-NCIC Unit~~ **Stolen Vehicle Desk** shall then send the PT-37 to ~~Open Records~~ 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.
- F. Department members shall file a *Prior Authority Report* incident report and an automatic email will be sent to the ~~TCD-NCIC Unit~~ **Stolen Vehicle Desk** upon the member submitting the report. Members shall leave the report number box blank as the system will auto generate a Prior Authority number. The ~~TCD-NCIC Unit~~ **Stolen Vehicle Desk** shall complete the *Prior Authority Vehicle Alert* upon receiving the *Prior Authority Report*.
- G. Department members shall file Theft by Fraud incident reports and are required to ~~enter~~ **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.) and the filing officer's name and PeopleSoft number. ~~The original teletype shall be entered by the district.~~ The ~~TCD-NCIC Unit~~ **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).
- H. Once it is determined that a vehicle theft occurred and the complainant has signed the *Vehicle Supplement* (form PT-37), the investigating member shall obtain a case report number. The member shall ~~then call the TCD-NCIC Unit at extension [REDACTED] and dictate all vehicle theft incident report information, which will be simultaneously entered into TriTech by Stolen Vehicle Desk personnel.~~ then file a *Stolen Auto Report* in the

Record Management System (RMS). An automatic email will be sent to the Stolen Vehicle Desk upon the member submitting the report.

**Note:** ~~Citizens shall not be transferred to or given the phone number (extension [REDACTED]) for the Stolen Vehicle Desk. This extension is for department use only.~~

- I. All reports shall be entered into TriTech RMS and the description of incident for Vehicle Theft shall be "Motor Vehicle Theft Offense," or for Theft by Fraud "Forgery/Fraud/Counterfeiting Offenses." Prior Authority Vehicle incidents shall be filed with a *Prior Authority Report*.
- J. The investigating member shall enter a supplement in TriTech RMS, when applicable.
- K. ~~Upon completion of the TriTech motor vehicle theft entry~~ receiving the email that a *Stolen Auto Report* was submitted in RMS, the ~~TCD-NCIC Unit~~ Stolen Vehicle Desk personnel shall immediately enter the stolen vehicle information into the NCIC/CIB system and file a supplemental report regarding this entry.
- 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. ~~After the teletype has been sent, the member shall contact the TCD-NCIC Unit at extension [REDACTED] to verify their receipt of the teletype. TCD-NCIC Unit personnel~~ The Stolen Vehicle Desk shall immediately enter the stolen vehicle information into the NCIC/CIB System.
- O. Shift commanders are responsible for the supervisory approval of all reports entered into TriTech RMS by their investigating members. ~~TCD-NCIC Unit~~ The respective shift supervisors of the Stolen Vehicle Desk are responsible for the supervisory approval and Records Management Division personnel are responsible for the final review, freeze and transfer of all stolen and recovered vehicle incident of supplemental reports that are called in to submitted by the Stolen Vehicle Desk. The ~~TCD-NCIC Unit~~ Stolen Vehicle Desk is responsible for the validation of stolen vehicle information and vehicles entered into the NCIC/CIB system.

## **630.15 RECOVERED STOLEN AND THEFT BY FRAUD**

### **B. RECOVERY PROCEDURES**

Police members locating a reported stolen vehicle or verifying a vehicle recovered by the owner/operator shall:

6. The investigating member shall ~~contact the Stolen Vehicle Desk at extension [REDACTED] to have the recovered vehicle information entered into TriTech.~~ file a *Stolen Auto Report – Recovery* in RMS. An automatic email will be sent to the Stolen Vehicle Desk upon the member submitting the report.
7. ~~In those cases where the investigating member deems it necessary to document the events or pertinent information regarding the vehicle recovery, they shall enter their~~

own supplement into TriTech. Members shall not access the recovery report entered by the Stolen Vehicle Desk personnel or add their information to this report.

78. Upon receipt of the recovery information, the TCD-NCIC Unit receiving the email that a *Stolen Auto Report – Recovery* was submitted in RMS, Stolen Vehicle Desk personnel shall immediately remove the stolen vehicles from the NCIC/CIB system and file a supplemental report regarding this entry. They shall enter the license plates into the NCIC/CIB system if not recovered with the vehicle.

#### C. VEHICLES RECOVERED BEFORE BEING REPORTED STOLEN

2. If the owner confirms that the vehicle is stolen, the investigating member shall follow the aforementioned vehicle theft investigation and recovery procedures contact the Stolen Vehicle Desk at extension [REDACTED] to verify that the vehicle is not reported stolen. Vehicles recovered before being reported stolen do not require that information be entered into the NCIC/CIB system. Therefore, the investigating officers shall file a *Vehicle Stolen and Recovered Report* in RMS, which shall include the vehicle owner's statement and recovery details.

#### D. LOCAL STEAL/ LOCAL RECOVERY - ARREST FOR VEHICLE THEFT AND/OR THEFT BY FRAUD

4. The investigating member shall enter the OAWOOC, to include the arrest, as an initial report in TriTech RMS as follows:
- Recovery sub tab: Enter nothing. This information should already be in the "recovered vehicle" TriTech RMS report.

#### E. OUTSIDE JURISDICTION STEAL RECOVERED LOCALLY

##### 1. No Arrests

- d. The investigating member shall obtain a case report number and enter the outside jurisdiction's recovery report into an Outside Jurisdiction Stolen Auto TriTech RMS report.

##### 2. Arrests

- e. The investigating member shall enter the outside jurisdiction's recovery report into an Outside Jurisdiction Stolen Auto TriTech RMS report.
- f. The investigating member shall enter the OAWOOC, to include the arrest, as an initial report in TriTech RMS as follows:
- The description of incident shall be Motor Vehicle Theft Offense.
  - The address field shall indicate the location where the vehicle was stopped and/or located.
  - Offense sub tab: offense is 943.23(3) (Drive or Operate Vehicle w/o Consent).
  - Enter the victim information for the owner of the vehicle in the "Victim" tab.

- Vehicle tab: "involvement" field, officers shall select "OUT" (outside recovery – other agency).

g. All of the outside agency's reports and teletype correspondence shall be forwarded to ~~Open Records~~ the Records Management Division for imaging.

#### F. RECOVERIES MADE BY OUTSIDE AGENCIES

2. Upon receipt of the teletype, the ~~TCD-NCIC Unit~~ Stolen Vehicle Desk personnel shall immediately confirm the stolen vehicle by sending the HIT response via teletype; request all of the vehicle recovery information required to file a clearance report in ~~TriTech~~ RMS; notify the owner of the recovery; and provide the outside agency with the complainant information available from ~~TriTech~~ RMS or Intellinetics. The ~~TCD-NCIC Unit~~ Stolen Vehicle Desk shall then remove the stolen vehicle information from the NCIC/CIB system and enter the recovery information into ~~TriTech~~ RMS.

### **630.20 PRIOR AUTHORITY LOCAL RECOVERIES – WITH OR WITHOUT ARREST**

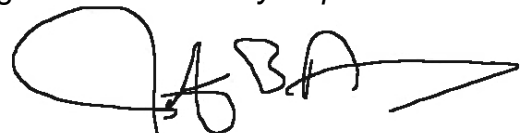
#### A. ARREST AUTHORITY

2. Department members recovering prior authority vehicles shall confirm ownership, license, VIN and registration of the recovered vehicle. A wanted check on the driver of the recovered prior authority vehicle will reveal the *Prior Authority Vehicle Alert* and require the member to access the incident report to locate the owner's contact information. After confirmation, the member shall contact the owner and request they come to the scene to claim their vehicle within a reasonable amount of time or the vehicle will be towed at the owner's expense. Members shall then complete a *Prior Authority Report – Return* in ~~TriTech~~ RMS. An automatic email will be sent to the ~~TCD-NCIC Unit~~ Stolen Vehicle Desk upon the member submitting the report. The ~~TCD-NCIC Unit~~ Stolen Vehicle Desk shall clear the *Prior Authority Vehicle Alert* from the system upon receiving the *Prior Authority Report – Return*.

#### B. PRIOR AUTHORITY LOCAL RECOVERY AND MOTOR VEHICLE THEFT

If the member's investigation of a previously reported prior authority reveals the owner has rescinded his/her authority to use the vehicle and the person who took the vehicle refuses to the return the vehicle, the member shall:

2. File a *Prior Authority Report – Return* in ~~TriTech~~ RMS. An automatic email will be sent to the ~~TCD-NCIC Unit~~ Stolen Vehicle Desk upon the member submitting the report. The ~~TCD-NCIC Unit~~ Stolen Vehicle Desk shall clear the *Prior Authority Vehicle Alert* from the system upon receiving the *Prior Authority Report – Return*.



JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE