

Rules and Procedures

Rule 329

October 29, 2001

Rule 329 - Stolen Auto, Moped, Scooter and Motorized Bicycle Reporting Procedures

Purpose

Effective Monday, October 29, 2001, 7:30 a.m. shift, this Rule supersedes all previously issued orders, bulletins and other directives concerning stolen auto reporting procedures.

The Department has made several changes in the way auto thefts are reported and investigated. These changes will improve the Department's ability to process stolen auto reports and to investigate and clear incidents of car theft.

Effective Monday, October 29, 2001, 7:30 a.m. shift, three forms will be generated by the reporting District when a car is reported stolen: a 1.1 incident report, a Stolen/Recovered Motor Vehicle Report (SRMV 1), and an Auto Theft Questionnaire (new BPD Form 2979 8/01/01). Copies of the new questionnaire will be provided to Commanding Officers immediately. The Stolen Car Unit in the Operations Division will continue to use the Stolen Vehicle Report and Recovery Document (BPD Form 17, rev. May 1999.)

Sec. 1 Responsibilities of District Personnel

The employee receiving a report of a stolen car will first enter that information on a 1.1 incident report. That report will receive a CC# and will be entered directly into the Incident Tracking System in the same manner as all other incident reports. The person entering the report in ITS should select "Stolen Car Unit" in Box #83 as a special unit notified.

The employee will then assist the person reporting the stolen car to complete the SRMV1 Report. The Department employee will ensure that the CC# from the incident report is entered as the reference number on the SRMV1 Report. The person reporting the car stolen will receive the pink copy of the SRMV 1 form.

If the report is for a stolen moped, scooter or motorized bicycle with a seventeen character vehicle identification number, they shall be entered in the same manner as vehicles mentioned above. If the reporting party is unable to furnish the seventeen character vehicle identification number for the stolen moped, scooter or motorized bicycle, the SRMV1 Report will not be completed and the 1.1 incident report will list the incident type as , "larceny Other \$200 & Over," and the moped, scooter or motorized bicycle will be listed in the Vehicle section.

Finally, the employee will have the person reporting the stolen car complete an Auto Theft Questionnaire. The same CC# will also be entered on the Auto Theft Questionnaire in the space

provided. The employee will then contact the Stolen Car Unit in the Operations Division to report the car stolen in the usual manner.

The Auto Theft Questionnaire and a copy of the SRMV1 form will be forwarded to the Detective Commander for the district in which the car was stolen. The original SRMV1 form and a copy of the 1.1 incident report will be forwarded to the Stolen Car Unit in the Operations Division.

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Sec. 2 Responsibilities of Stolen Car Unit Personnel

When a district officer contacts the Stolen Car Unit of the Operations Division to report a stolen car, SCU personnel will fill out BPD Form 17 Stolen Vehicle Report and Recovery Document. The SCU clerk will use the CC# provided by the district officer to number the Form 17. The SCU clerk will use the stolen car CC# as the OCA number when entering a stolen car into CJIS. The Stolen Car Unit at Operations will maintain responsibility for entering data concerning auto theft and auto theft arrests into the incident file and will enter all UCR clearances for auto theft into the incident file.

Sec. 3 Recovery of a Stolen Motor Vehicle

An officer who recovers a car that was reported stolen in Boston, or who makes an arrest relative to a car stolen in Boston, will file a supplementary report using the CC# from the original incident report. The original CC# can be obtained by contacting the Stolen Car Unit at the Operations Division. Officers will include in the supplementary report the police district in which the car was stolen and a detailed description of any damage the car sustained. The officer will select "Stolen Car Unit" as a special unit notified in Box 83. The officer will then contact the Stolen Car Unit at Operations by telephone and report the recovery in the usual manner. If an arrest was made at the time of recovery, the officer will inform Stolen Car Unit personnel of that fact. A copy of any supplementary report regarding the recovery of a stolen car, or an arrest for larceny of a motor vehicle, receiving a stolen motor vehicle, or using a motor vehicle without authority will be forwarded to the Stolen Car Unit.

The Stolen Car Unit will enter all data regarding arrests for larceny of a motor vehicle, receiving a stolen motor vehicle, or using a motor vehicle without authority into the incident file for UCR clearance purposes. If an outside police agency reports the arrest of an individual for an auto theft committed in Boston, the Stolen Car Unit in Operations will enter that information into the Incident File for UCR clearance purposes.

Vehicles stolen in Boston prior to Monday, October 29, 2001, 7:30 a.m. shift, will be recovered using the procedures formerly in effect for recovering stolen vehicles.

Note: Amended by SO 12-016, issued 06/12/2012, updated the title of this rule and procedures and added the new third paragraph in Section 1.

