

**VEHICLE THEFT CASE REPORT, CPD-11.412
GENERAL INSTRUCTIONS**

PURPOSE OF THE REPORT

The Vehicle Theft Case Report is designed to record an officer's preliminary investigation of a vehicle reported stolen. Include attempted auto thefts in this category.

WHEN TO PREPARE A VEHICLE THEFT CASE REPORT

A Vehicle Theft Case Report is to be used by any officer making a preliminary investigation of a bona fide vehicle theft, attempted theft, theft and recovery, or the recovery of a vehicle which was stolen outside of Chicago.

The dispatcher will be notified in every instance where the theft is apparently bona fide so that a preliminary steal card with the V.I.N., license and other pertinent information can be made.

This notification should be made immediately on all thefts so the information is entered in the computer and is available to make other officers aware of the theft.

In the event the recovery of a locally stolen vehicle occurs during the preliminary investigation, the fact should be recorded and the classification changed to "Theft and Recovery."

Vehicles taken in other crimes (i.e., robberies, burglaries, deceptive practices) will be reported on the appropriate case report. The dispatcher should be notified as in a normal vehicle theft.

FORM PREPARATION

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor and room number whenever an address is requested.

1. Enter the secondary classification.
2. Enter the four digit I-UCR offense code.
3. If this is a Foreign Recovery, this should be the address of the recovery.
If this is a Theft & Recovery, insert the address of theft here and address of recovery in box 34.
4. Enter the date (s) of occurrence and time or time span of occurrence.
If Foreign Recovery, this Lox should be the date of recovery. In all other cases, this is the date the theft occurred.
5. Enter the correct beat of occurrence using the current beat map. If Foreign Recovery, this should be the beat of recovery.
6. Enter the type and, when applicable, the name of location of occurrence (i.e., street, alley, gas station-Shell).
7. Enter the appropriate Location Code. Codes are listed on the reverse side of the report.
8. Enter the date and time the reporting officer arrived at the scene.
9. Enter the beat or unit assigned to the investigation.
10. Be specific (i.e., '80 Olds Cutlass, 2 door, black/red).
- 11., 12. Check appropriate square.
13. V.I.N. Insert the vehicle identification (serial) number.
NOTE: On motorcycles, note the identification number present on the frame. Do not enter the engine number.
Legibility of alpha and numeric digits of the V.I.N. is very important. Do not enter the victim's drivers license number. Start in the first space on the left, enter one character per space.
14. Enter the alpha/numeric state license number and the abbreviated name of the issuing state. When known, include the month and year of the license expiration.
- 15., 16. Check appropriate square.
17. Enter the alpha/numeric city license number and the name of the issuing city. Include the year of license expiration.
18. Check appropriate squares. A check in the YES square of any one of the three subsections is sufficient to require notification of the dispatcher. Report in the Narrative the document examined to verify the number.

If the victim believes he knows his state license number or V.I.N. but does not have documentation, check the given number with the dispatcher or through a land or mobile terminal for verification. If the information is confirmed, check it as verified in the report.

19. Indicate type and location of damage.
20. Record here accessories which are unusual or extra.
21. Self-explanatory. Use Narrative, if additional space is required.
22. Print last name of registered owner first, then first name and middle initial if any. If registered owner is a business, use the firm name. Enter address of registered owner, including Zip Code. If a business, enter the company address. Be specific with address, include apartment number if applicable.
Enter sex, race code number and age of registered owner, if not a firm (race codes are listed on reverse side of report) -

NOTE: The racial and ethnic categories for victims and offenders are defined as follows:

- 1 - Black: A person having origins in any of the black racial groups of Africa.
- 2- White: A person having origins in any of the peoples of Europe, North Africa, or the Middle East.
- 3-4 Black-Hispanic/White-Hispanic: A person who is black or white and, in addition, is of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
- 5 -American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- 6- Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, etc.

The category which most closely reflects the individual's recognition in his community should be used for purposes of reporting on persons who are of mixed racial and/or ethnic origins. If the individual refuses to answer, it is up to the reporting officer to make a judgment.

- Enter the owner's home and business telephone numbers. If non-resident, obtain local telephone number. Include area code and extension with telephone numbers if applicable.
23. Enter the name, address and telephone numbers of the person who reported the offense. If victim is self-reporting, enter VICTIM in box 23.
24. Enter the name, address and telephone numbers of the person last driving the vehicle. If victim was the person last driving the vehicle, enter VICTIM in box 24.
25. through 31. Self-explanatory. Be specific with address, include apartment number if applicable. If non-resident, obtain local telephone number. Include area code and extension with telephone numbers if applicable.

32. Be specific, list time, address and/or telephone number if available.
33. Enter alleged offender's name and/or alias; if unknown, give clothing description. If more space is required, identify as Offender and use Narrative.
Enter home address (if known) of the offender.
Enter sex, race code number, age and physical description of the offender.
Enter C.B., Y.D., or J.D.A. if an offender is arrested.
Enter total number of offenders.
34. through 40. To be filled out on all reports in which box 1 is checked as being a "Theft & Recovery" or a "Foreign Recovery."
41. Narrative: List here the results of the preliminary investigation including any information which would assist the detective.
Do not unnecessarily repeat information already contained in the numbered boxes. Otherwise, give a concise statement of the facts of the case. If address of occurrence is different from the address where the report is being made, indicate in the Narrative.
When preparing the report, inform the owner/complainant that, because the vehicle may be legally parked when recovered, he must indicate at the time the original report is being prepared whether he wants to:
- authorize the police to tow the vehicle when it is recovered.
Explain that authorization for the Department to tow a stolen vehicle upon recovery in Chicago will involve payment of towing and storage fees before the vehicle can be released; or
 - be notified when the vehicle is recovered.
Explain that the owner/complainant will bear all risk of loss, and the Department will make no special effort to protect the vehicle until the owner recovers it.
- Request that the owner/complainant sign the report.
If the owner/complainant is willing to sign the report and indicates that he wants the vehicle towed by the police, you will:
- check square 1 entitled "Owner/Complainant requests Police Tow."
 - have the owner/complainant sign his name in the space provided as authorization for the tow of his vehicle.

If the owner/complainant is willing to sign the report and indicates that he wants to be notified of the recovery, you will:

- check square 2 entitled "Owner/Complainant requests Notification."
- have the owner/complainant sign his name in the space provided. The signature will serve as notification that the owner/complainant has been informed of his option.

If the owner/complainant refuses to sign the report, you will:

- check square 3 entitled "Options Given-Signature Refused."
- report this refusal to the Communication Operations Section dispatcher as "Owner/Complainant requests Notification."

Mark the square to the right, if the narrative is continued on the reverse side.

- Enter printed name of officer completing the report, star number and signature.
- Indicate the number and recipient of extra copies required of this report. For normal distribution, check Normal square.
- Enter printed name, star number and signature of a second officer if applicable.
- Enter date and time investigation was completed.
- Approving supervisor enters his printed name, star number and signature when he approves the report. Enter date and time report is approved.
If Narrative is continued on the reverse side, approving supervisor's signature and date is also required on the reverse.
- Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report ONLY when a Narrative is continued on the reverse.

Preliminary investigators should make no entry in the area of the report headed "FOR DETECTIVE DIVISION USE ONLY."

VICTIM INFORMATION NOTICE: This notice is Part 3 of the formset. Reporting officers will enter the R.D. number in the space provided and mark the appropriate square indicating which unit has follow-up responsibility for the reported offense and leave the notice with the victim.

NOTE: IT SHOULD BE MADE CLEAR TO THE COMPLAINANT THAT DETECTIVES WILL CONTACT HIM ONLY IF ADDITIONAL INFORMATION IS REQUIRED OR HIS FURTHER ASSISTANCE IS NEEDED. COMPLAINANT WILL BE NOTIFIED WHEN THE VEHICLE IS RECOVERED.