

La Plata Police Department – General Order

	Title: Patrol Administration		Order #: 632	
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Approved by: Chief Carl Schinner				CALEA 5 th Edition
CALEA Standard: 1.2.3 11.1.1 41.1.1 41.2.4 82.1.5 82.2.4				Pages: 11

01 PURPOSE: To define the patrol function, establish patrol objectives, establish procedures for coordinating patrol with other Department functions, and establish procedures that encourage optimum use of personnel.

02 POLICY: It is the policy of the La Plata Police Department to ensure uniformity and compliance with regulations dealing with the day-to-day operations of the Patrol Division. This procedure establishes a standardized system to ensure uniformity in Patrol administrative procedures.

03 PATROL FUNCTION: A clear definition of function enables officers to know what actions are in concert with the Department policy, thus facilitating the delivery of services to the community. The primary function of the Patrol Division is to provide police service to the public twenty-four hours a day, seven days a week. The Department expects officers to conduct patrol vigorously to prevent crime, improve community relations and to detect and apprehend offenders. Police services include, but are not limited to:

- A.** Preventative patrol methods directed towards the detection and correction of conditions that threatens the public peace, endanger life and property, or indicate possible criminal activity;
- B.** Crime prevention activities aimed at maintaining high visibility, staying alert to conditions that could facilitate criminal activity and taking appropriate corrective action.
- C.** Responding to calls for service;

D. Conducting preliminary investigations of all crimes, offenses and incidents and documenting them on the appropriate Departmental form;

E. Arresting offenders;

F. Traffic control and direction to include traffic law enforcement;

G. Maintaining public order;

H. Providing primary emergency services as situations warrant and support services for other emergency service agencies;

I. Developing positive relationships within the community, while fostering confidence and respect; and,

J. Reporting information to appropriate Department personnel.

04 PROCEDURES: Officers assigned to field operations duty will comply with the policies and procedures outlined in this Order.

A. Functions of Patrol: The Patrol Division provides line police function to include (CALEA 11.1.1):

1. The deployment of forces consistent with the needs of the Town in order to maintain public order, provide preventive patrol, respond to calls for service (including emergency calls), conduct investigations of crimes and incidents (to include the arrest of offenders), traffic enforcement and special assignments.

2. The coordination of patrol operation activities with various community organizations.
3. The development and maintenance of enforcement standards.
4. The proposal of budget recommendations based upon the evaluation of data relative to personnel, equipment and programs.
5. The coordination of patrol operations, criminal investigations, traffic enforcement, and specialized functions with other Departmental components, to include expedient release of property and evidence when no legal or Departmental purpose is served by retention (i.e. found property and shoplifting evidence where a photo has been taken). (CALEA 12.1.4)

B. General Procedures

1. Reporting for Duty: Uniformed officers will report ready and equipped for service at the beginning of their designated shift.
2. Assignments: Upon successful completion of field training officers will be assigned to rotating shifts with respective days off in accordance with the current shift schedule plan. Officers are assigned based on operational necessity and the best interest of the Department. Except on the midnight tour-of-duty, squad supervisors will be assigned the same days off as their squad. Shift supervisors will prepare a daily beat assignment schedule (time sheet) for their squad based on available staffing allocations and the statistically based needs of the community. (CALEA 41.1.1.b, c, d and f)

C. Frequency of Shift Rotation:

1. The Department employs a triangle shift rotation plan for the Patrol Division utilizing four squads. This ensures 24 hour preventive patrol for the Town of La Plata (CALEA 41.1.1.a & 41.1.1.c)
2. The four squads will rotate to the midnight tour-of-duty every eighty four (84) days for a twenty eight (28) day rotation. (CALEA 41.1.1.c)
3. While on midnights the squad will be broken up into three separate schedules. A normal midnight tour-of-duty is four days of work with two consecutive days off. (CALEA 41.1.1.f)
4. The other three squads will rotate day shift, evening shift and days off, in four day tours-of-duty with two consecutive days off. (CALEA 41.1.1.f)
5. Shift times are as follows:
 - a. Day Shift: 0700-1530 Hours (responsible for calls for service at 0700 hours);
 - b. Evening Shift: 1530-0000 Hours; and,
 - c. Midnight Shift: 2230-0700 Hours (responsible for calls at 2300 hours).
6. Shifts on all three tours are eight and one-half hours (8.5).

- D. Beat Rotation and Assignments:** The assignment of the officers to beat areas will be at the sole discretion of the Shift Supervisor. In keeping with the Department philosophy on Community Oriented Policing, beat assignments are encouraged to be for a minimum of one hundred-twelve days (112), or a full rotation through the triangle shift plan. Supervisors may take into account such factors as the prior beat assignment of

an officer, the officer's experience level, individual qualities of the officer (i.e. bilingual, and above all, the needs of the community and the Department) when making assignments. (CALEA 41.1.1.d & e)

the employee's annual progress. These meetings, and the results, should also be noted in the file.

4. Any other pertinent information needed to ensure employee development.

05 MINIMUM STAFFING:

1. Day Shift: Only one officer may be on pre-approved leave.
2. Evening Shift: Two officers must be working during evening shift.
3. Midnight Shift Weekends (Friday Night for Saturday and Saturday night for Sunday): Two officer must be working during midnight weekend shift.
4. Midnight Shift Other Than Weekends: Only one officer may be on pre-approved leave.

06 ROLL CALL (SHIFT BRIEFING):
See Order 601-Roll Call

07 SQUAD LEVEL INDIVIDUAL PERFORMACE REVIEW FILES:
Shift supervisors will maintain a written record of the performance of each officer assigned to their squad. Such records will be kept as a resource tool for employee development. Entries may include, but are not limited to, the following:

1. Performance: Each Shift supervisor will ensure that on a monthly basis, he/she evaluates officers assigned to his/her shift in the area of patrol performance standards. This activity will be accomplished as a quality control measure and is not designed to negatively impact the morale of the employee.
2. Community Relations: Activities noted (verbal and written) by citizens will be incorporated into the file.
3. Objectives: Supervisors will meet with employees routinely to review

08 FOOT PATROL: The Department has no permanent foot patrol assignments. However, Department personnel are encouraged to engage in foot patrol as often as possible in both business and residential areas in order to better know their assigned beat and to foster a sense of well being within the community.

09 RESPONSE TO CRITICAL CALLS FOR SERVICE: It is the responsibility of initial responding officer(s) to attempt to maintain control of a crucial incident prior to the arrival of special units to assist. The responsibilities include, but are not limited to the following: (CALEA 46.2.1)

- A. Proceed to the scene in a safe, but expeditious manner.
- B. Protect the crime scene;
- C. Aid any injured individuals;
- D. Make proper notifications (i.e., Shift Supervisor, Emergency Response Unit (ERU), Charles County Conflict Management Team; Collision Analysis Team; Fire Marshall);
- E. Establish a perimeter, if needed;
- F. Request other resources (helicopter, K-9, etc.);
- G. Establish a command post;
- H. Conduct evacuations, when necessary; and,
- I. Relinquish control to the appropriate supervisor or investigator.

10 RESPONSE TO CALLS-NUMBER OF OFFICERS:

A. Response to some calls may require more than one officer to deal effectively and safely with the problem. The type of situations requiring the response of at least two officers include, but are not limited to:

1. Potential or actual assault on a citizen or an officer;
2. Possibility of or actual on-scene arrest for a felony or violent misdemeanor;
3. Potential or actual resistance to arrest;
4. Possibility of or actual use of force;
5. Crime in progress;
6. Calls involving weapons;
7. Fleeing suspects;
8. Impaired or emotionally disturbed persons;
9. Domestic or spousal disputes and assaults;
10. Cases involving suspected or actual child abuse; and,
11. Burglar, holdup and panic alarms.

11 IDENTIFYING OFFICERS DURING RADIO TRANSMISSIONS:

- A.** On Duty: All personnel shall have a call sign specified by the Department and recognized by the Charles County Communication Center.
- B.** Off Duty: All employees will be assigned an identification number when hired by this Department. The identification number will never change regardless of rank, promotion or assignment, except when personnel status is changed from civilian to sworn or vice versa. This identification

number is to be used by the employee when transmitting off-duty or while on special assignments.

12 VEHICLE INSPECTIONS: See Order 701-Police Vehicle Operations.

13 SPECIAL PURPOSE VEHICLES (CALEA 41.1.3 & 41.1.4):

- A.** Bike Unit: See Order 659-Bicycle Unit.
- B.** K-9 Unit: See Order 650-K-9 Procedures and SOP K9 01-K9-Unit (Future).
- C.** UTV: See Order 633-Utility Vehicle.
- D.** Humvee: See Order 639-Humvee.

14 SUBMISSION OF INCIDENT REPORTS: (CALEA 82.2.1.e)

- A.** Procedures for writing Incident Reports:
1. The purpose of an Incident Report (IR) is to record most crime, incident or activity in the Town of La Plata that has been reported to the Police Department or observed by a police officer.
 2. Officers will complete an IR on all alleged and confirmed felony and all confirmed misdemeanor crimes if the elements of a crime are present, even if the suspect is unknown and there is no need for immediate follow-up. Regardless of the victim's desire for prosecution and motivation to prosecute, or only being reported for insurance purposes, the IR will be written.
- B.** Procedures for handling Incident Reports are as follows: (CALEA 82.1.5)
1. Reports will be turned into the Shift Supervisor for further review. Review signature implies acceptance of report as meeting Department standards. (CALEA 82.2.4)

2. After quality control measures have been taken to include review by the Investigative Commander or his/her designee, reports will be forwarded to the Records.
3. All felony, in custody arrest reports; domestic violence reports where probable cause exists to arrest the suspect, however, the suspect's whereabouts are unknown; stolen and recovered vehicles; missing persons, runaway juveniles; or, reports with NCIC computer work will be completed prior to the end of the officer's tour-of-duty.
4. Officers working their last day of work before going on days off, vacation, etc. may not place reports on hold.
5. Reports not turned in to be reviewed at the end of each shift shall require a copy of the completed face sheet or a note to the Office of the Chief of Police identifying the particular report. This documentation shall be forwarded for tracking purposes.
6. Officers are required to have all in custody paperwork reviewed by a patrol supervisor before securing from their shift.
7. Any officer who is not returning to work the following day shall have all of his/her paperwork reviewed and signed off by a patrol supervisor before securing from his/her shift.

15 CASE FOLLOW-UP ASSIGNED TO PATROL OFFICERS:

- A. Patrol officers from time-to-time will be assigned minor cases to conduct follow-up on. The cases included but are not limited to:
 1. Minor Assaults;
 2. Shoplifting;

3. Other property and minor persons crimes, and,
4. Any other cases as assigned by the Criminal Investigation.

- B. A supplement will be filed annotating all of the follow-up activities conducted by the officer within thirty-days of the incident being reported.

16 NOTIFICATION OF NEXT-OF-KIN OF SERIOUSLY INJURED, ILL OR DECEASED PERSONS (CALEA 55.2.6): See Order 663-Death/Serious Injury Notification.

17 NOTIFICATION OF THE CHIEF OF POLICE OF INCIDENTS RESULTING IN DEPARTMENT LIABILITY OR HEIGHTENED COMMUNITY INTEREST: (CALEA 11.4.5)

- A. The Chief of Police or his/her designee shall be notified of incidents where there may be a question as to the Department's liability or those which may result in heightened community interest. It is impossible to enumerate a list of when and when not to notify.
- B. Supervisors shall err on the side of caution using their best judgment.
- C. The following procedure shall be used when notifying the Chief of Police or his/her designee of these incidents:
 1. Notify the on-call commander of the incident where there may be a question as to the Department's liability or those which may result in heightened community interest.
 2. The on-call commander shall, as soon as possible, notify the Chief of Police or his/her designee. During non-business hours the notification shall be made as follows:
 - a. Department issued cellular telephone.

- b. Home phone.
- c. Police radio.

18 NOTIFICATION OF THE MEDICAL EXAMINER'S OFFICE/DEATH REPORTS (CALEA 41.2.4):

- A.** Any death due to natural causes where an appropriate physician will not sign the death certificate, officers will have the Medical Examiner's office notified.
- B.** In cases of accidental deaths, including industrial, drowning, Sudden Infant Death Syndrome (SIDS), overdose, traffic related, suicide or any death where the person was not under a physician's care, the responding officer will have the Medical Examiner's office notified.
- C.** Inclusive in the death investigation report will be circumstances surrounding the death, when and by whom was the decedent last seen alive, known prescribed medication listed, the physical surroundings in which the person was found, and the condition and disposition of the deceased.
- D.** When notified, all cases where persons have received injury in the Town of La Plata, and have later died from that injury in a hospital outside the Town, will require officers to have the appropriate Medical Examiner's office notified and obtain their case number for the incident.

19 RADIO COMMUNICATIONS: See Order 613-Communications.

20 RESPONSE BY PATROL SUPERVISORS TO EMERGENCY INCIDENTS (CALEA 81.2.4.f):
Patrol Supervisors shall be available to respond to and take tactical control of emergencies. The on-duty Shift Supervisor shall respond to the following incidents until relieved by a command officer or another officer of with specialized training for the incident at hand.

- A.** Line-of-Duty injury to a police officer;
- B.** Signal 13 (10-13);
- C.** Accidents involving a police vehicle;
- D.** Major crimes including homicide, bank and commercial robberies, serious assaults, rapes, child abuse;
- E.** Barricade/Hostage situations;
- F.** Bomb threats;
- G.** Serious complaints involving police officers;
- H.** All use-of-force incidents;
- I.** Pursuits;
- J.** Critical/Fatal collision scenes;
- K.** Unattended deaths;
- L.** Large fights/riots;
- M.** Serious accidents or injuries involving Town personnel;
- N.** Race, Religious and Ethnic calls (RRE); and,
- O.** Any other incident where the squad supervisor is requested.

21 PRELIMINARY INVESTIGATIONS (CALEA 42.1.4):
Patrol officers are responsible for the preliminary investigation of crimes committed in their beats with the exception of those crimes which would normally be investigated by the Criminal Investigation Unit (CIU) and require CIU to be called out directly to the incident.

- A.** On-Scene Considerations: The success of any investigation that involves a definable crime scene depends heavily on the initial observations and actions of the first officer to arrive at the scene. While the circumstances of a particular scene will govern the actions taken by the officer to protect and preserve the physical evidence, the following are

considered to be generally valid guidelines (CALEA 42.1.4 & 42.2.1a):

1. Self protection.
2. Summon medical aid for and attend to injured persons at the scene as a matter of first priority.
3. On major crime scenes ask yourself the questions, "Do I have permission to be here?" If not, do you have the consent of the owner or a warrant?
4. Secure and protect the scene. If a sufficient number of officers are available, immediate measures necessary to protect the crime scene should proceed simultaneously with giving aid to injured persons or examining apparently deceased persons. The immediate measures include such actions as (CALEA 42.2.1.c):
 - a. Checking the scene for the presence of involved parties or injured persons.
 - b. Prevent the destruction of evidence.
 - c. Cordoning off critical exits and entrances.
 - d. Posting personnel to control spectators especially around areas expected to have high potential for physical evidence yield.
 - e. Covering exposed items that may lose evidentiary value due to rain, smoke, direct sunlight, etc. (Always keep any material used to cover items of evidence. Package and tag this material separately).
 - f. The underlying intent of all actions taken to protect the scene of a crime is to preserve its physical aspects so that it may be reviewed in detail by the detective or evidence

technician. The major task of the officers preserving the scene is to prevent certain actions, specifically:

- (1) Unnecessary walking about. Particular caution must be taken to avoid and prevent walking in areas likely to have foot or tire impressions or other items of evidentiary value.
 - (2) Moving items or disturbing the bodies of deceased persons.
 - (3) Touching or moving items or touching surfaces that are likely to yield latent prints or other trace evidence.
 - (4) The removal of any item from the scene without the specific permission of the officer assigned to process the scene.
- g. Broadcast all available suspect information, to include whether the suspect is armed, if known what type of weapon, last direction of travel, and any other pertinent information that would aide in officer safety or suspect apprehension.
 - h. It is important that these restraints not be lifted until the investigator in charge has specifically released the scene.
5. Identify witnesses and suspects. Witnesses and suspects shall be detained at the scene if at all possible. In any event, enough information should be obtained to allow them to be located by CIU investigators. The minimum information shall consist of name, address, home telephone number, date of birth, business telephone number and a MILES/NCIC/Sheriff's warrant check. (CALEA 42.2.1.b)

6. Maintain control of the scene until relieved of that responsibility. (CALEA 42.2.1.a & c)
 - a. Document the entry of all persons into the scene. Officers posted to protect the scene shall record appropriate information on all persons admitted to the scene, including other officers.
 - b. Any officer, of any rank, entering the scene shall be required to submit a written supplemental report describing their purpose at the scene and what action they took while there. The report shall include the time of arrival and time of departure from the scene.

EXCEPTION: The Chief of Police.

- c. Anyone who assumes the responsibility of entering a crime scene shall be accompanied by the crime scene supervisor or his/her designee.
7. Contact is to be established with the on-duty Shift Supervisor during certain preliminary investigations. The on-duty Shift Supervisor will be notified in all incidents that may require the involvement of the Public Information Officer (PIO). Incidents requiring notification will include, but are not limited to, the following: homicides, serious sexually related crimes, crimes involving a child victim, serious crimes occurring at a school, violent felony crimes etc.
8. Prepared notes should be taken to document actions and observations. Notes can be used later in the preparation of the incident report. As soon as possible, the following details should be noted (CALEA 42.2.a):

- (a) Time of arrival at the scene.
 - (b) Weather conditions at the time of arrival.
 - (c) Persons present at the time of arrival.
 - (d) Any other important circumstances that will aid the investigation.
9. Cooperate fully with the investigator(s) assigned to the scene by making all known information immediately available to them.
10. Prepare and submit an incident report or supplement as needed.

B. Field Interviews (CALEA 1.2.3.a):

1. At the Scene of a Crime:
 - a. General on-the-scene questioning as to facts surrounding a crime, or other general questioning of citizens in the fact finding process is permitted without the need to warn those questioned as to their rights. However, if after general on-the-scene questioning a person questioned is placed in custody, then the Miranda Warning will be given prior to further custodial interrogation questioning.
 - b. Field Interrogations: Do not require the rights admonition prior to interrogation as long as questions are limited to a request for name, address and explanation of actions.
 - c. Vehicle Stops: A police officer may stop a vehicle and question its operator with regard to the enforcement of vehicle and traffic laws.

- d. Also see Order 620-Field Observation Report/Stop and Frisk Report
 - 2. Utilization of informants by patrol officers will be in accordance with Department Policy. See Order 665-Vice, Drugs and Organized Crime.
 - 3. One-on-One Identifications: See SOP SOD-10-Eyewitness Identification.
- 22 UNIFORM REGULATIONS:** See Order 410-Uniform Wear.
- 23 EMERGENCY STREET, HIGHWAY AND UTILITY NOTIFICATION (CALEA 41.2.4):**
- A. Officers will notify the on-duty Communications Specialist of any major hazards.
 - B. The on-duty Communications Specialist will immediately contact the appropriate agency to ensure that emergency repairs are accomplished.
 - C. In cases of downed electrical power lines, Communications personnel will also have the Charles County Fire Department (CCFD) respond.
 - D. Also see Order 713-Traffic Direction and Control and Order 715-Traffic Lights (Signal) Malfunction.
- 24 RELEASE OF INFORMATION TO NEWS MEDIA (CALEA 41.2.5):** See Order 621-Media Relations for specific procedures on releasing information to members of the media.
- 25 FALSE REPORTING:** Enforcement of False Reporting to Law Enforcement Agencies: It is the policy of this agency that enforcement of this statute will be limited to persons who make false reports to this agency regarding criminal matters only.
- Example:** If a person knowingly makes a false report (sexual assault, theft, burglary, etc.) this would be the appropriate charge. Or, if the person falsely identifies his/herself during an investigation, arrest or citation for a specific crime.
- 26 CIVIL MATTERS:** The primary function of the La Plata Police Department, when called out to civil matters, is to preserve the peace and protect lives and property of our citizens. Employees will not become involved in the interpretation of civil court orders regarding the division of property or child custody issues.
- 27 DOMESTIC STAND-BYS:** See Order 652-Domestic Violence.
- 28 COURT APPEARANCES:**
- A. Employees shall appear in court when subpoenaed to do so for cases resulting from their employment.
 - B. Employees appearing in court shall be attired in either the patrol uniform of-the-day or business attire.
 - C. Sick/Vacation Notification: See Order 314-Illness-Vacation Notification.
- 29 NOTIFICATION OF SUPERVISORY PERSONNEL RELATING TO OFFICERS OF OTHER AGENCIES INVOLVED IN OFF-DUTY INCIDENTS:** Officers on the scene of any incident in which an off-duty police officer has been identified as a suspect or investigative lead in a criminal offense shall immediately request the on-duty Shift Supervisor to respond. (CALEA 41.2.4)
- A. Supervisors responding to scenes involving off-duty officers will ensure that the on-duty Shift Supervisor or officer-in-charge of the applicable allied agency is notified of the incident as soon as practical.
 - B. During normal business hours, the Patrol Division Commander or during non-business hours the on-call Commander will be notified in all cases involving the physical arrest of an off-duty officer.

- 30 UNDOCUMENTED PERSONS:** The La Plata Police Department values the importance of developing and maintaining a close relationship with all members of the community and is sensitive to the needs of undocumented persons to whom we provide law enforcement service.
- A. Enforcement:** The investigation and enforcement of federal laws relating to illegal entry and residence in the United States is specifically assigned to the Immigration and Naturalization Section (INS) of the United States Department of Justice.
1. Officers will not stop persons for the sole purpose of determining Immigration status.
 2. Officers will not arrest a person when the only violation is an infraction of a federal immigration law.
 3. Undocumented persons who are victims and/or witnesses of a crime should be assured that INS will not routinely be notified by the La Plata Police Department. INS may be contacted in order to attempt to obtain lawful temporary status.
- B. INS Notifications:** If an undocumented person is arrested, the decision to notify INS will be based on the following criteria:
1. If the offense is a minor traffic violation, INS will not be notified.
 2. If the offense is a misdemeanor and the person meets the citation and release criteria, a citation may be issued. INS will not be notified by the La Plata Police Department if the person is released.
 3. If the undocumented person is taken to Central Processing on a felony or serious misdemeanor (handgun violation, etc.), INS will be notified by the arresting officer.
- 31 RECOVERED STOLEN MOTOR VEHICLES:** The documenting of recovered stolen motor vehicles shall be accomplished by use of an incident report, or supplemental report as stated below. The recovery of a stolen motor vehicle shall be documented on a supplement if the original stolen motor vehicle report was originated by the La Plata Police Department. A full incident report shall document the recovery of an allied agencies vehicle.
- A. La Plata Jurisdiction:** If the vehicle was originally reported stolen from the jurisdiction of the La Plata Police Department, the recovering officer shall attempt to process the vehicle for any evidence.
1. The investigating officer shall have the on-duty Communications Specialist attempt to make telephone contact with the registered owner/reporting person, when feasible, to take disposition of the vehicle, if possible. If telephone contact cannot be made, the vehicle will be impounded for safekeeping.
 2. If telephone contact can not be made, then the investigating officer shall document that on the Town of La Plata Impound Report.
 3. The attempts to contact the registered owner/reporting person shall be documented within the narrative portion of the recovering officer's report, to include date, time and phone number called. Additionally, the name and identification number of the officer or Communications Specialist clearing the vehicle from the NCIC computer shall be recorded within the report.
 4. The NCIC paperwork clearing the stolen motor vehicle and a separate "No Hit" showing the vehicle was removed from the computer will be attached to the incident report.

5. Proper notation is to be made in the computer entry portion of the report.
- B. Recovered in Other Jurisdiction:** If the vehicle is recovered outside the jurisdiction of La Plata:
1. The investigating officer shall attempt to obtain the following information from the recovering allied agency:
 - a. Where was the vehicle recovered?
 - b. When was the vehicle recovered?
 - c. Who recovered the vehicle?
 - d. Were any suspect(s) (charges) or leads located with the vehicle?
 - e. Is there any physical evidence with the recovery?
 - f. Has the evidence or vehicle been processed?
 - g. What is the condition of the vehicle?
 - h. Has the registered owner/reporting person been notified, and when?
 - i. The locating agencies incident number.
 - j. Whether the tags were recovered with the vehicle.
 - k. Any other information pertinent to the investigation?
 2. The investigating officer shall attempt to contact the registered owner/reporting person, regardless of the other agency's information, to confirm the notification.
 3. The NCIC paperwork clearing the stolen motor vehicle and a separate "No Hit" showing the vehicle was removed from the computer will be attached to the incident report.
- 4.** Proper notation is to be made in the computer entry portion of the report.
- C. Stolen From Allied Jurisdiction:** If the vehicle was originally reported stolen from an allied jurisdiction, the following procedures shall be adhered to:
1. The recovering officer shall process the vehicle, when a hold for prints notice is on the hit, for any physical evidence, if available, and request the on-duty Communications Specialist notify the originating allied agency of the following information:
 - a. Where the vehicle was recovered;
 - b. When the vehicle was recovered;
 - c. Who recovered the vehicle;
 - d. If any suspect(s) (charges) or lead(s) were located with the vehicle;
 - e. What physical evidence, if any, was located with the vehicle;
 - f. The status of any evidence;
 - g. Where the vehicle is being stored;
 - h. What the condition of the vehicle is;
 - i. Whether or not the registered owner/reporting person has been notified, and when;
 - j. All appropriate NCIC computer work is to be attached;

- k. Proper notation is to be made in the computer entry portion of the report; and,
- l. Any other information pertinent to the investigation?