

# La Plata Police Department – General Order

	Title: <b>LOJACK Vehicle Recovery System</b>		Order #: <b>655</b>	
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Approved by: <b>Chief Carl Schinner</b>			CALEA 5 <sup>th</sup> Edition	
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1. **BACKGROUND:** The LOJACK Tracking System is a stolen vehicle locator system, which allows law enforcement agencies to find stolen vehicles equipped with the LOJACK transmitter. The transmitter is activated remotely by LOJACK once the vehicle is reported stolen to law enforcement and entered into the MILES/NCIC System. The transmitter sends a signal that can be received by any LOJACK equipped police vehicle or allied law enforcement helicopters. The LOJACK receiver will provide the officer with the direction of the stolen vehicle relative to the police vehicle, and give a five-digit reply code that will identify the vehicle.

**2. PURPOSE:**

- a. To establish policy and procedures for the operation of the LOJACK vehicle recovery system.
- b. To establish operational guidelines, notification and reporting procedures.
- c. To establish training and maintenance procedures.

**3. POLICY:**

- a. Upon receiving a report of a stolen LOJACK equipped vehicle, the appropriate information will be entered into MILES/NCIC through routine procedures. This stolen vehicle entry in MILES/NCIC will automatically activate the LOJACK system in the stolen vehicle.
- b. When a signal is received from an activated LOJACK, the officer will first assess the identifier and ensure that the identifier is not indicative of a training unit. Once the identifier is verified as emanating from a stolen vehicle, the officer will notify Communications and request verifications of the five-character identifier through the appropriate MILES query. Teletype will then provide the officer with a complete description of the stolen vehicle, based on the MILES/NCIC and stolen vehicle identifier returns.

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- c. Once the stolen vehicle is observed, all procedures governing vehicle pursuits will be strictly adhered to. No exceptions to the policy will be made simply due to the LOJACK hit.
- d. If a LOJACK hit leads into a neighboring jurisdiction, officers will cause Communications to contact that jurisdiction to advise them of the track and vehicle description.
  - i. If the signal strength indicator indicates that the vehicle is nearby, the officer shall coordinate his efforts with the neighboring jurisdiction until relieved by the neighboring jurisdiction's police vehicle, equipped with tracking equipment, or until the stolen vehicle is located and recovered.
  - ii. If the signal strength indicates the vehicle is not nearby, the neighboring jurisdiction will be provided with the vehicle description and the last known direction of the vehicle.
  - iii. Continuation of vehicle tracks into neighboring jurisdictions will be at the discretion of a supervisor.
- e. If another jurisdiction tracks a stolen vehicle into La Plata, a supervisor should attempt to have a Departmental LOJACK equipped vehicle assume the track. If no departmental LOJACK equipped vehicles are available, and the other jurisdiction wishes to continue the track, the supervisor will monitor the tracking and assign officers to assist, if possible.
- f. When a police LOJACK equipped vehicle receives a LOJACK reply code indicating the detection of a stolen vehicle, the officer will immediately notify Communications and provide the reply code. Communications will make an entry and query the reply code into MILES/NCIC following all procedures as outlined in MILES Message No. 97-0173 and No. 97-0284. Communications will receive and transmit to the officer a complete description of the stolen vehicle, including color once the hit is confirmed.
- g. The officer will then notify a dispatcher of his location and the status of the LOJACK hit, while also notifying a supervisor of the hit.
- h. A supervisor will monitor the tracking progress. The supervisor may assign additional cars and any other resources available to assist with the tracking. No other units will become involved in the tracking without the approval of a supervisor.

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- i. Off-duty officers receiving alert signals will contact a dispatcher in the appropriate district and advise the dispatcher of the alert. If an on-duty LOJACK equipped officer is unavailable to respond and pick up on the off duty officers hit, the off duty officer will continue the tracking until completed or relieved by another officer with LOJACK.
  - j. Every officer initiating a vehicle theft report shall ask the complainant if the vehicle is equipped with the LOJACK systems. A positive response shall be noted in the narrative of the report. Regardless, officers will follow all established procedures for notifying Communications of a stolen vehicle report, so the vehicle can be entered into MILES/NCIC.
  - k. The investigating officer shall ensure that the vehicle information is immediately entered into the MILES/NCIC regardless if a vehicle is equipped with LOJACK. Officers need to keep in mind that a stolen vehicle equipped with LOJACK will not be activated until the MILES/NCIC entry is made by Teletype.
  - l. Various police vehicles will be equipped with a LOJACK receiver to identify a stolen vehicle signal. A supervisor may request an allied agency for air support to search an area for a signal if they believe that a LOJACK equipped vehicle is nearby.
  - m. When the stolen vehicle is recovered, it will be necessary to deactivate the LOJACK signal. This will be accomplished by immediately sending a vehicle recovery teletype. When this information is entered into MILES/NCIC, the radio signal will deactivate. The officer shall note in his report that the vehicle recovery was a result of utilizing LOJACK. This process will be the responsibility of Communications once they are notified by an officer of the stolen vehicle recovery. This notification to Communications and the vehicle recovery teletype will be made as soon as possible.
4. **TRAINING:**
- a. Officers assigned to a vehicle equipped with a LOJACK vehicle recovery system must be trained in the use of the LOJACK system and will not operate a LOJACK system prior to successfully completing the required training. Officers operating a vehicle equipped with the LOJACK system, but lack the training in its operation, will not utilize the system in any way.
  - b. Communications/Teletype personnel will also receive training by LOJACK. Communication/Teletype personnel who have not received this training should not participate in the LOJACK hit process, but should instead notify a supervisor so a trained operator can assist in the process.

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- c. Training will be provided by personnel from the LOJACK Corporation.

## 5. EQUIPMENT:

- a. LOJACK equipment consists of the control head, tracking computer, and antenna system.
- b. The LOJACK Corporation is solely responsible for the installation, maintenance, and removal of the equipment for Departmental vehicles.
- c. Employees are not permitted to install, remove, or perform maintenance on any LOJACK equipment.
- d. LOJACK equipment will not be installed, removed, or transferred to another vehicle without prior authorization from the Office of the Chief of Police.