Chapter 16 - Letter "M"

• 4-16/005.00 - Malicious Mischief

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/005.00 MALICIOUS MISCHIEF			See "Vandalism."

• 4-16/007.00 - Marijuana

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/007.00 MARIJUANA Marijuana			See Cannabis

• 4-16/010.00 - Mentally Ill Persons

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/010.00 MENTALLY ILL PERSONS			For line procedures, see volume 5, chapter 9. The Crisis Negotiations Team (CNT) and/or the Mental Evaluation Team (MET) may assist field personnel in the following instances: • Suspect is a danger to himself/others; • Barricaded suspect/emotionally disturbed; • Bizarre behavior/violent; and/or • Threat of suicide in progress, i.e. jumpers, self-inflicted injuries (gun, knives, etc). Field personnel to contact MET (available from 1700 to 0100 hours daily) and/or CNT (available 24 hours daily) through SCC, and should be contacted for situations with a tactical solution such as barricaded mentally ill individuals and attempt suicide in progress. When available, MET is a resource that should be considered along with requesting CNT due to their quick response and coordination abilities with CNT pending CNT's arrival. CNT has exclusive availability to the Mental Health Alert Team and Department of Mental Health psychiatrists and psychologists who are specially trained in hostage, barricade and attempt suicide situations. For crimes committed by barricaded, alleged mentally ill suspects, or in those situations where notification to SEB is recommended (section 5-06/110.65) field personnel shall contact SEB who will automatically contact CNT. In situations where SEB is not responding, CNT should be contacted through SCC.

Alleged mentally ill - emergency detention	SH-R-49 MH 302 URN 46	Station/unit patrol I	If the MH 302, 72-Hour Detention for Evaluation and Treatment application is issued and signed by a deputy, it will be included in the station/unit URN file along with: • Copy of the report and application; • Original receipt for valuables; and • Original receipt for transportation. Reports and application must accompany a patient transported by a deputy to any of the following designated area hospitals: • LAC/USC Medical Center, Unit III; • Olive View County Hospital; • Harbor/UCLA Medical Center; or • Any other Department Mental Health designated facility. **NOTE:** If available, MET should be requested via SCC to respond for assessment and appropriate placement of the alleged mentally ill person. The Department does not transfer patients when requested from one of the above hospitals to another. Deputies shall advise hospitals of pending "Holds" for criminal charges. station/unit personnel handling the hold shall advise hospitals of hold status. Reports shall be taken for the following reasons: • when a person, whether admitted or not, is taken by a deputy to any of the aforementioned hospitals; and/or • when transporting a patient to the Regional County Department of Mental Health Service Office (clinic). **NOTE:** The assignment will be concurrent with Homicide Bureau when alleged mentally ill person is unidentified. Code 461 - Person mentally ill.

Escape or unauthorized leave from mental institution:			
-Court committed, judicially committed juvenile or adult patients	SH-R-49 URN 46	Station/unit patrol I	Confer by phone with Mental Health Liaison Officer regarding apprehension and placement of authorized and unauthorized leave patient or escapee. Code 462 - Person mentally ill escape.
-CYA committed patients	SH-R-49 URN 32	Station/unit patrol A	Escapees from California Youth Authority (CYA) Southern Reception Center in Norwalk. Code 323 - Escape
-Conservatee			(See below)
-Other - involuntary detained patients	SH-R-49 MH 302 URN 46	Station/unit patrol	Seventy-two hour commitments for observation (5150 WIC). After review, may reassign to station/unit detectives for disposition and made an active assignment. For release of information policy, refer to Miscellaneous Administrative Procedures, Release of Information to the General Public and the Media (section 3-09/090.10).
Escape, juvenile from Sheriff's custody	SH-R-77	Station/unit patrol A	Supplemental report to original report. Assignment to station/unit detectives where escape occurs.
Conservatee, apprehension, custody, delivery of	SH-R-49 URN 46	Station/unit patrol I	Refer conservator to assigned unit. The assigned unit shall initiate the first report. Submit written request and certified copy of the judicial commitment documents or certified copy of documents establishing conservatorship with the report. Code 461 - Person mentally ill.

• 4-16/015.00 - Military Personnel

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/015.00 MILITARY PERSONNEL	See under appropriate crime classification		Notify senior shore patrol officer in Long Beach if arrestee is a member of any branch of the service. See "AWOL."

• 4-16/020.00 - Missing or Found Persons

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/020.00 MISSING OR FOUND PERSONS			For Line Procedures see volume 5, chapter 9.
Missing adult	SH-R-12 URN 40	Homicide Bureau, Missing Persons Detail A	Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay. Except existing Missing Person Reports from outside agencies. Outside agencies making a request to relinquish an existing Adult Missing Person Report investigation, shall be advised to contact the Homicide Missing Person Detail directly. Upon acceptance of the existing investigation, the Missing Person Detail will direct the requesting agency to the appropriate LASD station to file a report. The Missing Person Detail will also contact the LASD station to advise of their approval to accept the report. Station/unit to send missing person JDIC message, enter into NCIC Missing Person file within one hour of taking report. By the end of the shift, send Missing Person Report (SH-R-12) via fax to Homicide Bureau, Missing Persons Detail. Mail original report along with photographs and attachments to Homicide Bureau Missing Person Detail.

Notify Homicide Bureau, Missing Persons Detail by telephone when missing person is:

- Elderly;
- Suffering from Alzheimer's disease;
- Suffering from severe mental or physical handicap;
- Suffering from advanced senility;
- Missing under suspicious circumstances;
- Missing with any condition requiring continuing medication or care;
- Infected with a highly communicable disease; and
- Suicidal.

NOTE: Use Homicide Bureau, Missing Persons Detail, on “internally route to” line.

While still conducting the investigation, the deputy taking the missing person report on above situation(s) or their supervisor shall notify Homicide Bureau, Missing Persons Detail, by telephone, and furnish the following information:

- Deputy's name, employee number, URN, and time report taken;
- Missing person's name, address, race, date of birth, physical description, and telephone number;
- Location, date, and time last seen;
- If vehicle involved, description and license number;
- Clothing worn and availability of photographs;
- Circumstances of disappearance; and
- Name, residence and business address, and telephone numbers of informant.

Enter into NCIC within one hour of taking report and FAX a copy of the report to Missing Persons Detail by the end of shift.

Enter vehicles into SVS as missing person's vehicle.

Station/unit shall follow Homicide Bureau, Missing Persons Detail, instructions relative to any further action. Homicide Bureau, Missing Persons Detail, shall send necessary missing person’s messages on reports other than those mentioned above.

			Code 400 - Adult, missing, lost, or found. In mountain rescue cases where the victim resides outside Los Angeles County, the Missing Person Report (SH-R-12) shall contain the effort-hours used (by rank) of all deputy personnel; if emergency overtime granted, the number of hours used; equipment used; equipment and supplies expended or lost. Two copies of the report shall be sent to Fiscal Administration. Supplies expended include food served to rescuers.
Adult reported missing is subsequently found	SH-R-12	Patrol Inactive	When information is obtained concerning the location or return of an adult previously reported missing, station/unit shall notify Homicide Bureau, Missing Persons Detail **immediately**. A Found Person Report (SH-R-12C) shall be written. When an outside agency's missing person is found, a Found Person Report (SH-R-12C) shall be written. The station/unit secretary shall send a JDIC locate to the outside agency. The case shall be assigned to patrol and made inactive. No further action is necessary. Code 404 - Outside agency missing person found

Unidentified person found, alleged mentally ill person, etc.	SH-R-12 URN 40	Station/unit detective A	On all cases involving unidentified found persons, every effort shall be made to determine the identity of the person. When unable to identify, notification shall be made to Homicide Bureau, Missing Persons Detail. Station/unit shall fax a copy of all reports to the Homicide Bureau, Missing Persons Detail, who will assist station/unit detectives in the investigation. Station detectives shall retain investigative responsibility. All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards, and photograph. (Request for photograph and fingerprints may be made through Scientific Services Bureau, Identification Section.) Forward identification data to Homicide Bureau, Missing Persons Detail. Code 461 - Person mentally ill Code 400 - Found adult
Courtesy reports for missing persons			For more general information see section 4-01/020.35, section 4â€‘01/060.10, and section 4-06/080.00. Follow Line Procedures in volume 5, chapter 9.
-For Other agencies	SH-R-12 URN 40	Homicide Bureau A	All missing person courtesy reports shall have the same assignment and URN as active cases for our own Department. Enter into NCIC within one hour of report. Forward the report to Homicide Bureau, Missing Person's Detail. They will be responsible for contacting the respective agency for approval of assuming the investigation. Document which agency has jurisdiction **and use code 403 - Courtesy report for other agencies.**

Missing children - including parental/family abductions	SH-R-12 URN 40	Station/unit detective A	If the missing person is a child and is not located within 30 days, station/unit detectives shall obtain dental records and x-rays. If the missing child is under 18 years of age and "at risk," this procedure must be completed within 24 hours. Station personnel are responsible for notifying the California Department of Justice (DOJ) of the missing person and for monitoring the investigation until resolved. Parental abduction cases shall be filed with the District Attorney's Special Crimes Division, Child Abduction Section, unless otherwise directed by that section. No filings shall be presented to local station/unit area District Attorney's offices. Code 402 - Juvenile, lost, runaway, or missing.
Children under 12 years of age, including parental/family abductions			Entry into NCIC within one hour of taking the report. The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation of the missing person or runaway and to the agency where the missing person resides if different from station/unit taking the report.
Children, suspicious circumstances, at risk or homicide suspected			Entry into NCIC within one hour of taking the report. Station/unit to send a copy of the report and when possible, dental records and x-rays to DOJ within 24 hours. SRD - Homicide Bureau, Missing Persons Detail.

All others			Includes missing adults or missing children or Parental/Family Abducted Children not covered above. If applicable, a criminal report or suspicious circumstances report shall be taken and assigned to station detectives. Enter into the Los Angeles County Regional Information System only. The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation. Entry into NCIC within one hour of taking report.
-From other agencies	SH-R-12 URN 40	Station/unit detective A	Upon receiving a written courtesy missing child or Parental/Family Abduction - Child report from another agency and the suspect is an adult, the concerned unit shall contact the Missing Person Detail prior to doing the following: • Assign a Department file number; and • Make the appropriate entries into NCIC within one hour. If during the NCIC entry process it is discovered that the originating agency entered the missing person using their agency's identifier the concerned unit shall: • Make immediate telephonic notification to the originating agency; • Request that the originating agency cancel its entry to eliminate duplicate entries; and • Query the entry again to ensure duplication has been removed. Code 402 - Juvenile, lost, runaway, or missing. **NOTE:** After assigning an URN number to these reports, they shall be handled in the same manner and procedure as Sheriff's Department missing person reports.

-For Other L.A. Sheriff's stations/unit's	SH-R-12 URN 40	Station/unit detective A	Assign an URN from the concerned station/unit. Make appropriate NCIC entries within one hour and forward/FAX the report to the concerned station/unit. Code 402 - Juvenile, lost, runaway, or missing.

Missing child (phase one, phase two)	SH-R-12 URN 40	Station/unit detective A	Follow line procedures in volume 5, chapter 9. Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay. The deputy taking the report shall have an authorized person sign the "Authorization to Release Dental/Skeletal X-rays/Photograph and Description Information of Missing Juveniles" (State form SS 8567) and the "Notice to Person Reporting Missing Person" on the reverse side of the Missing Person Report (SH-R-12). Within 24 hours of taking the missing person report, the station/unit detectives shall obtain dental records and x-rays. Entry into NCIC shall be made within one hour of taking the report. This entry must be canceled when the child is located. This entry can be cancelled by station secretaries. If the missing child is not located within 30 days, station/unit detectives shall check with the coroner's office regarding unidentified coroner cases and obtain dental records and x-rays. Station/unit detectives shall retain the responsibility for the investigation and updating computer systems. Local JDIC broadcast is sent at the discretion of the station/unit detective. On children 7 years of age or under, send local JDIC "Be on the Lookout" (BOL) broadcast if missing only; send statewide broadcast and BOL when a crime, suspicious circumstances or "at risk" situations are involved. Broadcast is to be canceled when the child is found. URN to be assigned immediately. SRD - Department of Justice. Code 402 - Juvenile, lost, runaway, or missing.

Missing child (phase three)	SH-R-12 URN 40	Station/unit detective A	Follow line procedures in volume 5, chapter 9. Notify Sheriff's Information Bureau if the missing child is 7 years of age or under and has not been located after four (4) hours, or if the child is under 18 years old and missing for four (4) hours under an "at risk" situation. In case of an accident where search or rescue operations are an issue, the primary case shall be assigned to station/unit detectives, with concurrent assignment to station/unit patrol. Notify the unit commander immediately. In cases of routine runaway, estranged parent abduction, no indication of foul play or homicide, or other cases not listed, assign to station/unit detectives.
Children missing in mountain areas	SH-R-12 URN	Station/unit detective A	Handle in same manner as for a critical age (i.e., 16 years of age or under) child, under "Missing Children." Notify Emergency Services Detail and station/unit detectives at once. Designate SRD copy to Emergency Services Detail. Code 402 -Juvenile, lost, runaway, or missing.
Child missing but found prior to broadcast	SH-R-12 URN 40	Station/unit detective I	Code 401 - Juvenile found.
Child missing but found prior to deputy writing report	SH-CR-265 URN 40	Station/unit detective I	Code 401 - Juvenile found.

Child runaway from status offender detention alternative placement (SODA)	SH-R-12 URN 40	Station/unit detective A	A Missing Person Report (SH-R-12) shall be initiated when a child runs away from a SODA placement. Case assignment shall be determined by where the child resides. Enter into NCIC within one hour of taking report. If the child resides outside the reporting station/unit jurisdiction, the report will be a courtesy report for the agency having jurisdiction of the child's residence. Case to be handled as any other courtesy report. See courtesy reports. If the child resides in station/unit jurisdiction, the case will be assigned to that station/unit. Handle as any other missing child case. It is not necessary to have the SODA reporting person sign the Missing Person Report (SH-R-12). The SODA Report made out by the reporting person may be attached to the Missing Person Report (SH-R-12). Code 402 - Juvenile, lost, runaway, or missing.

• 4-16/023.00 - Motorcycle Clubs

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/023.00 MOTORCYCLE CLUBS			See "Gangs."

• 4-16/025.00 - Motor Vehicles - Impounded

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/025.00 MOTOR VEHICLES - IMPOUNDED			
Impounded because vehicle involved in a crime	CHP-180 URN	Station/unit detective and investigation unit, if different A	Same file number as assigned to crime. Vehicle held as evidence for investigation only. Refer to proper crime classification for report form priority and code. SVS and NCIC entry required.
Impounded vehicle involved in "Hit and run" or fatal/serious injury traffic collision	CHP-180 URN	Station/unit patrol Traffic A	Form CHP 180 is supplemental to the Traffic Accident Report under same file number. Assignment is to station/unit holding the traffic accident report. Send summary message of Form CHP 180 via JDIC if another agency's traffic accident report.
- Impounded because of unlicensed driver	CHP-180 URN 25	Station/unit patrol Traffic A	CHP-180 is supplemental to any arrest report under same file a code 255 - vehicle laws misdemeanor.

Impounded vehicle (including motorcycles, mopeds and construction equipment) with fictitious, missing, or altered serial numbers, VIN plate or papers	SH-R-49 CHP-180 URN 25	Station/unit detective A	When a vehicle or vehicle part is taken from the immediate possession of an individual and impounded, complete CHP-181 in addition to CHP-180. Notify TRAP immediately by telephone. TRAP will assist in the positive identification of an impounded vehicle with fictitious, missing, or altered serial numbers, VIN, plates, or papers. When station/unit detectives and TRAP are unable to positively identify the vehicle/part within five (5) days, station/unit detectives shall arrange for a court hearing, in accordance with 10751 CVC. CHP-181A shall be completed and sent to the individual from whom the vehicle was taken and to the registered and legal owners indicated by DMV records, if determined. If this case involves a vehicle theft ring, assign the case and follow instructions as outlined under "Motor Vehicles, Stolen," Organized Commercial Theft Ring or Operation. **NOTE:** Vehicles with VIN missing or altered shall not be handled as "recovered" even though a similar vehicle bearing the license plates which are on the impounded vehicle were reported stolen; recover the license plates and impound the vehicle for identification.

• 4-16/030.00 - Motor Vehicles - License Plates

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/030.00 MOTOR VEHICLES - LICENSE PLATES			For line procedures, see volume 5, chapter 1.

Altered plates	SH-R-49 URN 25	Station/unit detective A	Includes counterfeited plates. Copy to DMV, Sacramento. Code 252 - Altered plates.
Lost license plates	CHP-180 URN 50	Station/unit patrol A	Code 503 - Lost license plates.
Misuse of special license plates	SH-R-49 CHP 180 25	Station/unit patrol A	Seize the dealer, manufacturer, transporter, distributor, or dismantler license plate. Complete a Notice to Appear citation, owner's responsibility format and send a copy to the responsible party. Send the license plate, along with a copy of the citation, SH-R-49 and CHP 180 reports to Department of Motor Vehicles (DMV). Code 255 - Vehicle Laws, misdemeanor.
Stolen license plates	CHP-180 URN 50	Station/unit patrol A	Plates missing from a vehicle are to be considered as stolen and entered into SVS. Code 503 - Stolen license plates.
Recovered license plates	CHP-180 URN 50	Station/unit patrol I	See volume 5, chapter 1, for further information. Code 503 - Found license plates.
Stolen plates involved in another crime	SH-R-49 CHP-180 URN 50	Station/unit detective and investigation unit, if different	See assignment for particular crime. See crime classification for coding, priority, and retention. **NOTE:** Code for crime classification or as: Code 503 - Stolen license plates.

Wrong plates on vehicle	CHP-180 URN 25	Station/unit patrol A	Includes plates not issued to vehicle on which used; or out-of-date plates. Confiscate and send to DMV. Copy to DMV, Sacramento. Code 255 - Vehicle laws, misdemeanor.

• 4-16/035.00 - Motor Vehicles - License Tabs/Stickers

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/035.00 MOTOR VEHICLES - LICENSE TABS/STICKERS			
Altered or fictitious tabs/stickers or permits	SH-R-49 URN 25	Station/unit detective A	Copy of report to DMV, Sacramento. Code 252 - Altered or fictitious tabs/stickers or permits.
Stolen tabs/stickers	SH-R-49 URN 25	Station/unit patrol A	Do not enter into SVS. Code 255 - Stolen tabs/stickers or permits.
Recovered tabs/stickers	SH-R-49 URN 44	Station/unit patrol I	Code 442 - Found property.
Wrong tabs/stickers for vehicle	SH-CR-66	Station/unit patrol	Complete "notice to appear" and hold tab as evidence.
Wrong tabs/stickers on vehicle with intent to defraud	SH-R-49 SH-CR-66 URN 25	Station/unit patrol A	Complete "notice to appear" and hold tab as evidence. Complete SH-R-49 or "statement of facts" approved by local D.A.'s office.

• 4-16/040.00 - Motor Vehicles - Parts

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/040.00 MOTOR VEHICLES - PARTS			For line procedures, see volume 5, chapter 1.
Stolen identifiable auto parts and accessories	SH-R-49 URN 08 or 38	Station/unit detective A	Enter serialized parts into SVS and NCIC. SRD to TRAP. Code as applicable: 085 - Grand theft - auto parts and accessories 385 - Petty theft - auto parts and accessories
Recovered identifiable vehicle parts and other parts	SH-R-49 URN 44	Station/unit detective A	Query SVS and NCIC for any records of serialized parts. SRD to TRAP. Code 442 - Found property.

• 4-16/045.00 - Motor Vehicles - Recovered

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/045.00 MOTOR VEHICLES - RECOVERED			For line procedures, see volume 5, chapter 1. SVS requires agencies recovering another agency's reported stolen to send a "locate message" to the reporting agency as well as make an impound entry into SVS. It is mandatory that only the originating (ORI) agency clears their SVS stolen entry as recovered. If the recovered vehicle is missing component parts (engine, transmission, etc.), that fact must be noted in the locate message so the ORI may re-enter the parts into SVS as stolen when they clear the vehicle as "recovered." Local reporting agencies, upon our notification of recovery, will generally enter the stolen parts; however, out-of-state agencies and those not in this immediate area may request that we enter the stolen parts for them.
Recovered vehicle released to owner in "as is" condition	CHP-180 URN 73	Station/unit detective I	If vehicle was Sheriff's stolen, use same URN as for the stolen. Clear SVS and NCIC. Assignment is to the station/unit holding the stolen report. Trucks, trailers, and construction equipment will be assigned to station/unit detective bureau. In those cases involving the need for expertise or resources beyond those of the handling station/unit, TRAP will be notified and referral made to that unit. If outside agency's stolen, assignment is to recovering station/unit. Send summary message of form CHP 180 via JDIC if recovery is of another station/unit or agency's stolen. Enter locate into SVS and NCIC. Code as applicable: Code 733 - Vehicle recovered (other jurisdiction).

Recovered - impounded vehicle	CHP-180 URN	Station/unit detective A	If vehicle was Sheriff's stolen, use same URN as for the stolen. Clear SVS and NCIC. If Sheriff's stolen, assignment is to station/unit holding the stolen report, except for trucks, trailers, etc., as noted above. If outside agency's stolen, assignment is to recovering station/unit. Send summary message of Form CHP 180 via JDIC if recovery is of another station/unit or agency's stolen. Copy of form CHP 180 to Narcotics Bureau if narcotics found in vehicle. Enter locate into SVS and NCIC. If the vehicle is recovered burned, a separate URN shall be obtained for the arson report using the RD and address where the vehicle was recovered. Cross-reference the stolen/recovered vehicle URN, notify Arson/Explosives Detail. See 4-09/015.00. Code as applicable.
Recovered tractor or trailer taken in a cargo theft	CHP 180	Major Crimes Bureau/Cargo CATs	Immediate Notify Cargo CATs of recovery. Fax copy of 180 to Major Crimes Bureau/Cargo CATs, 310-639-1070.
Recovered - impounded stripped of major parts, equipment, items, or accessories	SH-R-49 CHP-180 URN 73	Station/unit detective A	If Sheriff's reported stolen vehicle, use original URN. If another agency's, see beginning of this section. SRD to TRAP. Enter identifiable parts into SVS and NCIC. If recovery is of another agency's stolen, only form CHP 180 is required and send a locate message via JDIC to other agency who will enter missing parts into system or request that we make the entry. Code as applicable.

Recovered - impounded vehicle and suspect known or suspected	SH-R-49 CHP-180 73	Station/unit detective A	If Sheriff's reported stolen vehicle, use original URN. Send a summary message of form CHP 180 via JDIC only if recovery is of another station/unit or agency's stolen (see above). Enter into SVS and NCIC. Code as applicable.
Recovered - impounded vehicle and another crime involved	SH-R-49 CHP-180 URN	Station/unit detective and investigating unit, if different A	SH-R-49 is the Incident Report. See assignment on particular crime for JDIC message information. Use original URN unless priority is lower on other involved crime, in which case, recovery is supplemental to the crime. Enter into SVS and NCIC.

• 4-16/050.00 - Motor Vehicles - Repossessions

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/050.00 MOTOR VEHICLES - REPOSSESSIONS	SH-R-256 URN 50	Station/unit patrol I	For line procedures, see volume 5, chapter 1. Unit receiving the repossession notice to query SVS. If query shows no record, assignment is to station/unit in whose area the repossession was made and SVS entry required. If SVS shows vehicle as stolen, assignment is to the station/unit or PD holding the stolen report. Code 501 - Vehicle repossession.

• 4-16/055.00 - Motor Vehicles - Stolen

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/055.00 MOTOR VEHICLES - STOLEN			For line procedures, see volume 5, chapter 1.
Organized commercial theft ring or operation (e.g., VIN switch or chop shop)	SH-AD-32A		Make immediate telephone notification to TRAP. Follow up with a memo to unit commander.
Embezzled vehicle			See "Embezzlement"
Stolen vehicle	CHP-180 URN 09	Station/unit detective A	Complete an SH-R-49 if there is an arrest or significant workable information. Enter into SVS and NCIC stolen vehicle file. See Code 09, Grand Theft Vehicle, for applicable classification.
Stolen vehicle: heavy duty commercial; heavy duty construction equipment(including backhoes, skiploaders, etc.); motor homes	SH-R-49 CHP-180 URN 09	Station detectives A	If theft of cargo is involved, refer to "Stolen vehicle: Cargo theft" in this section for proper reporting procedure. SRD to TRAP. SH-R-49 is the Incident Report. Complete CHPâ€‘180 on each separately licensed piece of equipment (truck, tractor, trailer, semi-trailer, auxiliary dolly); however, use one file number only. Trucks with campers require two CHP-180s; one on the truck and one on the camper. Make separate entries into SVS and NCIC for the truck and for the camper. Code as applicable.

Stolen vehicle, cargo theft,	SH-R-49 CHP-180 URN 09	Major Crimes Bureau/Cargo CATs A	Cargo theft is any theft of a vehicle laden with freight. The SH-R-49 is the incident report. The type of freight stolen shall be described in detail on the SH-R-49 and briefly on the CHP-180(s). Complete a CHP-180 for each separately licensed piece of equipment (truck, tractor, trailer, semi-trailer, chassis, auxiliary dolly); however, use one file number only. The primary victim is usually the company having possession of the vehicle containing the property at the time of the theft. Notify Major Crimes Bureau/Cargo CATs immediately. If recovered immediately with no cargo loss, refer to section 4â€‘16/045.00, Stolen Recovered Tractor or Trailers with Cargo Guidelines. If taken during the course of a robbery, refer to Hijacking under section 4-21/045.00, Robbery. Code 090 - Cargo/vehicle laden with freight.
Stolen vehicle, pickup truck, campers	CHP-180 URN 09	Station/unit detective A	Complete an SH-R-49 if there is an arrest or significant workable information. Enter campers by make and manufacturer's serial number. Enter motor homes from registration information, use chassis VIN. **NOTE:** Motor homes may be registered by using one of several different numbers: the Department of Housing issues registration plates which may bear their number (RV number) or the serial number of the body manufacturer (S number); the chassis manufacturer issues Vehicle Identification Numbers (VIN). **NOTE:** On SVS entry, use ORI code 190023. Code as applicable.

Stolen-recovered, reported simultaneously and released to owner in "as is" condition	CHP-180 URN 09	Station/unit patrol I	CHP-180 for the stolen report and for the recovered-released to owner report. Same file number on both parts. Enter both stolen and recovered reports into SVS and NCIC. Code as applicable.
Stolen-recovered impounded vehicle	CHP-180 URN 09	Station/unit detective A	CHP-180 for the stolen report and for the recovered-impounded report. Same file number on both parts. SVS and NCIC entry as impounded vehicle. Code as applicable.

• 4-16/060.00 - Motor Vehicles - Stored

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/060.00 MOTOR VEHICLES - STORED			
Stored abandoned vehicle	CHP-180 URN 44	Station/unit detective A	Form CHP-180 is the incident report. Attach copies of any JDIC message to the report. Assign abandoned heavy duty commercial and heavy duty construction vehicles (backhoes, skiploaders, etc), motor homes and campers to station/Unit detectives, along with all other abandoned vehicles. SRD to TRAP. Code 447 - Miscellaneous - noncriminal, abandoned vehicle.

Stored identifiable abandoned vehicle valued at $300 or less	CHP-180 DMV REG. 462 URN 44	Station/unit detective A	CHP-180 is used to store the vehicle. If the vehicle is identifiable, i.e., has its Vehicle Identification Number (VIN), and CLETS/DMV query indicates "No Record on File," station/unit detectives/traffic investigators may authorize the immediate disposal of the vehicle as junk, utilizing DMV form REG. 462 with a copy of the CLETS printout for tow company records. Code 447 - Miscellaneous - noncriminal.
Stored vehicle resulting from an arrest	SH-R-49 CHP-180 URN	Investigations Unit A	Use URN from arrest report. If arrest report not required, such as an arrest for a warrant, assign an URN. For stored vehicle report, CHP-180 is a supplemental report to the arrest report.

• 4-16/065.00 - Motor Vehicles, Wanted, Crime Involved

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/065.00 MOTOR VEHICLES, WANTED, CRIME INVOLVED			See volume 5, chapter 5, for SVS entries.

• 4-16/067.00 - Motor Vehicles, Wanted, Missing Person

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/067.00 MOTOR VEHICLES, WANTED, MISSING PERSONS			See volume 5, chapter 5, for SVS entries.

• 4-16/070.00 - Motor Vehicles, Yards

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/070.00 MOTOR VEHICLES, YARDS			
Wrecking yards, dismantlers, and repair or rebuilding shops	SH-AD-32A		

• 4-16/075.00 - Murder

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/075.00 MURDER			See "Homicide."