

## 5-01/030.10 - Stolen Vehicle Report

The Deputy shall prepare an original of a CHP-180 and shall be responsible for seeing that the report data for SVS is submitted immediately once the report is signed.

The Deputy shall indicate on the CHP-180 the estimated value of both stolen and recovered vehicles.

When a stolen vehicle report is taken, the following procedures shall apply:

- Assign an URN to the report;
- Use abbreviated URN for SVS;
- Enter the required data in SVS.

Reports shall be filled out and signed in #2 pencil or black ink. Duplication for distribution requirements shall be by means of typing or use of a copying machine.

The File Control Number (FCN) indicating entry of the stolen vehicle in SVS, shall be written on the CHP-180 and distribution shall be as follows:

- Image into electronic archive SECDA;
  - Original signed CHP-180;
- To Unit;
  - Sufficient copies of the CHP-180 to meet Unit needs.

When the original stolen vehicle report is made by a Sheriff's Unit, all subsequent reports on the same case shall be reported under the same original URN and shall be supplemental reports.

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