5-01/100.30 - "Dummy" Recovery Reports

When this Department has made a stolen vehicle report, it will at times be necessary to prepare a "dummy" recovered vehicle report to offset the stolen report.

Dummy recovery reports shall be made when reliable information is received to the effect that:

- Sheriff's reported stolen vehicle has been recovered and for some reason the message of the recovery data had not been received;
- Sheriff's reported stolen vehicle has been repossessed; or
- Sheriff's stolen vehicle report is found to have been taken by mistake.

The deputy preparing the dummy recovery report shall be responsible for:

- Preparing the recovered report on a CHP-180; and
- Plainly marking the report "dummy" at the top of the form and attaching any substantiating information to the CHP-180.

The report shall be processed as follows:

- Assign the same URN which was assigned to the original stolen; and
- Send the "clear" data to SVS.

After indicating the FCN on the CHP-180, distribution shall be as follows:

- Image into electronic archive SECDA;
  - Original CHP-180;
- To TRAP - if assigned to TRAP;
  - One copy of the CHP-180;
- To unit;
  - Sufficient copies for unit needs.