

## 5-01/110.05 - Stolen/Lost License Plates

The Deputy taking the report of a stolen or lost license plate shall be responsible for preparing a stolen or lost plate report on the appropriate side of a CHP-180 as follows:

- Complete the uppermost portion of the form;
- Write the words - PLATE ONLY - across the spaces marked year, make, model and body type and provide license plate information;
- Provide registered owner (R/O) information;
- Complete suspects section, if applicable;
- Assign an URN to the report;
- Provide the following information in remarks section:
  - Indicate whether one or two plates involved; and
  - Brief statement regarding circumstances;
- Obtain signature of person making stolen or lost plate report; and
- Signature, title and employee number of reporting Deputy.

The Deputy shall advise the person making the report of the owner's responsibility to notify DMV per Vehicle Code sections 4457 and 4458.

Station/Unit secretaries shall be responsible for:

- Processing of the report as follows:
  - Send a stolen plate message to SVS and note the FCN on the CHP-180; and
  - Make duplicate copies of the stolen plate report.

Distribution of the report as follows:

- Image into electronic archive SECDA;
  - Original signed CHP-180;
- To Unit;
  - Sufficient copies for Unit needs.