

## 5-01/110.10 - Recovered/Found License Plates

The Deputy taking a report of a recovered or found license plate shall be responsible for first making a query to SVS for any record of a stolen.

If SVS shows the plate as stolen, the Deputy shall be responsible for preparing a recovered plate report on the appropriate side of a CHP-180 as follows:

- Complete the uppermost portion of the form;
  - If recovery of Sheriff's stolen, use same URN as on stolen and mark report as "supplemental" along the top margin of the form. If recovery of another agency's stolen, obtain URN;
- Write the words - PLATE ONLY - across the spaces marked year, make, model and body type and provide license plate information;
- Indicate whether or not license number is clear in SVS;
- If recovery of another agency's stolen, provide name, date and case number. If LASD stolen, show name and date only;
- Complete R/O information;
- Provide following information in remarks section:
  - Indicate whether one or two plates involved;
  - Location of occurrence;
  - Arrest made, if any; and
  - Brief statement regarding circumstances;
- Signature, title and employee number of reporting Deputy.

Station/Unit secretaries shall be responsible for:

- Processing of the report as follows:
  - Send a "locate" or "clear" message to SVS and indicate the FCN on the CHP 180; and
  - Make duplicate copies of the recovered plate report.

Distribution of the report as follows:

- Image into electronic archive SECDA;
  - Original of CHP-180;
- To agency or Station/Unit (reporting stolen);
  - Copy of CHP-180;
- To Unit;
  - Sufficient copies for Unit needs.

If SVS does not show a record of the plate as stolen, the Deputy shall be responsible for preparing a found 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;
- Complete R/O information;
- Provide the following information in remarks section:
  - Indicate whether one or two plates involved;
  - Location of occurrence; and
  - Brief statement regarding circumstances
- Signature, title and employee number of reporting Deputy.

Station/Unit secretaries shall be responsible for:

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

Distribution of the report as follows:

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