



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE:	NO. PAGES: 1 of 3	NUMBER: 6.2.04
SUBJECT: GRAND THEFT MOTOR VEHICLE AND UNAUTHORIZED USE INVESTIGATIONS			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Edward F. Lohn, Chief</i>			

PURPOSE: To establish guidelines to report and investigate Grand Theft Motor Vehicle (GTMV) and Unauthorized Use of Motor Vehicle offenses.

POLICY: After an investigation, officers shall confer with a supervisor to determine which crime, if any has occurred. Locate for Owner or Property Lost reports shall no longer be made in connection with missing autos.

PROCEDURES:

- I. To make a GTMV or Unauthorized Use of a Motor Vehicle report officers shall obtain all information needed to complete a Record Management System report. This report shall contain the following:
 - A. For missing auto incidents not received from dispatch (on-view, lobby, etc.) check with VIU, channel seven, to determine if the vehicle has been impounded or repossessed. If impounded, advise the complainant how to obtain a release. If repossessed, advise the complainant and no report will be taken.
 - B. The Vehicle Identification Number (VIN).
 - C. License plate and validation sticker, if applicable.
 - D. A complete description of the vehicle, including any outstanding features, accessories, or damage which would make the vehicle unique among others of the same make and model.
 - E. Witnesses and interviews.
 - F. Suspects and suspect vehicles.

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- G. Stolen property (property valued at \$5,000.00 or more, excluding accessories, shall require the “hold for processing” block to be checked and a notation at the beginning of the narrative stating, “hold for processing/valuable cargo”).
 - H. Damaged property.
- II.** When a semi-tractor with a trailer attached is stolen, each will be entered on a separate stolen vehicle section of the RMS report. If the semi-tractor engine type, size, make, and serial number, or the transmission make, serial number, and number of gears are available at the time the report is made, they shall be obtained and entered in the stolen property section of the RMS report.
- III.** When a vehicle with a boat trailer attached is stolen, the trailer will be entered on a separate stolen vehicle section of the RMS report. If a boat is also stolen it shall be entered on a separate section of the RMS report.
- A. Verify the information provided by the complainant is accurate by:
 - 1. Proper identification of the complainant and verification of ownership documents for the vehicle.
 - 2. Computer checks of the complainant and/or the owner’s name and Social Security number, license plate, V.I.N.
 - B. Confer with a sector supervisor to determine the proper RMS report title.
 - C. When a GTMV or Unauthorized Use of a Motor Vehicle report is made, officers shall complete, and the complainant shall sign, the Division Unauthorized Use/Stolen Vehicle Statement (Appendix). A report shall not be made unless the statement is signed.
 - D. The officer completing the RMS report shall forward the top portion of the statement to the Auto Theft Unit via Division mail. The bottom portion containing the advisement shall be provided to the complainant.
 - E. Assigned field units shall search the area for the vehicle or evidence connected with the theft.
 - F. The reporting officer shall request the Communications Control Section (CCS) to make an all channels broadcast to include the vehicle information

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(year, make, model, color, license, and other known information), any suspect information, and/or the direction of travel.

- G. The RMS report completed by the officer shall immediately be faxed to the Report Intake Unit by the OIC.

IV. Complainant lacks ownership papers:

- A. When the person qualified to report a stolen motor vehicle does not have the documentation to verify to VIN and/or license plate number, the officer shall consult with a sector supervisor to determine whether a GTMV or Unauthorized Use of a Motor Vehicle (Incomplete) RMS report shall be made.
- B. If a GTMV or Unauthorized Use of a Motor Vehicle (Incomplete) RMS report shall be made, the officer shall inform the complainant of the following:
 - 1. The information contained in the report is incomplete and will not be entered until the owner provides the necessary information to complete the report. The officer shall provide the complainant with the RMS number and advise them to provide it when they call to complete the report. The Unauthorized Use/Stolen Vehicle Statement must still be signed by the complainant and forwarded to the Auto Theft Unit.
 - 2. The complainant will call (216) 621-1234 with the information necessary to complete the report. The original RMS number shall be used to complete the report. CCS personnel are responsible to complete incomplete GTMV and Unauthorized Use of a Motor Vehicle reports.