



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: DECEMBER 8, 2004	REVISED DATE:	NO. PAGES: 1 of 2	NUMBER: 6.2.15
SUBJECT: <b style="text-align: center;">THE NATIONAL MOTOR VEHICLE TITLE INFORMATION SYSTEM (N.M.V.T.I.S.) HOLD NOTICES			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <b style="text-align: center;"><i>Prioleau Green, Acting Chief</i>			

PURPOSE: To set guidelines for utilizing the NMVTIS Hold Notices.

POLICY: The Cleveland Division of Police shall cooperate with and utilize N.M.V.T.I.S.

PROCEDURES:

- I. When an NMVTIS Hold Notice comes to the attention of an officer they shall:
 - A. Obtain a computer check of the V.I.N.
 - B. If LEADS or NCIC shows the vehicle in question as stolen, contact the originating agency and if necessary have the Message Center send a Teletype for hit confirmation.
 - C. If the hit confirms the vehicle as a stolen vehicle, the vehicle shall be impounded, the person(s) with the vehicle identified, and a supervisor notified of what other action is warranted at the time (arrest, named suspect).
 - D. If the confirmed hit shows the vehicle is NOT stolen, the officer shall have the agency originating the report; remove the vehicle from LEADS and/or NCIC. Once that is completed the NMVTIS Hold will be removed.
 - E. If the officer's investigation reveals that the vehicle has been recovered minus the special parts (engine, transmission, VIN plate) the officer shall contact Ohio BMV Title Section at 614-752-7671. The BMV can override the theft entry and the Hold will be temporarily removed so that the person can obtain a title.

- F. If the identity of the vehicle is in question, the officer shall have the vehicle towed to Lot Two for VIN processing and for Auto Theft Unit follow up.

II. The Report/Message Center shall:

- A. Assist the investigating officer with verification of local thefts and Teletypes sent to outside agencies for hit confirmation.
- B. Assist with the recovery or removal of property from LEADS and/or NCIC.
- C. The Report Center shall not enter stolen vehicle parts into LEADS and NCIC (EXCEPT FOR ENGINES, TRANSMISSIONS, VIN PLATES) in order to prevent any false NMVTIS Hold notices.
- D. The stolen vehicle parts however shall remain in the RMS system until recovered.

III. The Auto Theft Unit shall:

- A. Assist officers with questions arising from a NMVTIS Hold.
- B. Process vehicles for VIN numbers if the identity of the vehicle is in question.
- C. Assist with policy and/or procedure regarding NMVTIS.

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N.M.V.T.I.S. HOLD NOTICES

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Policy & Procedures