OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 10

July 20, 2016

SUBJECT: MOTOR OR OTHER IDENTIFYING NUMBER - REVISED

PURPOSE: The purpose of this Order is to revise Department Manual Section 4/220.90, Motor or Other Identifying Number. Vehicle identification and/or motor number locations will no longer be obtained through Burglary Special Section. They will now be obtained from Commercial Auto Theft Section, Commercial Crimes Division.

PROCEDURE: This Order revises Department Manual Section 4/220.90, Motor or Other Identifying Number.

AMENDMENT: This Order amends Section 4/220.90 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION “D”
220.90 MOTOR OR OTHER IDENTIFYING NUMBER. An employee at the scene shall examine and record on appropriate reports, the Vehicle Identification Number (VIN), and if possible, the motor number, or the number stamped on the frame. Number locations may be obtained from:

- Area investigating officers; or,
- Commercial Auto Theft Section, Commercial Crimes Division.

Any indication that a number has been altered shall be reported on the Vehicle Report, CHP Form 180, and/or the Vessel Report, Form 12.08.00. The vehicle and/or vessel shall be impounded, and a hold shall be placed on the vehicle and/or vessel for the Area investigating officer, not Commercial Auto Theft Section, Commercial Crimes Division. During normal business hours, the Area investigating officer shall be notified telephonically (also see Conveyances Subject to Seizure, Department Manual Section 4/222.16).

Prior to impounding any vehicle and/or vessel, the employee shall check the VIN and license number through the Stolen Vehicle System (SVS) or Automated Boat System. Prior to submitting the Vehicle Report, and/or the Vessel Report, for approval, an SVS teletype shall be attached for retention in the Area.