

<i>TYPE OF ORDER</i>	<i>NUMBER/SERIES</i>	<i>EFFECTIVE DATE</i>	<i>ISSUE DATE</i>
General Order	#05 Series 2004	4/11/04	04/9/04
<i>SUBJECT TITLE</i>		<i>PREVIOUSLY ISSUED DATES</i>	
Stolen Auto Report/Witness Statement			
<i>REFERENCE</i>		<i>RE-EVALUATION DATE</i>	
<i>SUBJECT AREA</i>		<i>DISTRIBUTION</i>	
		All Personnel	

The memorandum will establish a supplemental Stolen Auto Report/Witness Statement.

PURPOSE:

The Stolen Auto Report is designed to ensure that the complainant, reporting the auto stolen, truly believes that the auto has been taken without his knowledge or consent, and that he has not loaned or traded the auto and is now unable to retrieve it. If this is not the case, then it should be explained to the complainant that a "Try and Locate," rather than a stolen auto report will be filed.

The signed witness statement will serve as the official form for the CIF package. Therefore, it will not require the complainant to go to the Investigative Division when their car has been recovered.

REPORTING OFFICER'S RESPONSIBILITY:

It shall be the responsibility of all officers, taking a stolen auto report, to insure that the witness statement is explained to the complainant and then signed by the complainant. The officer will then ensure that the proper CCR# is affixed to the witness statement and that the statement is forwarded through the main office of Central Station.

These forms will be available at all Police sub stations and at Central Station. They will be collected, filed and maintained by Detective Bernard Gannon.

APPROVED:

DEAN M. ESSERMAN
COLONEL
CHIEF OF POLICE