



**SOUTH COAST BRITISH COLUMBIA  
TRANSPORTATION AUTHORITY  
POLICE SERVICE**

**STOLEN VEHICLES**

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**POLICY**

**Definitions**

Designated Constables – The Transit Police police officers appointed by the Police Board.

JPD – The Jurisdictional Police Department.

Member – Designated Constable, the Chief Officer or a Deputy Chief Officer of the Transit Police.

OCC – The Operations Communication Centre of the Transit Police.

Transit Police – The South Coast British Columbia Transportation Authority Police Service.

**Authority**

1. Transit Police response to incidents of stolen vehicles will be in compliance with the Memorandum of Understanding between the Transit Police and JPDs.

**General**

2. The Transit Police will provide for the proper processing and investigation of reported or recovered stolen vehicles to further criminal investigations.

**PROCEDURES**

**Report of Stolen Vehicle**

3. When a vehicle owner (or complainant if different) reports a stolen vehicle to a Member, the Member will take an initial report, capturing the incident details.

4. The Member will provide the OCC Dispatcher with the information, obtaining a General Occurrence (GO) Number for the vehicle owner and advise the vehicle owner that the file will be transitioned to the Jurisdictional Police.
5. While the OCC is processing the CPIC related actions, the Member will promptly complete the GO (Z code/assist file for theft of motor vehicle) so that the OCC can attach the CPIC entry to the GO.
6. The OCC will:
  1. create a CAD complaint and card the entities (Vehicle and Registered Owner);
  2. temporarily add the vehicle to CPIC as "stolen";
  3. send a CPIC message to the JPD to advise of the assist file and temporary CPIC add, and request the Jurisdictional Police to advise the Transit Police, via CPIC message and place a LOCATE on the Transit Police entry, once their CPIC entry is completed; and
  4. when the CPIC confirmation is received from the JPD, the Transit Police will remove the temporary CPIC entry. The JPD will then have responsibility for the file, CPIC entry management and any follow-up investigation.
7. The Patrol Supervisor will be responsible for verifying the JPD entry on CPIC was made and the subsequent removal of the Transit Police's CPIC entry. (The Patrol Supervisor to use the Text Review Log feature on the PRIME file to record the verification.)

### **Recovered Stolen Vehicle**

8. The Member will follow these procedures when on the scene of a recovered stolen vehicle:
  1. immediately notify the Patrol Supervisor and OCC of the recovery;
  2. secure the vehicle and all contents to ensure the integrity of potential evidence, and maintain continuity and safekeeping of the vehicle and contents;
  3. assess the vehicle and contents for potential evidence to further criminal investigation, considering all factors, including the impact of exposure to the elements; and
  4. record in Member's notebook the vehicle contents and handle any contents removed for evidence/safekeeping in accordance with Transit Police policy concerning exhibit and property control.

**[See also: OF030 – Exhibits/Property Control]**

9. The Member will cause the OCC to notify, via CPIC, the JPD with primary responsibility for the investigation, and where applicable, the JPD where the vehicle

was recovered. The Member will provide the OCC the following information to be reported via CPIC to the JPD(s):

1. the location of the vehicle;
  2. the condition of the vehicle;
  3. whether both license plates were recovered with the vehicle;
  4. whether the Vehicle Identification Number (VIN) plate is attached;
  5. whether the ignition is intact;
  6. the Member's assessment of the potential of the vehicle or contents for evidence; and
  7. the possible effects of the elements on potential evidence.
10. The Member will follow the direction of the JPD with primary responsibility for the investigation regarding disposition of the vehicle. If the JPD requires the vehicle towed and secured within the jurisdiction in which it was recovered, Members will use the authorized tow company as directed by the local JPD.
11. The Member will maintain continuity of the vehicle until relieved by a JPD member or, at the direction of the JPD, the vehicle and contents are relinquished to an authorized tow company.
12. Under no circumstances will the Member abandon the vehicle. If Members are requested to remain with a recovered vehicle for an unreasonable amount of time, the Watch Commander is to be advised.
13. Members recovering a stolen vehicle will submit a GO report on PRIME, including:
1. use UCR Code: 8900.7 Recovered Outside Stolen Auto;
  2. enter Entities – persons involved (suspects/Registered Owner);
  3. enter Vehicle – Role “2” Recovered, link to Registered Owner;
  4. enter Details Page – “ST” Seized/Towed;
  5. if assisting JPD, add UCR for appropriate Assist Police agency as the secondary UCR;
  6. enter the other JPD incident number in the “event-to-event” link; and
  7. complete “Text” page, and include the Transit Police Tow # if the vehicle has been towed by Transit Police.
14. OCC personnel will electronically attach any CPIC documentation (e.g., related to the vehicle recovery, JPD instructions, and disposition) to the PRIME file.

1. It remains the originating agency's responsibility to remove the CPIC entry for the stolen vehicle, once located, and to notify the Registered Owner, unless the JPD has specifically asked the Transit Police to assist with this.

**[See also: OB280 – Towing of Vehicles]**

### **Occupied Stolen Vehicle**

15. When a Member responds to an incident of an occupied stolen vehicle, the Member will:
  1. assess the incident, considering personal safety;
  2. as the incident requires, request assistance from other Members, the JPD or both;
  3. advise the Patrol Supervisor;
  4. request the OCC to notify, via telephone (due to the priority), the JPD with primary responsibility for the file, and if the vehicle is not recovered in their jurisdiction, to also notify the local JPD,
  5. follow the direction of the JPD (with primary responsibility),
  6. if the JPD requests the Member to pursue a charge of possession of stolen property, conduct a thorough investigation and document on PRIME.

**[See also: OC010 – Patrol Responsibilities]**

### **Auto Theft**

16. The Integrated Provincial Auto Crime Team (IPACT) is available for calls on matters pertaining to auto theft.
17. Police officers attached to this Team can give expert testimony in court regarding altered or obliterated numbers.
18. Requests for assistance should be by telephone directly to IPACT, followed by a written request if necessary.