

**CHAPTER 2**  
**VEHICLE THEFT INFORMATION SYSTEM (VTIS)**  
**STANDARD FORMAT AND OPTIONS**  
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**CHAPTER 2**  
**VEHICLE THEFT INFORMATION SYSTEM (VTIS)**  
**STANDARD FORMAT AND OPTIONS**

1. VEHICLE THEFT INFORMATION SYSTEM-GENERAL REPORT SPECIFICATIONS.

- a. Line Entry. All VTIS reports are produced in line entry form; i.e., all data on a single line is associative.
- b. Printing. All reports are produced on 11" x 15" computer printout paper.
- c. Vehicle Make and Model Abbreviations. All abbreviations that refer to vehicle makes and models are those standard abbreviations in use by the National Crime Information Center (NCIC) and are defined in the NCIC Operation Manual, Part I, Vehicle File.

2. REPORT OPTIONS.

- a. Reporting Level. In general, the range of individual jurisdictions for which reports can be produced is defined by the Originating Agency Identifier assigned and used by each agency processing Stolen Vehicle System transactions. Vehicle Theft Information System reports may be produced for any and all of the following jurisdictional levels within California.

- (1) State.
- (2) CHP Division (see Annex A).
- (3) County.
- (4) City.
- (5) Sub jurisdiction.

- b. Reporting Frequency. Vehicle Theft Information System reports may be requested from Field Support Section, Vehicle Theft Unit, on a flexible schedule based upon individual requirements. Time periods may be specified on a report-by-report basis. It is recognized that frequency of reporting and the specific

reports to be received by each agency will depend greatly upon the individual jurisdiction's needs. The following time periods are available:

- (1) Monthly.
- (2) Quarterly.
- (3) Semi-annually.
- (4) Annually.

c. Extent of Reporting. Vehicle Theft Information System tabulates all records of vehicle thefts and recoveries and prepares statistics by vehicle type categories. User agencies may specify reports for any or all of the following vehicle types:

- (1) Automobiles.
- (2) Motorcycles.
- (3) Personal trucks (i.e., pickups, vans, and SUVs).
- (4) Commercial trucks.
- (5) Recreational vehicles (i.e., motor homes, dune buggies, snowmobiles).
- (6) Trailers.
- (7) Other (i.e., farm and construction equipment, fire trucks, riding lawn mowers, snow removal equipment).

### 3. VEHICLE THEFT INFORMATION SYSTEM REPORT FORMAT.

a. Common Features. The VTIS reports contain a number of common features. To avoid repetition, they are described in the following subparagraphs and referenced elsewhere as appropriate. The individual reports are presented in detail in Chapter 3.

b. Report Heading Information. All VTIS reports contain common heading information to identify specific report formats, and to document the report options that apply. Specific elements of the heading include:

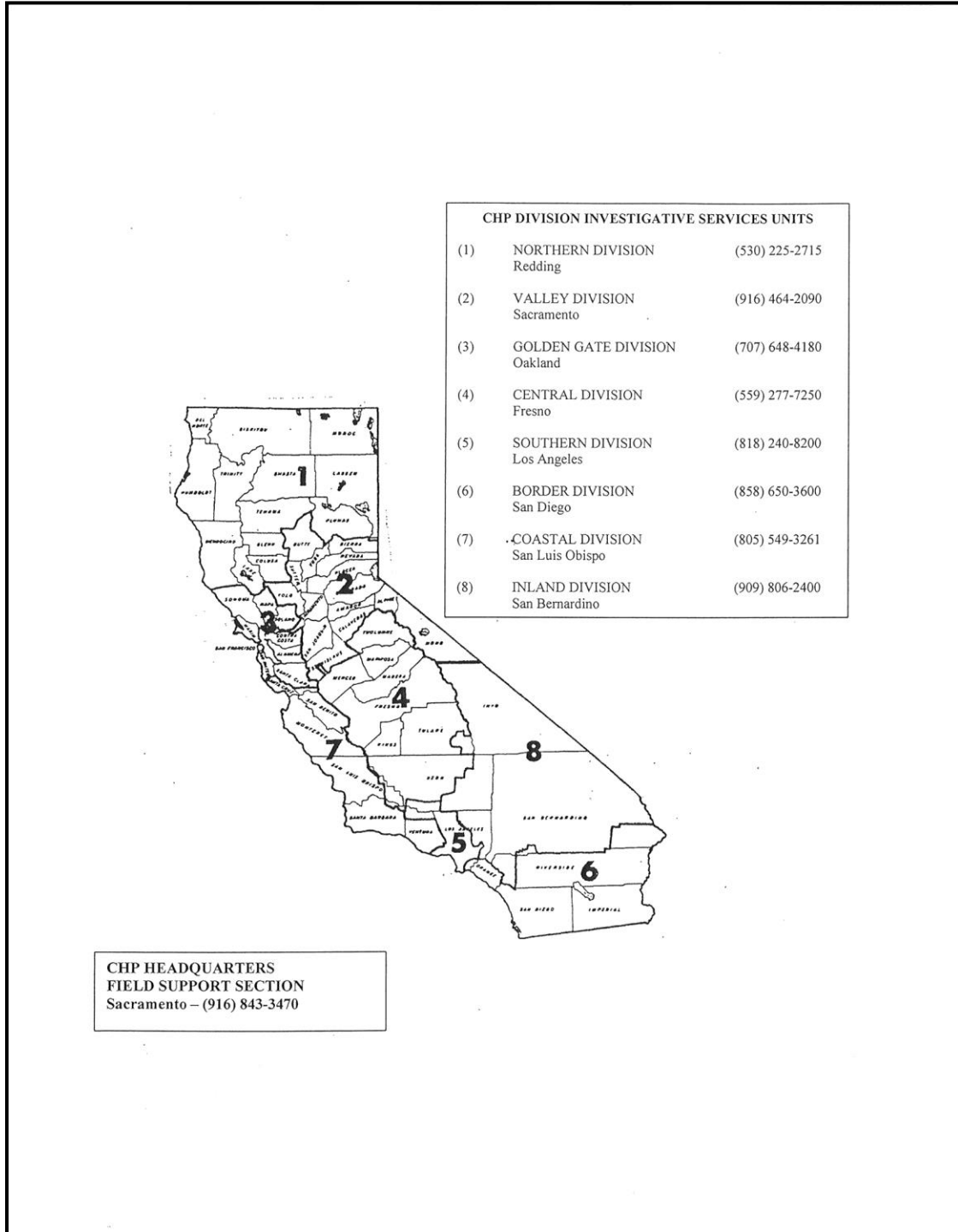
- (1) Report title and number.
- (2) Date the report was produced.

- (3) Page numbers to facilitate report separation.
  - (4) Geographic location to which the report applies.
  - (5) Report period, indicated by inclusive dates.
  - (6) Report frequency.
  - (7) Basis for ranking (type of information upon which rankings are based, i.e., thefts, recoveries).
- c. Rank. Vehicle Theft Information System reports 1 through 3 have rank line entries from 1 (highest) to a maximum of 40 (lowest).
- d. Vehicle Descriptors. Specific kinds of vehicles are indicated by identifying them according to make, model, and year.
- e. Time Periods. Vehicle Theft Information System reports 1 through 4 provide information in terms of the following time periods automatically adjusted for each of the various report frequency options.
- (1) This report period.
  - (2) Year-to-date (calendar).
- f. Recovery Condition. Vehicle Theft Information System report 2 provides recovery condition information according to the following distribution of conditions:
- (1) Intact.
  - (2) Stripped (engine and/or transmission).
  - (3) Burned.
  - (4) Wrecked.
  - (5) Other stripped (wheels, tires, radio, etc.).
- g. Subtotal (Vehicle Type) and Total (All Vehicles) Lines. Following the ranked vehicles for each vehicle type (automobiles, motorcycles, trucks, etc.) is the total for the top 40 shown. Additionally, the total for all reported theft and recovered vehicles for that specific vehicle type is displayed below the ranked vehicle total.

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# ANNEX A

## CALIFORNIA HIGHWAY PATROL DIVISION MAP



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