

CHAPTER 5
VEHICLE THEFT INFORMATION SYSTEM (VTIS) REQUEST PROCEDURES
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1. REPORT REQUESTS.

- a. Agencies desiring any or all of the VTIS reports can make their request by telephone through either the California Highway Patrol (CHP) Division vehicle theft coordinator in their geographic area (see Figure 2-1) or by contacting Field Support Section, CHP Headquarters, Sacramento, at (916) 843-3470.
- b. All forms necessary for initiating VTIS reporting, or changing existing requests, will be completed by Field Support Section.
- c. Reporting criteria and individual needs of user agencies will be determined during the telephone contact and a distribution schedule developed. There is no charge to agencies electing to receive VTIS reports.

2. STAT RUN REQUESTS.

- a. Agencies can order a VTIS Stat Run on an as needed basis. No reporting schedule is necessary. Any time individual case information is needed, requests for the VTIS Stat Run can be ordered through either the CHP Division vehicle theft coordinators or Field Support Section.
- b. Requests for VTIS Stat Runs will be processed normally within 4-6 hours. Responses generally can be sent electronically via e-mail, or shipped with second-day delivery, excluding weekends.

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