

CHAPTER 10
SALVAGE VEHICLE INSPECTION PROGRAM

REVISED MAY 2018

TABLE OF CONTENTS

<u>RESPONSIBILITIES</u>	10-3
<u>VEHICLE INSPECTION OFFICER DESIGNATION</u>	10-3
<u>INSPECTION OFFICER EQUIPMENT/UNIFORM</u>	10-3
<u>REQUISITION, SECURITY, AND ACCOUNTABILITY OF SALVAGE</u>	
<u>VEHICLE CERTIFICATES OF INSPECTION</u>	10-4
Requisition	10-4
Security	10-4
Transfer of Certificates	10-4
<u>PREPARATION OF SALVAGE VEHICLE INSPECTION CERTIFICATE LOG</u>	10-5
Commander's Responsibilities	10-5
Completing the CHP 97E	10-5
Voiding Certificate	10-7
[REDACTED SECTION]	
<u>CALIFORNIA HIGHWAY PATROL INSPECTIONS AT DEPARTMENT OF</u>	
<u>MOTOR VEHICLES FACILITIES</u>	10-8
Unannounced Inspections	10-8
Inspection Process	10-8
Issuance of CHP 97C	10-9
Uniform	10-9
<u>APPLICATION FOR INSPECTION – SETTING OF AN APPOINTMENT</u>	10-9
Appointment Scheduling	10-9
Instructions to Applicant	10-9
<u>SALVAGE VEHICLE INSPECTION APPLICATION COMPLETION</u>	10-10
Inspection Officer Responsibilities	10-10
Preparation of the CHP 97F	10-10
<u>SALVAGE VEHICLE INSPECTION</u>	10-14
Procedure – Completion of Salvage Vehicle Inspection	10-14
Procedure – Discovery of Identification Number Discrepancies	10-15
Procedure – Certifying the Vehicle	10-16
Procedure – Certifying a Vehicle Salvaged Prior to January 1, 1997	10-19
Procedure – Certifying a Vehicle Salvaged After January 1, 1997	10-19

Procedure – Unsuccessful Vehicle Inspection 10-19
REPLACEMENT VEHICLE IDENTIFICATION SYSTEM 10-20



TIMEKEEPING GUIDELINES 10-21
Completion of CHP 415, Daily Field Record 10-21
Beat Code Designation 10-22

ANNEX

A – VEHICLE INSPECTION OFFICER DESIGNATIONS 10-23

CHAPTER 10

SALVAGE VEHICLE INSPECTION PROGRAM

1. RESPONSIBILITIES. It is the responsibility of the California Highway Patrol (CHP) to conduct an inspection of all “total loss salvage vehicles” referred by the Department of Motor Vehicles (DMV). The CHP may also randomly select any “total loss salvage vehicle” for inspection. By definition, this is a vehicle, other than a nonrepairable vehicle, of a type subject to registration that has been wrecked, destroyed, or damaged to such an extent that the owner, leasing company, financial institution, or the insurance company that insured the vehicle, considers it uneconomical to repair. The purpose of the inspection is to determine the vehicle’s proper identity and includes a review of bills of sale for component parts used in the reconstruction process.

2. VEHICLE INSPECTION OFFICER DESIGNATION. Field Division Chiefs shall designate and make available one or more officers (see Annex A for Division allocations) who are proficient in the identification functions contained in this chapter. These inspection officer positions shall be utilized to perform salvage vehicle inspections and should normally not carry out responsibilities associated with the Department’s Vehicle Identification Number (VIN) Replacement Program. However, inspection officers may assign replacement VIN plate(s) if it is incidental to the salvage vehicle inspection.

a. Field Support Section (FSS) shall be notified via memorandum (memo) whenever there is an addition, deletion, or change in personnel assigned to the Salvage Vehicle Inspection Program (SVIP). The notification shall be made within 30 days of the change and include the officer’s name, ID and effective date of the action.

b. The first month of each quarter, Divisions shall forward a list of all current SVIP personnel to FSS.

c. At the field Division Chief’s discretion, Division vehicle theft investigators may be assigned to assist the inspection officers. Field Division Chiefs may also consolidate inspection activities regionally, designating a specific Division office and/or the Area office as the location for salvage vehicle inspections within a particular region to be conducted.

3. INSPECTION OFFICER EQUIPMENT/UNIFORM.

a. The headquarters SVIP coordinator has issued each inspection officer special tools and equipment necessary to complete the objectives of this chapter.

(1) The theft, loss, or damage of these special tools, equipment, or property belonging to the state and used in connection with this program must be reported to Business Services Section as required by Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 8, Equipment. A copy of the report shall be forwarded to the attention of the FSS SVIP coordinator.


(2) The transfer of these special tools, equipment, or property belonging to the state and used in connection with this program from one officer to another officer shall be documented by completing the appropriate credit memo. The original must be forwarded to the attention of the FSS SVIP coordinator and a copy retained by the originating command.

b. The duty uniform for inspection officers will be identical to that of VIN officers, unless otherwise specified by the Division commander. For specifications of the uniform refer to HPM 73.5, Uniform/Grooming and Equipment Standards.

4. REQUISITION, SECURITY, AND ACCOUNTABILITY OF SALVAGE VEHICLE CERTIFICATES OF INSPECTION.

a. Requisition. CHP 97C, Salvage Vehicle Certificates of Inspection, must be requested by each inspection officer from FSS via e-mail. Certificates should be ordered in packages of 250. Field Support Section will fill the request and ship them directly to the requester by United Parcel Service (UPS). Only Division SVIP assigned officers can request the CHP 97C. The VIN officers can obtain certificates from their Division SVIP officers.

b. Security. Commanders are responsible for the security of CHP 97Cs assigned to their Division/Area offices. Certificates shall be stored in a locked container and access shall be restricted to authorized employees commensurate with their needs. Any mailing of certificates shall be accomplished by utilizing UPS or registered mail.


d. Transfer of Certificates. If the need arises to transfer certificates from one inspection officer to another, a CHP 266A, Credit Memo – Non-Equipment, shall be prepared and a copy routed to FSS. If the entire series of certificates are not transferred, certificates transferred should be from the highest numbers in the series. For example, if one officer has been issued certificates from AA000251 to AA000500, and another officer unexpectedly runs out of certificates, certificates AA000451 to AA000500 should be transferred.

(1) Each commander shall be responsible for submitting the CHP 97E, Salvage Vehicle Inspection Certificate Log, each month.

(2) Any CHP 97C that has been voided shall be forwarded to FSS by regular United States mail with the submission of the required CHP 97E.



NOTE: With the exception of the CHP 97C, all required forms can be located on the CHP Intranet site under the Forms tab.

5. PREPARATION OF SALVAGE VEHICLE INSPECTION CERTIFICATE LOG.

a. Commander's Responsibilities. Commanders shall ensure a CHP 97E is completed and forwarded to FSS no later than the 10th calendar day of each month, listing the certificates issued during the previous month.

NOTE: Due to the similarity of the CHP 97 series forms, care must be exercised to ensure certificate numbers are recorded on the proper form.

(1) The CHP 97E shall be forwarded to FSS whether or not certificates were issued during the month. A copy shall be retained in the Division or Area office for three years plus the current year.

(2) The upper portion of the form shall be completed whether or not any certificates were issued or used during the month.

(3) The CHP 97E must be signed by the commander or alternate whether or not any certificates were issued or used during the month.



b. Completing the CHP 97E.

(1) Reporting Officer. Name of officer.

(2) Location Code. Area location code number.

(3) Report Month. Indicate the month the report covers, not the date the report is completed.

(4) Year. Enter the year that corresponds to the report month.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(7) Box C - Certificates Issued or Returned. Enter the total number of certificates that were issued or returned for each pad of certificates as indicated in Boxes A and B.

(8) Box D - Certificates on Hand. Enter the number of certificates still on hand at the end of the month.

(9) Box E - Activities. Indicate the number of salvage vehicle inspection-related functions and time expended on these activities.

(a) Section 1. Enter the number of salvage vehicle inspections performed at a CHP facility and the number of hours expended on the salvage vehicle inspections. This data can be gathered by totaling the time indicated on side two of the CHP 97F, Salvage Vehicle Inspection Application, for each inspection performed.

(b) Section 2. Enter the number of salvage vehicle inspections performed at a DMV facility and the number of hours expended on the salvage vehicle inspections. This data can be gathered by totaling the time indicated on side two of the CHP 97F for each inspection performed.

(c) Section 3. Enter the number of inspections where the applicant failed to keep the inspection appointment.

(d) Section 4. Enter the number of CHP 97Cs issued and the number of hours required to complete inspections that resulted in the issuance of a certificate. This data can be gathered by totaling the time indicated on side two of the CHP 97F for each inspection that resulted in the issuance of the certificate.

(e) Section 5. Enter the number of vehicles and/or component parts of a vehicle seized for a violation of California Vehicle Code (CVC) Section 10751, and the number of hours expended on inspections that resulted in

these seizures. Separate the number of vehicles recovered from the number of parts recovered by a slash symbol; i.e., "0/0" or "0/1."

(f) Section 6. Enter the number of recoveries of stolen vehicles and the number of hours expended on inspections that resulted in these recoveries.

(g) Section 7. Enter the total number of component parts recovered during salvage vehicle inspections.

(h) Section 8. Enter the total number of days and hours worked as reported on CHP 415, Daily Field Record, under Beat Code 847 per HPM 40.71, CHP 415 User's Manual. The time shown in Section 8 shall include the total time expended by the inspection officer on inspection-related activities. These activities include, but are not limited to, inspecting vehicles, accompanying paperwork, scheduling appointments, and processing appropriate paperwork such as CHP 97C, CHP 97E, CHP 97F, and CHP 97L, Salvage Vehicle Inspection Case Log. This total may be more than the total time actually expended on inspecting vehicles (indicated in Section 1).

(10) Case Number. Enter appropriate case number (see paragraph 9.b.[1] of this chapter).

(11) Certificate Numbers. Enter the certificate number from each CHP 97C that was issued during the month.

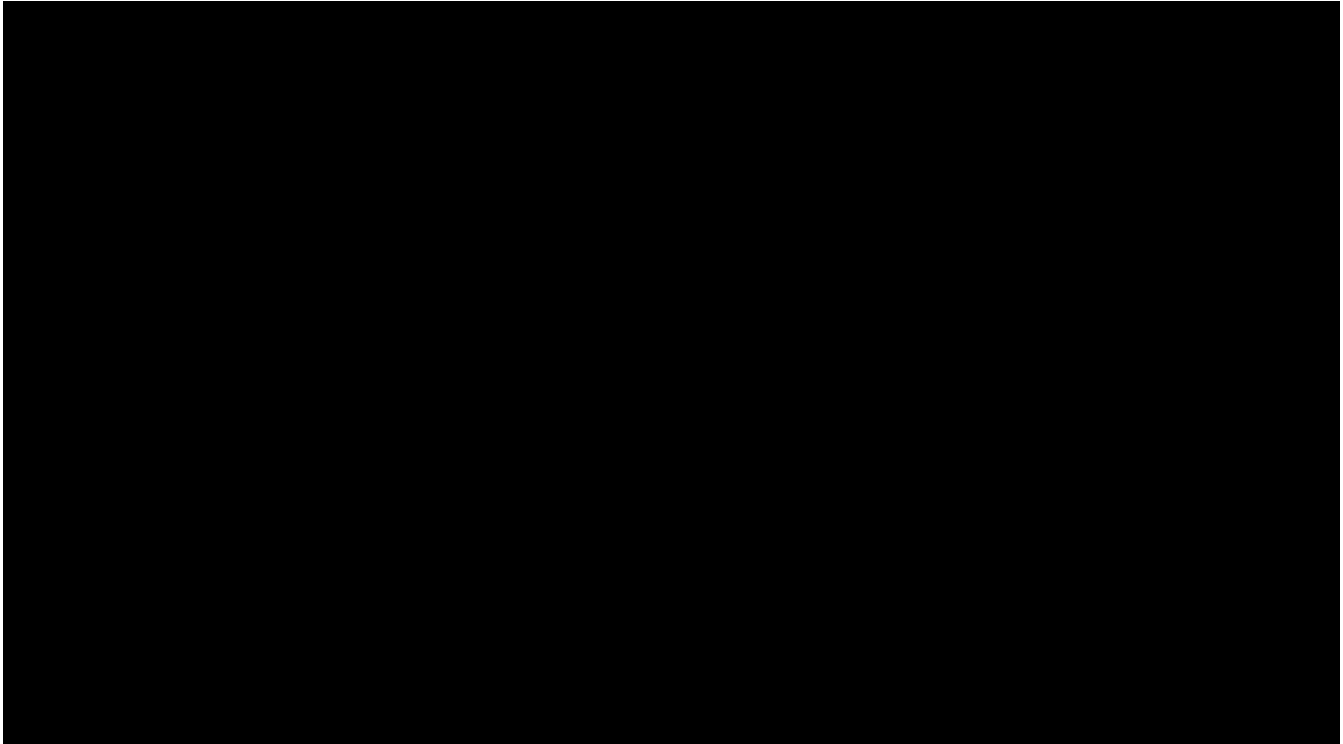


(13) Remarks. Enter any additional remarks as necessary; i.e., engine number, transmission number, supplemental number, void, recovered stolen, recovered part(s), etc.

(14) Certification. Enter the month and year the report covers. It will be the same as paragraphs 5.b.(3) and 5.b.(4).

(15) Commander. Signature of commander or designated alternate.

c. Voiding Certificate. Enter the certificate number and write void in bold letters across the line containing the voided certificate information.



7. CALIFORNIA HIGHWAY PATROL INSPECTIONS AT DEPARTMENT OF MOTOR VEHICLES FACILITIES.

a. Unannounced Inspections. The SVIP officers shall periodically make unannounced visits to various DMV field offices within their region to conduct salvage vehicle inspections. These visits are part of a cooperative effort between CHP and DMV to allow CHP inspection officers the opportunity to train DMV inspection personnel and share current information about the program. In addition, these unannounced visits will enable SVIP personnel to complete a large number of inspections in a short period of time.

b. Inspection Process. These inspections are primarily related to an examination of the public VIN and submitted documentation. These inspections will be conducted on all salvage vehicles applying for registration at the time. If the officer finds that a more in-depth inspection is required, they will schedule the vehicle for a more detailed inspection by providing the owner with an inspection date, time, and location. Registration will be withheld pending certification by the Department.

NOTE: Due to public exposure, inspections of confidential numbers should not normally be conducted at DMV facilities. If the inspection officer determines a more in-depth inspection is necessary, the officer may refer the vehicle to a CHP facility. If circumstances warrant, and with ISU approval, the vehicle may be impounded.

- c. Issuance of CHP 97C. Refer to paragraph 10.c.(4) of this chapter.
- d. Uniform. Proper attire for inspections conducted at DMV field offices will be at the discretion of each field Division commander or SVIP coordinator.

8. APPLICATION FOR INSPECTION – SETTING OF AN APPOINTMENT.

- a. Appointment Scheduling. The Division should schedule appointments for the earliest date and time available. Consideration should be given toward any

scheduling techniques that will increase the efficiency of the inspection program. This could include, but is not limited to, the following:

- (1) Filling in gaps in adjacent Areas other than that preferred by the applicant, if travel is not extensive.
- (2) Overbooking (scheduling additional vehicles to allow for appointments where the applicant fails to appear).
- (3) Scheduling some vehicles to be left at inspection locations for several days (with applicant's approval) or impounding the vehicle for CVC Section 10751. This would provide additional vehicles to be inspected when another inspection is completed in a shorter period of time or if any applicant fails to appear.
- (4) To avoid lengthy backlogs, Divisions may contact DMV field offices requesting they not refer salvage vehicles until the backlog has diminished.

- b. Instructions to Applicant. At the time the appointment is scheduled, applicants should be instructed on the documentation required to complete the inspection process. Applicants must also be apprised that the vehicle shall be fully rebuilt and in running condition prior to the inspection. This should include instructions regarding supplemental restraints (air bag) and the requirement that they be present and meet federal motor vehicle safety standards and manufacturer's specifications for that model vehicle if it was originally equipped with air bag(s). Documentation may include, but is not limited to, the following:

- (1) Salvage Certificate, title, and/or last registration certificate.
- (2) Bill of sale for the vehicle.
- (3) Bills of sale, invoices, receipts, and/or other acceptable proof of ownership of component parts used in the reconstruction process.

(4) Documentation from the DMV showing the \$50 salvage vehicle inspection fee has been paid.

NOTE: Include the year, make, model, and VIN of the vehicle from which the parts were removed or sold, the name and signature of the person from whom the component parts were acquired, and their address and telephone number. To assist in the identification of the seller of new and used component parts, the number of the seller's driver license, identification card, social security card, or Federal Employer Identification Number shall be included on the bills of sale and invoices.

9. SALVAGE VEHICLE INSPECTION APPLICATION COMPLETION.

a. Inspection Officer Responsibilities. Inspection officers shall ensure the CHP 97F is completed to reflect the depth of the inspection and the officer's satisfaction of the vehicle's identity. During the completion of CHP 97F, the inspection officer shall review all bills of sale and invoices, as well as all other documentation provided by the applicant for inspection.

b. Preparation of the CHP 97F.

(1) Case Number. Enter the three parts of the inspection case number. The first part of the number is the capital letter "V" followed by the report number assigned. Numbers are assigned in numerical sequence starting with 00001 (digits are required) by calendar year. The second part is the location code of the command where the case file will be maintained. The third part is the last two numerals of the current year. Example: V-00001-065-17 is the first inspection application completed by FSS during 2017. Determination of this sequential case number can be made by referring to the CHP 97L.

(a) Assignments of case numbers may be made from a Division or Area office.

(b) Once the case number has been assigned, the case file shall be retained at the Division/Area office indicated by the case number.

(2) Vehicle Identification Number. Enter the complete public VIN of the vehicle to be inspected.

(3) Year. Enter the year of the vehicle to be inspected.

(4) Make. Enter the make of the vehicle to be inspected.

- (5) Model. Enter the model of the vehicle to be inspected.
- (6) Color. Enter the color of the vehicle to be inspected.
- (7) Body Type. Enter the body type of the vehicle to be inspected.
- (8) Axles. Enter the number of axles of the vehicle to be inspected.
- (9) License Plate. Enter the license plate (if available) of the vehicle to be inspected.
- (10) State. Enter the appropriate abbreviation of the state indicated on the license plate of the vehicle to be inspected.
- (11) Completion of Component Parts Section. Each component part listed in this section is followed by "Replaced" - (yes/no), "Receipt" - (yes/no), year, make, model, and VIN. The inspection officer will complete the component parts sections that are applicable to the vehicle being inspected.

(a) Entries into Component Parts Section Boxes.

1 Replaced. Enter either "yes" or "no," as appropriate. An entry into one of these boxes is mandatory for each component part listed on the application. Enter "N/A" if the component part does not apply to the vehicle being inspected. For limited inspections conducted at CHP or DMV facilities, it is not required that entries be made into each component parts section box.

2 Present/Connected. Additionally, if the vehicle being inspected was originally manufactured with a supplemental restraint system, the officer will enter "yes" or "no" to indicate whether the vehicle is currently equipped with a supplemental restraint system (air bag) and whether it is connected according to Federal motor vehicle safety standards and manufacturer's specifications. If more than one air bag has been replaced, the identification of each will be included on the CHP 97F.

3 Receipt. If a component part was replaced, enter either "yes" or "no" regarding whether a receipt was provided. For limited inspections conducted at CHP or DMV facilities it is not required that entries be made into each component parts sections box.

NOTE: Bills of sale and invoices shall include the year, make, model, and VIN of the vehicle from which the parts were removed or sold, the name and signature of the person from whom the parts were acquired,

and their address and telephone number. To assist in the identification of the seller of new and used parts, the number of the seller's driver license, identification card, social security card, or Federal Employer Identification Number shall be included on the bills of sale and invoice. If the VIN, year, make, or model cannot be determined, a CHP 97N, Component Parts – Self Certification, shall be completed.

4 Year. Enter the year of the vehicle that the component part was removed from, if replaced.

5 Make. Enter the make of the vehicle that the component part was removed from, if replaced.

6 Model. Enter the model of the vehicle that the component part was removed from, if replaced.

7 Vehicle Identification Number. Enter the VIN of the vehicle from which the component part was removed, if replaced.

8 Applicant Name (printed). Print the name of the applicant for inspection in the perjury statement at the bottom of the application.

9 Applicant's Signature. Have the applicant sign their name in the box provided at the bottom of the application.

10 Driver License/Identification Card Number. Enter the applicant's driver license or ID card number in the space provided.

11 Date. Enter the date that the inspection application was completed.

12 Inspecting Officer. The name of the inspection officer shall be entered in this box.

13 Identification Number. Enter the ID number of the inspection officer completing the vehicle inspection.

14 Pass/Fail. Enter an "X" in the appropriate box.

(b) During the preparation of the CHP 97F, the inspection officer will closely scrutinize all required documentation provided by the applicant. During this review process, the inspection officer shall stamp each bill of sale, invoice, and/or receipt (after making copies for the case file) with the CHP Division/Area address stamp. Stamping of the receipts shall be accomplished in a manner that will prohibit the stamp mark from being cut off

of the receipt. Copies of these documents shall then be placed into the case file. Additionally, the inspection officer will utilize this opportunity to interview the applicant regarding the background/history of the vehicle and the circumstances surrounding the reconstruction.

(c) Upon completion of the CHP 97F, the inspection officer will check all involved VINs through the Stolen Vehicle System (SVS), National Crime Information Center (NCIC), National Insurance Crime Bureau (NICB), and through the NICB VINAssist™ Software.

(d) After completion of satisfactory review of the inspection application and supporting documentation, the inspection officer will conduct the salvage vehicle inspection.

(e) Completion of Side Two, Salvage Vehicle Inspection Application.

1 Start. Enter the time the inspection started using the 24-hour clock (0001 - 2400).

2 Finish. Enter the time the inspection ended using the 24-hour clock (0001 - 2400).

3 Total Time in Minutes. Enter the total time (in minutes) it took to complete the inspection.

a Completion of Inspection Checklist. Each item listed in the inspection checklist section shall be inspected (if applicable to the inspected vehicle). The inspection officer will enter the appropriate coding (i.e., A, B, C, D, or N/A) in the coding box next to the item inspected. (An entry is mandatory in each status coding box.) The officer will include a check mark indicating whether the supplemental restraint system (air bag) is present and meets required specifications. If a comment is needed for the inspected item, the inspection officer will enter an "X" in the comment box. Additionally, the engine number of the vehicle inspected should be entered in the space provided.

b Completion of Comments/Narrative Section. A comment should be made in the comments/narrative section for each item in the inspection checklist that the inspection officer entered an "X" in the comments box.

b. Procedure – Discovery of Identification Number Discrepancies.

(1) Altered Identification Numbers. When any officer of this Department discovers that any vehicle, or component part thereof, has had the manufacturer's serial or identification number removed, defaced, altered, or destroyed, the officer should impound the vehicle or component part as evidence using CVC Section 22655.5 for investigation of a violation of CVC Section 10751 or prepare a CHP 215, Notice to Appear, if an impound is not necessary.

(2) Obvious Alterations. Whenever a vehicle or component part possessing an obviously mutilated, altered, or removed identification number comes into the custody of an officer, it should be impounded. This action may be accomplished only with the concurrence of a supervisor or vehicle theft investigator; the follow-up identification process shall be conducted without unnecessary delay. Investigations of obvious alterations to vehicle component part identification number(s) shall be conducted in accordance with Chapter 5, California Vehicle Code Section 10751 Disposition of Vehicle/Component Parts, paragraph 2., of this manual.

NOTE: Any necessary follow-up investigation that is needed should be referred to the field Division ISU.

(3) Possible Alterations. Investigations of possible alterations to a vehicle or component part identification number(s) shall be conducted in accordance with Chapter 5, paragraph 3., of this manual.

c. Procedure – Certifying the Vehicle.

(1) Successful Inspection. In order for the vehicle to successfully pass inspection, the following criteria must be met:

(a) Identification numbers and component part numbers have not been removed, falsified, altered, defaced, destroyed, or tampered with.

(b) Supplemental restraint systems (air bags) are present and meet FMVSS and manufacturer's specifications for that vehicle.

(c) Vehicle information contained on the CHP 97F and supporting documents is true and correct.

(d) No indications that the vehicle or any of its component parts are stolen.

(2) Preparation of the CHP 97C. Once a determination has been made by the inspection officer that the vehicle successfully passed inspection, a CHP 97C shall be completed (by use of a typewriter or computer printer) as follows:

(a) Vehicle Identification Number. Enter the VIN of the inspected vehicle.

(b) Year. Enter the year of the inspected vehicle.

(c) Make. Enter the make of the inspected vehicle.

(d) Model. Enter the model of the inspected vehicle.

(e) Body Type. Enter the body type of the inspected vehicle.

(f) Motorcycle Engine Number. Enter the motorcycle engine number for the inspected vehicle, if applicable.

(g) Odometer. Enter the odometer reading for the inspected vehicle.

(h) License Number. Enter the number of the license plate of the inspected vehicle.

(i) State. Enter the state of the license plate of the inspected vehicle.

(j) Applicant Name. Enter the name of the applicant for the vehicle inspection.

(k) Driver License/I.D. Card Number. Enter the driver license or ID card number of the applicant for the vehicle inspection.

(l) On. Enter the date the vehicle inspection was conducted.

(m) Inspection Officer. Enter the name of the inspection officer who performed the vehicle inspection.

(n) Identification Number. Enter the ID number of the inspection officer that performed the vehicle inspection.

(o) Area. Enter the Area name where the inspection was conducted.

(p) Signature. Enter the signature of the inspection officer conducting the inspection.

(q) Date. Enter the date the vehicle inspection was conducted.

(r) City. Enter the name of the city where the inspection was conducted.

(3) Preparation of a Salvage Vehicle Inspection Certificate Receipt. The inspection officer shall complete the receipt (upper portion) of the CHP 97C, as follows:

(a) Vehicle Identification Number. Enter the VIN of the inspected vehicle.

(b) Inspection Officer. Enter (printed, typed, or computer generated) the name of the inspection officer who performed the vehicle inspection.

(c) Identification Number. Enter the ID number of the inspection officer that performed the vehicle inspection.

(d) Area. Enter the Area name where the inspection was conducted.

(e) Signature. Enter the signature of the inspection officer who conducted the inspection.

(f) Date. Enter the date the vehicle inspection was conducted.

(g) Right Thumb Print. Obtain the right thumb print of the applicant.

(4) Issuance of CHP 97C. After completion of the CHP 97C and removal of the upper portion (certificate receipt) for inclusion in the case file, the inspection officer shall issue the original CHP 97C to the applicant for inspection. However, if the inspection is completed at a DMV facility, the inspection officer will provide the CHP 97C to the appropriate DMV employee. The inspection officer shall also return all of the applicant's bills of sale, invoices, and any other provided documentation, after making copies for the case file and stamping each document with the CHP Division/Area address stamp.

(5) Preparation of the CHP 97L.

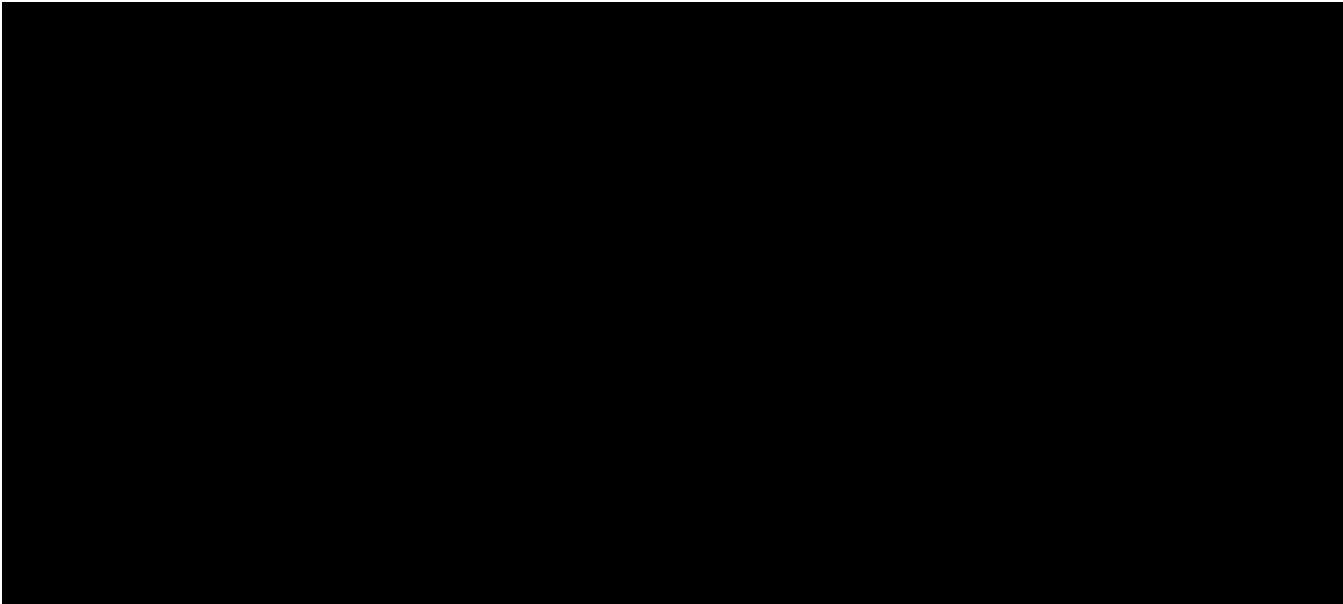
- (a) Case Number. Enter the appropriate case number.
- (b) Date Initiated. Enter the date the vehicle inspection was initiated.
- (c) Applicant Name. Enter the name of the applicant for inspection.
- (d) Certificate Number. Enter the issued CHP 97C number. If a certificate was not issued, the appropriate comment should be entered into this space (incomplete or fail).
- (e) Vehicle Identification Number. Enter the VIN from the inspected vehicle.
- (f) Comments. If applicable, enter one or more of the following comments that will best describe any special or unusual circumstances of the inspection:
 - 1 Void.
 - 2 Incomplete.
 - 3 The VIN removed/Section 10751 CVC.
 - 4 Applied VIN assigned.
 - 5 Stolen Vehicle/Section 10851 CVC.
- (g) Date Closed. Enter the date the case was closed.
- (h) A CHP 97L will be prepared, including case numbers, for each case (vehicle inspection) generated by the inspection officer and maintained at the inspection officer's Division/Area office.

(6) Preparation and Retention of Salvage Vehicle Inspection Case File.

(a) A case file will be generated for each vehicle inspected.

(b) Copies of the applicant's documents (bills of sale, invoices, salvage title, etc.); the original CHP 97F; a copy of the CHP 97C; the original CHP 97C receipt; the original NCIC, SVS, and NICB system inquiries; a copy of the applicant's driver license or ID card; and other documents pertinent to the inspection will be filed for each case.

(c) Retention for the inspection officers' case files will be the current year plus three years, after which time the case files may be shredded.



f. Procedure – Unsuccessful Vehicle Inspection.

(1) Vehicle Not Completely Restored. If a vehicle is inspected and it is found that all of the major component parts are not attached to the vehicle, the inspection officer shall require the vehicle to be fully rebuilt prior to certification.

(2) Vehicle Restored with Component Parts Not Listed on Application for Inspection. The inspection should be performed and completed, listing all identification numbers found during the inspection. In the case of numbers found being different during the vehicle inspection, the following steps shall be followed:

(a) Check the VIN through the SVS, NCIC, NICB, and VINAssist™ to determine if the component part has been reported stolen.

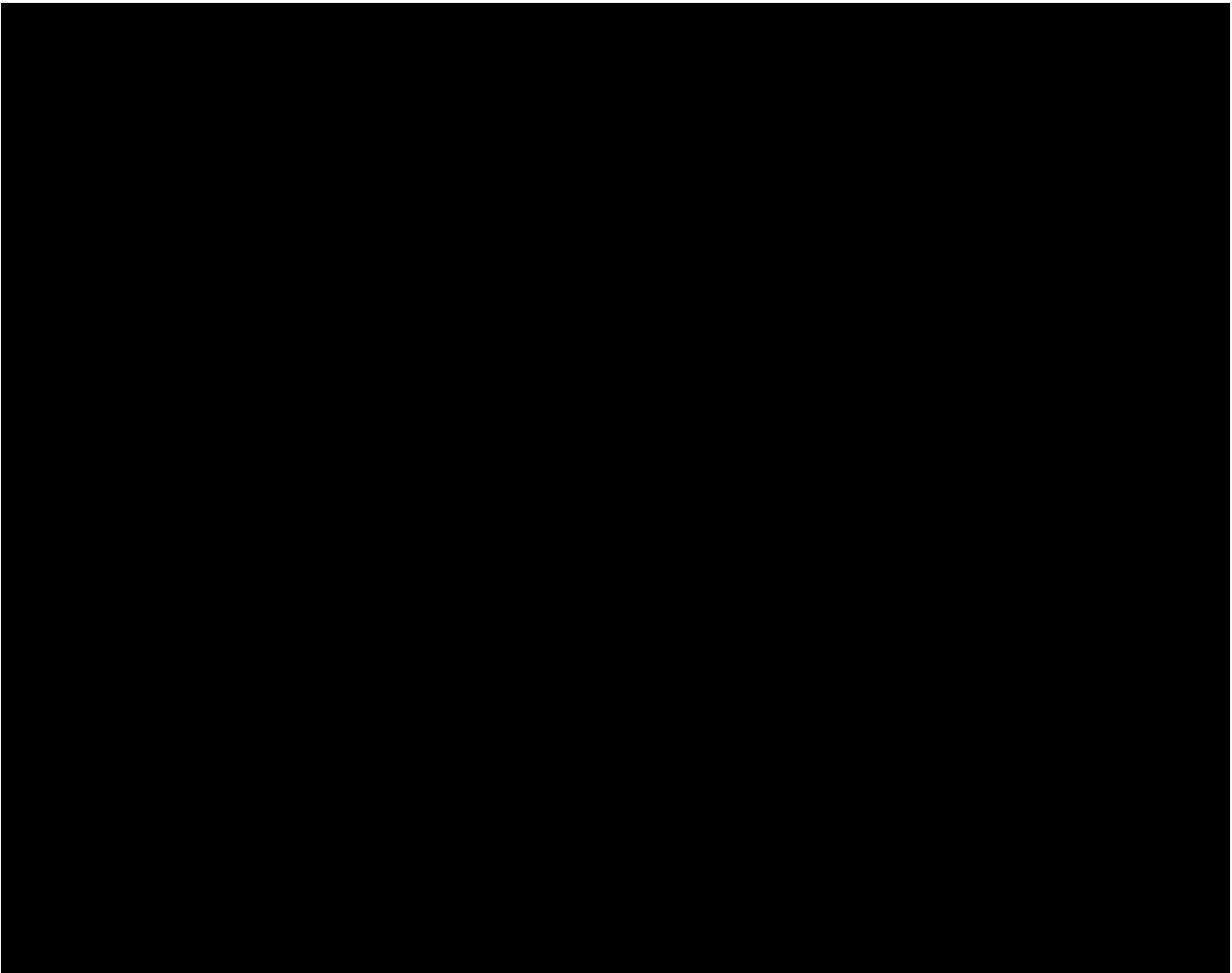
(b) The applicant for inspection shall be notified that the vehicle did not pass inspection because parts used in the rebuilding process were not listed

on the application or parts listed on the application did not match those parts found on the vehicle. The applicant shall be told that a reinspection may occur if the required receipts are obtained and presented at a later date.

(3) Supplemental Restraint System Not Present or Not Meeting Required Specifications. If the vehicle is inspected and found to have been originally manufactured with a supplemental restraint system (air bag) and the system is not present, or it is present but not connected or does not meet FMVSS and/or manufacturer's specifications, the officer shall require that the required supplemental restraint system be added prior to certification.

11. REPLACEMENT VEHICLE IDENTIFICATION SYSTEM.

- a. In addition to the responsibilities of the inspection officer as previously outlined in this chapter, the inspection officer may be required to assign a replacement VIN plate to salvage vehicles.
- b. The Replacement VIN Program procedures as outlined in Chapter 4, Replacement Vehicle Identification Number System, of this manual should be adhered to.



13. TIMEKEEPING GUIDELINES.

a. Completion of CHP 415, Daily Field Record. The inspection officer shall record activities and timekeeping data daily by completing a CHP 415. Completion of the CHP 415 will be pursuant to the guidelines set forth in HPM 40.71, CHP 415 User’s Manual, Chapter 2, Beat Hours Summary.

b. Beat Code Designation. The SVIP has been assigned Beat Codes 847 and 848. The following guidelines shall be used by sergeants and officers while performing duties related to the SVIP when completing the CHP 415.

(1) Beat Code 847.

(a) Scheduling inspections.

(b) Inspecting vehicles and accompanying paperwork.

(c) Processing SVIP paperwork including, but not limited to, CHP 97C, CHP 97E, CHP 97F and CHP 97L.

(2) Beat Code 848. All other duties pertaining to SVIP including, but not limited to, travel, DMV training, and SVIP staff meetings.

ANNEX A

VEHICLE INSPECTION OFFICER DESIGNATIONS

DIVISION	PERSONNEL ALLOCATION
NORTHERN	1
VALLEY	2
GOLDEN GATE	3
CENTRAL	1
SOUTHERN	4
BORDER	2
COASTAL	1
INLAND	1

THIS PAGE INTENTIONALLY LEFT BLANK