

CHAPTER 3
VEHICLE THEFT REPORTING PROCEEDURES

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CHAPTER 3

VEHICLE THEFT REPORTING PROCEDURES

1. GENERAL REPORTING REQUIREMENTS.

a. Use of Reports. This chapter establishes uniform procedures for recording information concerning the activities of field Division Investigative Services Units (ISU). The information is used by Office of Primary Interest, Field Support Section (FSS), and Division ISU Coordinators to measure the effectiveness of antitheft activities and to assist with the planning and future needs of the Department's Vehicle Ownership Security Program (VOSP).

b. Report Categories. Reporting procedures and responsibilities are described in conjunction with the six categories of reports:

- (1) CHP 135, Investigation Assistance Request.
- (2) CHP 136, Vehicle Theft Personnel Activity/Commercial Vehicle Theft Personnel Activity.
- (3) CHP 136B, Theft and Recovery Data.
- (4) CHP 136C, Vehicle Theft/Commercial Vehicle Personnel Activity Summary.
- (5) CHP 136E, Vehicle Theft Report.
- (6) Monthly Report of Significant Vehicle Theft/Criminal Investigations.

2. CHP 136, VEHICLE THEFT PERSONNEL ACTIVITY/COMMERCIAL VEHICLE THEFT PERSONNEL ACTIVITY.

a. Report Submission. All personnel assigned to the VOSP shall record their activity on a CHP 136. (All required forms are located on the California Highway Patrol [CHP] Intranet Web site.) At the conclusion of the last shift in a calendar month, the CHP 136 shall be submitted to the employee's supervisor.

- (1) All supervisory and management time shall be recorded on the CHP 136.
- (2) All personnel assigned to the VOSP shall record their commercial and regular vehicle theft activity on this form.

(3) Total hours recorded on the CHP 136 by Program 30 personnel shall agree daily with “vehicle theft” regular and overtime hours recorded on their automated CHP 415, Daily Field Record, or CHP 71, Attendance Report, excluding call back time.

(4) The CHP 136 will reflect activity for the calendar month as outlined in Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, Chapter 28, Attendance Reporting.

b. Report Preparation. The CHP 136 shall be prepared as follows:

(1) Vehicle theft personnel shall check the appropriate box to indicate which program is being reported, either Vehicle Theft Personnel Activity or Commercial Vehicle Theft Personnel Activity.

(2) Daily entries on this report shall be made by investigating officers no later than the start of the next working day.

(3) To eliminate duplication of statistics, only the primary investigating officer, or officer most involved in an investigation activity, including investigation assists, shall record their activity in Section A, Activity, on the CHP 136. Counts taken for investigation assistance or arrest assistance shall be listed only if an investigator actively participates in the investigation or arrest process and completes a CHP 135.

(4) Personnel will record their activity on the CHP 136 by entering, in the appropriate categories, the number of investigations, assists, inspections, arrests, etc., under each date.

(a) Investigations. List only the number of investigations regarding suspected vehicle theft activity. An investigation count shall only be taken by the primary investigator when an actual felony case number or miscellaneous case number is issued or assigned. Only one investigation count shall be recorded for each felony or miscellaneous case opened.

(b) Investigation Assists. List the number of investigation assists provided by vehicle theft investigators regarding suspected vehicle theft activity. An investigation assist activity count shall only be taken by the primary assisting investigator who completes a CHP 135. Other investigators that may have assisted will only record their time on a CHP 136, Section B. Investigation assists also includes the number of times investigators become involved in such things as obtaining copies of investigation reports from all jurisdictions involved, interviewing suspects/prisoners, coordinating with the district attorney’s office, filing

summary reports for involved agencies, other activities directly related to a criminal investigation, or coordinating the prosecution of a criminal matter. An investigator's involvement in any prolonged assist activity should be explained in the Officer's Comments section of the CHP 136.

(c) Arrests. List the number of felony or misdemeanor vehicle theft related physical in-custody arrests made by program personnel. Booking slips and Department of Justice Form 8715 will be required to support a count in this category. For the purpose of internal departmental reporting, investigators assigned to a task force or sting operation on a full time basis may take credit, on a proportional basis, for arrests affected by the task force or sting operation. For example: Two CHP investigators represent 20 percent of a task force and made a total of 100 arrests. California Highway Patrol investigators would equally share the credit for 20 arrests; therefore, each would document 10 arrests. A task force arrest activity log will be required to support the arrest counts taken by CHP personnel.

(d) Arrest Assists. List the number of assists performed by program personnel which results in a vehicle theft related arrest by nonprogram personnel, program personnel from another Division, or allied agency personnel. When numerous investigators assist in an arrest, only one investigator shall record the arrest assist on the CHP 136 listing the pertinent suspect information. Investigators that merely act as team leaders to serve arrest warrants or accomplish arrests for a primary investigator within their Division should not take credit for an arrest assist. However, the investigator's time should be listed on CHP 136, Section B, Investigations/Assists.

(e) Other Arrest. List all other felony and misdemeanor physical in-custody arrests made by program personnel.

(f) Complaints Filed/Warrants. Itemize the number of cases submitted for prosecution and subsequent arrest warrants issued. For those instances when a physical in-custody arrest is made without an arrest warrant and the district attorney declines to issue a criminal complaint, no count would be taken in this category.

(g) Businesses Inspected. List the total number of businesses inspected by program personnel. Only the primary investigating officer shall record the actual activity and complete a CHP 136G, Business/Vehicle Inspection (refer to Chapter 2, Operational Procedures and Guidelines, of this manual). The other assigned program personnel assisting the primary investigating officer shall not take credit for a business inspection, but shall

document the time spent conducting the business inspection on CHP 136, Section B, under Activity Hours.

(h) Recoveries. List the total number of actual recoveries completed by program personnel. A recovery count shall only be taken in this category when program personnel were the primary investigating officers that completed the investigation which resulted in the recovery.

1 A recovery shall not be listed by program personnel if they were called out to assist at an arrest/recovery scene by CHP field personnel or allied agency personnel.

2 Program personnel that recover a stolen vehicle as the result of an investigation assistance request from program personnel outside their Division should take credit for the actual recovery. The investigator requesting the assistance should take a recovery assist.

(i) Recovery Assists. List the actual number of recovery assists completed by program personnel. An assist recovery shall only be taken by the primary assisting investigator who completes a CHP 135. Other investigators that may have assisted will only report their time on a CHP 136, Section B, Investigation/Assists, under Activity Hours.

1 An investigator is called out by road patrol personnel to identify a possible stolen vehicle (i.e., altered numbers, Vehicle Identification Number [VIN] missing, etc.). The vehicle is subsequently identified as a stolen vehicle. The road patrol officer takes credit for the recovery and the investigator takes a recovery assist.

2 An investigator is asked to examine a suspected stolen vehicle by program personnel outside their Division. The subsequent examination reveals the vehicle to be stolen. The investigator actually completing the recovery shall take a recovery count, and the investigator outside the Division may take a recovery assist count.

3 If, during the course of conducting an examination as described in paragraphs 2.b.(4)(i)1 and 2.b.(4)(i)2 above, information is found that warrants a separate investigation, the investigator should obtain a separate miscellaneous case number and open a new investigation. Any subsequent arrest or recoveries accomplished by the primary investigator will be recorded as a separate case.

(j) Training Provided. List the total number of vehicle theft training classes conducted for the benefit of CHP and/or allied law enforcement, motor carrier personnel, scale facility personnel, and community groups, etc. This would include, but not be limited to, time spent at Area briefing

or training sessions where the investigator is providing vehicle theft related information to the group or to an individual officer during a ride-along.

(5) Program time will be accounted for on CHP 136, Section B, under Activity Hours. Time increments shall be in compliance with HPM 40.71, CHP 415 User's Manual.

(a) Administration/Supervision. Use of this category is reserved for supervisors who devote time to general administrative functions, and for personnel performing supervisory or administrative activities. This category also includes such things as Division operational meetings, regional auto theft association meetings, and other meetings not associated with one particular investigation.

(b) Investigations/Assists. List the time spent in conducting investigations and on-site business inspections by program vehicle theft officers.

1 The term "investigation" applies to any time spent writing or reviewing reports, pursuing leads, surveillance, etc., related to an actual or potential crime.

2 Time involved does not include that which is specifically associated with court appearances, travel, or meetings.

3 The initiation of an investigation is the point at which the officer suspects illegalities and pursues leads related to that suspicion.

4 The term "assists" includes the time spent providing assistance to others by program vehicle theft officers, which meets the criteria indicated for an investigation.

(c) Arrests. List the time expended arresting and booking suspects for vehicle theft related crimes by program personnel. The category includes the time expended during the service of an arrest warrant or during a controlled "Buy-Bust" arrest operation.

(d) Arrest Assists. List the time used to assist CHP and allied law enforcement agencies, which results in the assisted agency arresting and booking at least one suspect for a vehicle theft related crime.

(e) Court. This is the actual time expended attending court trials including travel to and from the court. It includes time spent in conferring with district attorneys and defense counsels concerning vehicle theft

related investigations or arrests. Time expended coordinating witness appearances, and all time relating to warrant processes is included.

(f) Training Attended. List the time spent providing vehicle theft training to CHP personnel, allied agency personnel, community groups, etc., as well as all vehicle theft training time received by program personnel.

(g) Other. List the travel time not directly chargeable to a specific investigator or time not listed in another specific category. This time shall be explained in the remarks section. This category shall also be used to record time spent on any temporary nonvehicle theft related assignment or time expended attending nonvehicle theft related training.

(h) Total Vehicle Theft Hours. This category will reflect the total of all activity hours recorded above.

(i) Overtime. The total of all overtime hours included in total vehicle theft hours is to be recorded here. This should not include call back hours.

(j) Authorized Absences. All sick leave, other authorized leave time and annual leave, except holidays, is to be recorded here.

(k) Total Hours. This is the total of all the activity hours recorded above.

(6) Recovery Records. Program personnel will record all recoveries on the reverse side of the CHP 136.

(a) Recoveries. Each actual or assist recovery is to be listed by completing the requested information in the various categories. Each recovery is to be listed individually. If additional space is necessary, a separate CHP 136 may be used.

(b) Value of Recovered Vehicles. The value of a complete recovered vehicle shall be the fair market value of the vehicle at the time of the theft. A partially stripped vehicle (i.e., seats, stereo, wheels) would still be considered a complete vehicle. A vehicle missing major power train components rendering it inoperable would not be considered a complete vehicle.

(c) Value of Component Parts. The value of a component part shall be the fair market value of the part at the time of the theft.

(d) Officer's Comments. Arrest and offense information should be further explained in this section of the report. The name of the individual(s)

arrested, the charges actually filed, and the number of recoveries attributed to the arrestee(s) should be reported. This section should be utilized to clarify types of meetings attended, training provided, training attended, ridealongs, arrest assists performed, and other vehicle theft related activity. Additionally, when a conviction is obtained, the case number, arrestee's name, and the sentence imposed should be reported in this section.

c. Investigation Assistance Request Report Preparation.

(1) A CHP 135 shall be completed by the primary investigating officer to document their activity when assisting allied agency personnel, other CHP Division program personnel, CHP Area personnel or, when necessary, to document a miscellaneous report. When a miscellaneous case number is assigned, it shall be recorded on a master log listing the date and activity performed.

(2) Only the primary investigator completing the CHP 135 will take credit for the activity on the CHP 136, Section A, as specified in this manual.

3. FIELD DIVISION VEHICLE THEFT OPERATIONS REPORT.

a. Total California Highway Patrol Activity.

(1) The CHP 136C shall be utilized by all Division ISU Coordinators to summarize the activity of program personnel. Two reports are required: one for the vehicle theft activity and one for the commercial vehicle theft activity. It is the Division ISU Coordinator's responsibility to ensure personnel designated toward one of the two programs, commercial or noncommercial, devote their time and efforts toward their specific assignment.

(a) Vehicle Theft Personnel Activity Summary. Section A of the CHP 136C consists of all the Division's program personnel total activity toward the noncommercial vehicle theft related crimes. This category includes motorcycles, personal trucks, recreational vehicles, automobiles, etc.

(b) Commercial vehicle theft personnel activity summary, Section A, consists of all the Division's program personnel total activity toward commercial theft related crimes. This category includes commercial trucks and trailers, construction equipment, farm equipment, cargo, and all major component parts of the aforementioned categories.

(c) It is the intent to report the combined activity of all the Division's program personnel specifically relating to the two programs, regardless of their specific designated assignment (commercial or noncommercial), in Section A of the CHP 136C.

(d) Activity hours in Section B shall be calculated based upon the investigator's official designation, either regular vehicle theft (noncommercial) or commercial vehicle theft, as depicted and documented on the CHP 136. An investigator designated as a full-time commercial vehicle theft investigator will list all their activity hours under the commercial vehicle theft personnel summary on the CHP 136, even though they may have recorded some noncommercial activity during the month. Those Divisions with half-time commercial investigators shall utilize two CHP 136s: one indicating half the time devoted primarily towards the commercial vehicle theft summary and one indicating the remainder of the time and activity towards the regular vehicle theft summary.

(e) Total Departmental Activity. Section C on the CHP 136C shall reflect the total activities, commercial or noncommercial, as appropriate, of all CHP personnel, including program personnel, within the Division. Information to complete the appropriate categories under Total Departmental Activity, CHP 136C, Section C, is compiled from Area reports and CHP 136.

4. CHP 136E, VEHICLE THEFT REPORT.

a. Area Monthly Report Submission. Areas shall submit the CHP 136E monthly to Division, no later than the 10th of the month following the reporting period. Negative reports are required.

b. Report Preparation. The Area monthly Vehicle Theft Report shall be completed as follows:

(1) Section A. Stolen and recovery statistics for vehicles shall be entered in Section A opposite the appropriate type of vehicle. Both "Value" columns are to reflect the "fair market value," at the time of the original theft. Vehicles shall be classified according to the following criteria:

(a) Automobiles. All passenger cars are classified as automobiles.

(b) Motorcycles. All motorcycles, minibikes, minicycles, mopeds, and motorbikes are classified as motorcycles.

(c) Personal Trucks. All pickup trucks, pickup trucks with campers, sports vans, sports utility vehicles (e.g., Jeeps, Explorers, etc.) and vans are classified as personal trucks, except vans converted to campers which are classified as recreational vehicles.

(d) Recreational Vehicles. All motor homes, house cars, van campers, all-terrain vehicles, snowmobiles, and dune buggies are classified as recreational vehicles.

(e) Trailers. All trailers except specialized construction equipment such as portable welders, air compressors, cement mixers, etc., are classified as trailers.

(f) Commercial Trucks. All trucks not meeting the definition of a personal truck, recreational vehicle, or other are classified as commercial trucks. This category includes stake bed trucks, flatbed trucks, truck tractors, etc.

(g) Commercial Trailers. Auto carrier, auxiliary dolly, cable reel, converter gear, flatbed/platform, gondola, generator, grain, logging, hydraulic dump, lowbed/lowboy, hopper, refrigerated van, livestock, semi, service, shipping container, stake or rack, tanker, and van are to be included in this classification.

(h) Construction Equipment. Air compressor, backhoe, bulldozer, concrete/transit mixer, crane, flattruck, forklift, generator, grader, hydraulic dump, loader, pallet, roller, scraper, shovel, trencher, and welder are to be included in this classification.

(i) Farm Equipment. Brush chipper, farm equipment motorized, farm tractor/wheel type, grain, hopper, livestock and self-propelled combine are to be included in this classification.

(j) Cargo. Cargo is defined as the load or freight carried upon a commercial vehicle or other carrier. Cargo does not include personal items incidentally carried by the operator or passenger(s) of a commercial vehicle.

(k) Other. This category includes specialized military equipment and any vehicles not meeting the definitions of the other nine vehicle types.

(l) Major Components, Truck, Trailer, Construction, and Farm Equipment. All major component parts, such as engines, transmissions, and differentials should be entered in these categories.

(2) Section B. A breakdown of the kinds of recoveries, keyed to the states where the original theft reports were taken, is to be provided in Section B. Recoveries involving an arrest at the time of recovery will be classified as “rolling” and all others as “abandoned.” The CHP 136E is retained at the Division office for current plus two years.

(3) Section C. The total vehicle theft and commercial vehicle theft arrest data for the Area is to be reflected in Section C. This includes all arrests made pursuant to Vehicle Code Section 10851 and Penal Code Section 496, as it relates to vehicle or major component parts, regardless of any additional charges. The arrest data is broken into two categories: commercial and noncommercial.

(a) Commercial arrests include those arrests made from the recovery of commercial trucks, commercial trailers, construction equipment, farm equipment, cargo, or major components of a truck, commercial trailer, construction equipment and farm equipment, as defined in paragraphs 4.b.(1)(f) through (l).

(b) Noncommercial arrests include those arrests made from the recovery of automobiles, motorcycles, personal trucks, recreational vehicles and trailers, as defined in paragraphs 4.b.(1)(a) through (e) of this chapter.

(4) Completion of the CHP 136E will not affect the processing of the Bureau of Criminal Statistics Monthly Arrest and Citation Register for JUS 750, Disposition of Arrest and Court Action.

5. CHP 136B, THEFT AND RECOVERY DATA.

a. Activity.

(1) This report presents an overview of statewide vehicle theft related activities of all agencies for the period indicated.

(2) Information to complete this report is compiled from monthly Vehicle Theft Information System data.

b. Distribution.

(1) The CHP 136B depicting statewide statistics will be distributed as part of the Annual Vehicle Theft Fact Sheet, which is published online annually.

6. MONTHLY REPORT OF SIGNIFICANT VEHICLE THEFT/CRIMINAL INVESTIGATIONS.

a. Division Report Submission. At the end of each month, Divisions with significant or unusual case activity shall report the status of the investigation to FSS. This reporting is not limited to extended, high-profile, or “store front” cases, but any case that is significant in nature which Division ISU feels should be reported to FSS.

b. Report Preparation. There is no form for this report. A brief e-mail summary of case(s) sent to the FSS, Vehicle Theft Unit sergeant is sufficient.

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