

**CHAPTER 3**

**STOLEN, EMBEZZLED, OR RECOVERED VEHICLE/VESSEL PROCEDURES**

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## CHAPTER 3

### STOLEN, EMBEZZLED, OR RECOVERED VEHICLE/VESSEL PROCEDURES

1. GENERAL. A CHP 180, Vehicle Report, form shall be prepared for all stolen/embezzled vehicles, component parts, or recovered vehicles reported to employees of this Department. When recording vehicle identification numbers (VIN) and engine numbers, care shall be taken to distinguish between letters of the alphabet and numerals. Letters of the alphabet shall be legibly written in large script to avoid being mistaken for numerals.

#### 2. REQUIRED REPORTS.

##### a. Stolen or Embezzled Vehicle Report.

(1) A vehicle is "stolen" when it has been unlawfully taken or driven without the consent of the owner in violation of Section 10851 of the California Vehicle Code (CVC) or Section 487 of the California Penal Code (PC). A stolen vehicle component is a vehicle part which has been taken without the owner's consent. A vehicle is "embezzled" when it has been fraudulently appropriated by a person to whom it has been entrusted, as defined by Section 503 PC.

(2) Departmental personnel receiving a vehicle/component theft report or a vehicle embezzlement report shall attempt to determine the validity of the report. When there is reason to believe it is not a legitimate report, essential information is being withheld, or a theft does not appear to exist; the individual shall be cautioned as to the criminal consequences of making a fraudulent report. (Refer to Section 10501 CVC and Section 148.5 PC.) However, if the individual insists, the report shall be accepted. Before initiating routine procedures, such as an Area broadcast or entry into the Department of Justice (DOJ) Stolen Vehicle System (SVS) on a questionable report, the commander shall cause an investigation to be made for the purpose of determining the validity of the reported theft. The appropriate Division Investigative Services Unit (ISU) should be requested to assist in the determination. If the report is determined to be fraudulent, criminal prosecution for the violation of the applicable CVC or PC section should be initiated.

(a) When there is "reason to believe" that a vehicle/component theft has been falsely reported with the intent to defraud an insurance company, the commander shall notify the appropriate insurance carrier in writing within 30 days.

(b) By departmental interpretation, “reason to believe” exists when an investigation reveals sufficient evidence to support the conclusion that the vehicle/component theft was contrived. Mere suspicion would not require notification.

1 The following verbiage should be prepared on departmental letterhead when mailing this notice to the appropriate insurance company. A copy of this letter shall be forwarded to the appropriate Division’s ISU.

a “In accordance with Section 10901(c)(2) California Vehicle Code, you are hereby notified the we have reason to believe your case/claim number \_\_\_\_\_ involves a fraudulent vehicle/component theft insurance claim. Questions concerning this notice should be directed to Officer \_\_\_\_\_ of this command. Please refer to our case\_\_\_\_\_.

2 Commanders may contact the insurer at any time during the investigation if such contact is deemed necessary to the successful completion of the investigation.

(c) The person reporting the theft shall answer all questions and sign in the place provided on the CHP 180.

(d) Embezzlement reports will be accepted only after the registered owner (R/O) or legal owner (L/O) has obtained a warrant in accordance with the provisions of Section 10502(a) CVC for vehicles or Section 10553 CVC for vessels/boats. Officers should assist embezzlement victims in contacting the district attorney to obtain any additional information required to evaluate the matter.

1 Section 10855 CVC does not authorize towing; however, the section does allow officers to detain the driver to conduct an investigation into the driver’s rightful possession of the vehicle. (Refer to Sections 22561[c], 22653[a], and 22659[c] CVC.)

(e) Accepting Vehicle Component Theft Reports over the Telephone.

The affected Area or communications center commander may decide whether to accept formal vehicle or component theft reports over the telephone. If the commander established a policy to accept such reports over the telephone, the following shall apply:

1 The local policy shall be approved by the Division commander.

2 Only officers may accept vehicle/component theft reports over the telephone.

3 When accepting a vehicle or component theft report over the telephone, the officer shall comply with the following policy:

a Identify themselves as an officer of the California Highway Patrol (CHP).

b Use the CHP 180 and document the following:

1/ Reporting party's name, address, and telephone number.

2/ Vehicle description and license number.

3/ Identify the reporting party as the R/O, L/O, or lessee.

c Use the automated system to obtain the following necessary information:

1/ Status – Is the vehicle stolen and outstanding or has it been stored, impounded, or repossessed? If the vehicle has been stored, impounded, or repossessed, inform the reporting party and provide any pertinent information necessary.

2/ Attach the R/O and SVS printouts to the CHP 180. Retain forms in the Area files for a period of six months or as long as deemed appropriate by the Area commander.

d When the vehicle has not been entered into the SVS as an outstanding stolen, stored, or repossessed vehicle, inform the reporting party that the vehicle theft report can be accepted by telephone, if the party so desires. However, if the reporting party states they wish to file a report, a report shall be taken.

e Admonish the party regarding the filing of a false vehicle theft report as defined in Section 1050(a) CVC.

f Indicate on the CHP 180 if the reporting party declines to file a vehicle theft report after being admonished. Retain forms as "information only" in the Area files for a period of six months or as long as deemed appropriate by the Area commander.

g If the reporting party states they understand the admonishment and wants to proceed, complete the CHP 180, front and back. Indicate Section "10501(a) CVC advised" in the Remarks portion of the CHP 180.

h Advise the reporting party that a copy of the vehicle theft report will be mailed to them within ten days.

4 Theft reports will not be accepted over the telephone under any of the following circumstances:

NOTE: When any of these conditions are present, a beat officer shall be sent to take a report.

a A crime in progress and/or the suspects are present.

b The reporting party insists that an officer respond to the scene.

c The reporting party is not the R/O or L/O, nor the lessee of the vehicle.

d Witnesses or physical evidence are reported as being present at the scene.

e The reporting party is intoxicated or disorientated.

f The reporting party is not at their residence or is stranded without transportation.

g The information provided by the reporting party is unreasonable, questionable, or suspicious.

h The vehicle is embezzled or is associated with another crime.

i The theft occurred within an incorporated city's jurisdiction.

j Other complicating factors are present which make it difficult to determine the validity of the stolen vehicle/component report on the telephone. Example: The suspect is a family member, person residing in the household or has had limited use of the vehicle on prior occasions.

5 When the CHP 180 has been completed, the report shall be processed in the same manner as reports which are accepted in person and in accordance with local policy.

6 The CHP 180 reports accepted over the telephone by a communications center shall be sent to the applicable Area command. A copy shall be retained in the communications center file for six months plus the current year.

(f) For commands who do not have an approved policy accepting vehicle/component theft reports over the telephone, the following policy shall apply:

1 As soon as practicable and no more than six hours after the initial telephone notification, an officer shall respond to the theft scene and make personal contact with the victim to secure a written report unless a victim volunteers to come to the CHP office and file a written report within six hours.

2 A report of a stolen vehicle received by telephone may be broadcast immediately, but the broadcast preamble shall contain the following essential elements: "POSSIBLE STOLEN VEHICLE BASED ON TELEPHONE (VERBAL) INFORMATION; FORMAL THEFT REPORT NOT SIGNED." Discretion must be used by officers stopping the vehicle. The broadcast shall be canceled after six hours if a formal signed report has not been obtained.

(g) Whenever a person reports the theft of a vehicle (including a motorized bicycle) from any location within CHP jurisdiction, a CHP 180 shall be prepared for each vehicle taken. Additionally, a CHP 180 shall be prepared for vehicle component(s) taken from any location within CHP jurisdiction. The person making the report shall not be inconvenienced by being referred to an allied agency to secure a written report. When it is determined that the theft has occurred in another CHP Area's jurisdiction, the Area taking the courtesy report shall contact the CHP Area having jurisdiction and obtain a case number for the report. The Area accepting the report will provide the necessary information to enable the Area of jurisdiction make the required entry into the SVS. A copy of the report will then be forwarded to the Area having jurisdiction for the records. When taking a courtesy report, the officer shall inform the reporting party that the Department is to be notified as required in Section 10502 CVC should the reporting party recover the vehicle or vehicle component(s).

1 If it is determined that the theft occurred within an incorporated city's jurisdiction, the Area shall contact the city police department

having jurisdiction and request that one of their officers respond to take a report.

2 If the reporting party is on the telephone, transfer them to the affected police department.

3 If the police department or reporting party requests the CHP Area take a theft report, it will be processed in the same manner as a theft which occurred at a location within CHP jurisdiction.

(h) A single S case number is required in multiple stolen vehicle situations. For example, when a combination of vehicles, such as a motor vehicle towing a house trailer is stolen at the same time, the same S case number is to be used on each CHP 180. (Refer to General Order [GO] 100.38, Assignment of Case Numbers, for the procedures concerning the assignment of case numbers.)

(i) Reports of stolen vehicles shall be entered into the DOJ-SVS in the format prescribed in Part I, Criminal Justice Information System (CJIS) Manual. Every effort shall be made to ascertain that a vehicle has not been repossessed before transmitting the stolen information to the DOJ. If space permits, enter a contact phone number or address in the "Miscellaneous Field." It will expedite R/O notification of a recovered vehicle during evenings and weekends.

(j) Any property in the vehicle at the time of theft shall be recorded on the CHP 180, Stolen/Embezzled Narrative page, and entered into the DOJ Automated Property File or Automated Firearms System in the format prescribed in Part I, National Crime Information Center (NCIC) Manual.

(k) Particular care shall be exercised in recording VINs. *Complete and accurate VINs are essential to determine correct identification and registration.* However, it is not necessary to hold the report until the VIN is available; the stolen vehicle report should be entered into the DOJ-SVS immediately. The Stolen Vehicle Unit at the DOJ will obtain the VIN and add it to the record.

(l) When recording out-of-state license numbers in the CHP 180, dashes or symbols shall be shown as they appear on the license plates and the year of expiration.

(m) Accurate records shall be maintained by each Area office covering all vehicles/components reported stolen at that office as mandated by NCIC and referenced in the CJIS Manual (Sections 2.3.2 and 2.3.8). These records shall be keyed to both license number and VIN, or vehicle

component serial or identification number, and shall be retained for a period of six years plus the current year.

1 Records for vehicles which have not been recovered shall be retained for a period of ten years plus the current year. Copies **shall not** be sent to headquarters.

2 Each Area shall establish a suspense system that will provide for two contacts with the theft victim to determine if the vehicle or vehicle component has been recovered. These contacts shall be made 3 days and 60 days after the date of the theft report using the most current on-line version of the CHP 180B, Stolen Vehicle Follow-up, form.

(n) Areas shall mail a written notification of the recovery to the reporting party within 24 hours of the recovery or notification, excluding weekends and holidays. Written notification shall be sent even when a successful telephone notification has been made. Notification information shall be attached to the CHP 180. (Refer to Annex B for a sample recovery letter.)

(o) The report shall be maintained in the file of the originating command. Copies may be forwarded to sheriffs, police departments, or other interested agencies.

b. Stolen or Embezzled Vessel Report. The preceding procedures for taking stolen or embezzled reports for vehicles also apply to boats with the following modification:

(1) Officer should take a stolen boat report only if a vessel is mounted upon a vehicle which has also been stolen. If only the vessel has been stolen, the reporting person should be referred to the appropriate allied agency to file a report. If the allied agency refuses to take a report, it may be taken by this Department. (Refer to Section 10551 CVC.)

(a) Use the same S case number for the vehicle or other vehicle (i.e., a trailer or camper) carrying the boat. A separate CHP 180 is to be used for recording the theft of a vehicle and another CHP 180 for the vehicle carrying the boat.

(b) Use a separate CHP 180 with another S case number for the boat/vessel in combination with a vehicle (i.e., jet skis, snowmobiles).

(c) Check the "Vessel As Load" box in the condition and inventory section of the report.

(d) All available pertinent information related to the trailer and boat, such as the make, model, length, color, registration number, R/O's name and address, and hull identification number should be listed on the CHP 180 in the Stolen/Embezzled Narrative section.

(e) Separate entries are to be made in the SVS for the vehicle and trailer, and the Automated Boat System (ABS) for the boat. The SVS entry should refer to the ABS entry in the miscellaneous section and vice versa. All entries, updates, or cancellations related to stolen boats are to be entered into the ABS.

c. Mexico Courtesy Stolen Reports.

(1) When an officer is contacted by a victim of a vehicle theft that occurred in Mexico, the reported theft should be documented on a CHP 180. A copy of the stolen report taken by authorities of Mexico should be obtained at the time of the report and prior to documentation on a Mexico Courtesy Stolen Report (MCSR). Additionally, the victim should be instructed to report the theft to the agency of primary jurisdiction at the time of the theft in Mexico. The stolen vehicle must currently be registered in the United States and the R/O must be a United States resident. The MCSRs will be processed only for the theft of a vehicle and not for property such as a boat motor, bicycle, etc. However, if such property was physically in the vehicle at the time of the theft, include the pertinent information in the "Remarks" section on the CHP 180. This will assist the Mexico Liaison Unit Officer should information be developed indicating insurance fraud.

(2) The CHP 180 shall include:

(a) The specific location of the theft, not just "Mexico" (i.e., city, state, province).

(b) Specific date and time of theft.

(c) Complete insurance carrier information. Include both primary carrier information as required by California law and insurance coverage for traveling in Mexico, if available.

(d) The victim's explanation of the circumstances of the theft and which law enforcement agency in Mexico took the original stolen report (if completed).

(3) Indicate "Mexico Courtesy Stolen Report" at the top of the CHP 180 and include the following:

(a) A copy of the reporting party's driver license. The reporting party must be the same as the victim.

(b) A copy of the registration or title if available.

(c) The Border Division Communications Center shall be immediately notified via the telephone number located in the most current on-line Organizational Roster to obtain a MSCR Stolen Vehicle Report Number (S number). The S number shall be written in the "File No." box located at the top right on the CHP 180. Regardless of the CHP Area accepting the report, only a Border Division S number shall be assigned to a MCSR. Border Division Communications Center will enter the vehicle in the SVS after assignment of an S number.

(d) The victim should be provided with the yellow copy of the report as outlined in Annex A.

(4) Areas shall forward all original documentation to the Border Division Mexico Liaison Unit at:

California Highway Patrol  
Border Division  
Mexico Liaison Unit  
9330 Farnham Street  
San Diego, CA 92123

(5) Uniformed personnel shall advise victims there is a two-week processing delay for the report.

(6) Any questions should be referred to the Mexico Liaison Unit via the telephone number located in the most current on-line Organizational Roster.

d. Lost, Stolen, and Recovered License Plates Reports.

(1) Lost, stolen, and recovered license plates shall be classified as follows:

(a) Lost license plates are those which the owner or owner's agent reports as lost.

(b) Stolen license plates are those which the owner or owner's agent has a reasonable cause to believe to have been stolen.

(c) Recovered license plates are those that have been reported stolen or appear to have been lost or discarded.

(2) In accordance with Section 10500(a) CVC, license plates coming into the possession of the Department which are determined to be lost, stolen, or discarded shall be reported to the DOJ-SVS using the format published in Part I of the National Crime Information Center Manual.

(a) Stolen license plate reports may be taken by all departmental personnel. Departmental personnel taking reports of stolen license plates shall record on the CHP 180 the R/O of the vehicle and address of the person reporting the theft. The word "stolen" shall be printed to the left of the "plates report" box on the CHP 180 and the "plates report" box shall be checked.

(b) Reports of lost plate(s) may be taken by telephone or in person at any CHP Area office or communications center by all departmental personnel and shall reflect the same information as a stolen plates report. The word "lost" shall be printed to the left of the "plates report" box on the CHP 180 and the "plates report" box shall be checked.

(c) Reports of lost or stolen plate(s) shall be taken when one or both plates are lost or stolen.

(d) The appropriate communications center shall be notified. The communications center will assign an S case number to the report and make the entry into the SVS.

(e) The communications center shall provide a copy of the SVS entry to the requesting Area or notify the Area by Communications Network message that the SVS entry has been made.

(f) The Area requesting the SVS entry shall attach the SVS notification to the CHP 180 reflecting the lost or stolen plate(s) report.

(g) The reporting party shall be referred to the Department of Motor Vehicles (DMV) to apply for duplicate or substitute license plates.

(3) When a license plate is recovered, the SVS shall be queried to determine if the plate has been reported lost or stolen. A locate or cancel entry, as appropriate, shall be made into the SVS in the event a lost or stolen entry has been made. All plates coming into the possession of CHP offices shall be held for 30 days. Plates unclaimed after that period shall be delivered to the nearest DMV office. The DMV shall be advised that the plate had previously been reported as lost or stolen. No CHP 180 is required if a license plate is recovered and no previous report of it having been lost or stolen is on record.

### 3. RECOVERY REPORTS.

a. When a CHP 180 is prepared during the recovery of more than one stolen vehicle, a separate CHP 180 shall be prepared for each vehicle recovered.

(1) Stolen or Embezzled Storage Authorities.

(a) Use Section 22651(c) CVC when the vehicle is found on the highway or public lands and has previously been reported stolen or embezzled.

(b) Use Section 22653(a) CVC if the vehicle is located on private property and has been previously reported stolen or embezzled.

(c) Use Section 22659(c) CVC if the vehicle is located on state property and has been previously reported stolen or embezzled.

b. If workload permits, and the location of the vehicle recovery is reasonably close to the R/O and the R/O is able to respond to take possession of the vehicle within a reasonable period of time, an attempt should be made to release the vehicle to the R/O rather than storing the vehicle. When a vehicle is released to the R/O, a CHP 180 shall be completed and "Released to R/O" shall be indicated at the top of the CHP 180. Once completed, the R/O's identification shall be verified and the R/O shall sign the CHP 180 in the "Signature of Person Taking Possession" box.

c. If the vehicle is stored, the "Notice of Stored Vehicle" shall be sent as required pursuant to Section 22852 CVC. (Refer to Chapter 2, Storage/Impound and Release Procedures.)

d. If any vehicle component part (engine, transmission, license plate, VIN plate, etc.) is recovered, the component's serial or identification number shall be listed on the CHP 180 as a component recovery pursuant to Section 11108(a) Penal Code (PC). All recovered component parts shall be entered into the SVS. If the serial or identification number of the component is unknown at the time of the theft and upon recovery they are still unknown, the reporting officer should take the following steps to obtain identifying information:

(1) The R/O shall be contacted to ascertain if the vehicle in question had its original component at the time of the theft.

(2) If the component was original equipment, contact the Division Vehicle Theft Coordinator to ascertain the component's number through the National Insurance Crime Bureau.

e. If any property is missing at the time of recovery, the property shall be listed in the "Stolen/Embezzled Narrative" and/or "Narrative" section of the CHP 180. All missing property shall be entered into the Automated Property File.

NOTE: Property does not include cargo carried as a load.

f. The Area office holding the original stolen or embezzled report, upon receipt of information from the recovering officer or allied agency, shall immediately notify the reporting party by telephone of the location and condition of the recovered vehicle. If the reporting party's telephone number is unknown or notification attempts were unsuccessful, a written notice providing the location and condition of the recovered vehicle shall be mailed within 24 hours, excluding holidays and weekends pursuant to Section 10500(a) CVC. (Refer to Annex B.)

## ANNEX A

### CHP 180, VEHICLE REPORT, COMPLETION GUIDE

#### PAGE 1

REPORTING DEPARTMENT: The identity of the reporting department; e.g., California Highway Patrol (CHP), Los Angeles Police Department, etc., shall be entered by the officer or employee completing the report.

LOCATION CODE: Enter the reporting department's National Crime Information Center (NCIC) identifier; e.g., an officer or employee of CHP South Sacramento Area completing the report shall enter "9252" (a four digit number).

When taking a stolen report as a courtesy for another department or CHP Area, use the NCIC identifier for the Area or department with original jurisdiction; e.g., if the CHP South Sacramento Area is taking a stolen report for a theft that occurred in the CHP North Sacramento Area, the officer completing the report shall enter the CHP North Sacramento Area's NCIC identifier "9250" instead of CHP South Sacramento Area's identifier. This will facilitate the forwarding of a copy of the report to the Area or department having jurisdiction where the theft occurred. Except as noted, the officer or employee completing the report shall make entries in the appropriate sections.

DATE/TIME OF REPORT: Enter the date and time the report was taken or made. Record the time using the 24-hour clock.

NOTICE OF STORED VEHICLE DELIVERED PERSONALLY: If the registered owner (R/O) is present when the vehicle is stored, the officer or employee shall check this box and give a copy of the Notice of Stored Vehicle to the R/O personally. The officer shall complete the agency address information in the location provided on the reverse side of the Notice of Stored Vehicle.

FILE NO.: File numbers for stored or impounded vehicles will normally be entered by clerical personnel. The officer taking the stolen report shall enter the stolen vehicle case number (S number) assigned by the communications center.

LOCATION TOWED/STOLEN FROM: Enter the location from which the vehicle was towed or stolen. If the vehicle was towed or stolen from a street or highway, enter the name of the street or highway from where it was towed or stolen, as well as the nearest cross street or highway. If the vehicle was towed or stolen from private or public property, enter the street address or a brief description of the location.

ODOMETER READING: Enter the vehicle's odometer reading at the time of the vehicle's storage or impound. The entry should be to the nearest tenth of a mile.

VIN CLEAR IN SVS? / LIC. CLEAR IN SVS?: Check the appropriate response (yes or no) after determining the status of the vehicle's license and/or Vehicle Identification Number (VIN).

DATE/TIME DISPATCH NOTIFIED: Enter the date and time the appropriate communications center was advised of the vehicle's status (stored, impounded, stolen, recovered, etc.).

LOG NO.: Enter the number relayed by the communications center which identifies the vehicle as stolen or recovered. The log number sequentially identifies a stolen or recovered vehicle; e.g., S97-075 would be the 75th vehicle stolen in 1997, and R97-002 would be the second vehicle recovered in 1997.

YEAR: Enter the vehicle's year of manufacture in the box provided.

MAKE: Enter the vehicle manufacturer's name in the box provided.

MODEL: Enter the vehicle's model type in the box provided.

BODY TYPE: Enter the appropriate vehicle body type in the space provided.

COLOR: Enter the color of the vehicle in the space provided.

LICENSE NO.: The officer or employee completing the report shall exercise particular care in recording license plate numbers. For example, dashes or symbols shall be shown as they appear on the license plates. Check the appropriate box indicating whether the vehicle has one or two license plates.

MONTH/YEAR: Enter the month and year of expiration of the vehicle's license plate or registration tabs and verify registration status.

STATE: Enter the standard abbreviation for the state in which the vehicle is registered.

VEHICLE IDENTIFICATION NO.: Enter the VIN in the spaces provided. The VIN shall be taken from the VIN plate whenever possible, rather than from the registration documents. Particular care shall be exercised in recording the VIN, since complete and accurate VIN numbers are absolutely essential to determine correct identification and registration information. Letters of the alphabet shall be legibly written in large script to avoid being mistaken for numerals. For example; the letter S shall be written as S.

ENGINE NO.: If possible, enter the vehicle's engine number. The officer or employee taking a stolen report, shall ascertain if the vehicle is equipped with its original engine, and shall enter that information in the appropriate space in the Stolen/Embezzled Narrative on the reverse side of page one.

VALUATION BY: Check the appropriate valuation box on vehicle storages and impounds. However, on California Vehicle Code (CVC) Section 22669(d) storages, if the vehicle is valued at \$500.00 or less, write in < \$500.00.

REGISTERED OWNER/LEGAL OWNER: Obtain the names and addresses of the R/Os and legal owner (L/O) by requesting a registration check from the appropriate communications center. This will provide the most up-to-date R/O and L/O information available. The reporting officer or employee shall not rely on registration cards found in the vehicle. The information obtained shall be printed legibly, since it appears on the Notice of Stored Vehicle and will serve as the address information label when the notice is mailed. If the L/O is the same as the R/O, the "Same as R/O" box may be checked.

STORED - IMPOUNDED - RELEASED – RECOVERED-VEHICLE/COMPONENT: Identify the type of vehicle report being made by checking the appropriate boxes (stored, impounded, etc.). If the report is a stolen or a stolen recovery report, particular care shall be exercised to designate whether it is an entire vehicle or vehicle component that was stolen or is being recovered. This can be accomplished by circling either vehicle or component.

TOWING/STORAGE CONCERN (NAME, ADDRESS, PHONE): Enter the name, address, and telephone number of the garage towing and storing the vehicle.

STORAGE AUTHORITY / REASON: Enter the appropriate storage authority (California Vehicle Code Section) and the reason for the storage. The reason shall be entered in lay terms so that the Notice of Stored Vehicle can be easily understood by the party receiving it; e.g., 22651(h) CVC - Driver Arrested, or 22655.5 CVC - Impounded for Investigation, etc. If the storage authority is 22651(h) CVC, and the vehicle is removed from private property, the storing officer shall enter "Pvt. Prop." following the storage authority. This will assist in ensuring the required notices for private property storages are sent.

REASON FOR STOP: The reason the vehicle driver was stopped shall be entered here, e.g., 23152 CVC DUI, etc.

AIRBAG?: Indicate whether an airbag is installed in the vehicle. The number of airbags shall also be indicated by checking the appropriate box. If an airbag is missing from a recovered stolen vehicle indicate in the narrative which airbag is gone. CAUTION: DO NOT ATTEMPT TO INSPECT AIRBAGS AS THEY MIGHT DEPLOY CAUSING INJURY.

DRIVEABLE?: Indicate whether or not the vehicle is driveable by checking the appropriate box. If the officer is unable to determine whether the vehicle is driveable or not, the "Unknown" box shall be checked.

VIN SWITCHED?: Visually inspect the VIN to ascertain if it appears to have been

altered, if it has been removed, or if it compares with the registration information or registration documents. After making the appropriate determination, the officer or employee shall check "Yes" or "No" as appropriate.

**CONDITION:** Visually inspect the vehicle to determine whether or not it has been wrecked, burned, vandalized, or stripped. After making the appropriate determinations, the officer or employee shall check the appropriate answers to the questions asked in this portion of the report. Specific damage shall be shown in the "Vehicle Damage Diagram" and noted in the Remarks section of the CHP 180. If the vehicle is a stolen recovery, the officer or employee completing the report shall enter the required information in the "Stolen/Embezzled Narrative." The officer or employee completing the report shall visually inspect the vehicle equipment specified in this section of the CHP 180, and enter the appropriate response concerning the equipment, accessories, cargo, load, etc.

- ◆ The "Burned Hulk per 431(c) CVC" box should be checked YES if the vehicle being stored or impounded meets the definition in the CVC. This applies to any vehicle which is a recovered stolen, is burned, or is involved in a collision which results in a vehicle fire.
  - ◇ Section 431(c) CVC - "A nonrepairable vehicle is a completely burned vehicle (burned hulk) that has been burned to the extent there are no more usable or repairable body or interior components, tires and wheels, or drive train components, and which the owner irreversibly designates as having little or no resale value other than its worth as scrap metal or as a source of a vehicle identification number that could be used illegally."
- ◆ The "Surgical Strip per 431(b) CVC" box should be checked YES if the vehicle being stored or impounded meets the definition in the CVC. A vehicle can only meet this definition if it is a recovered stolen vehicle.
  - ◇ Section 431(b) CVC - "A non-repairable vehicle is a completely stripped vehicle (a surgical strip) recovered from theft, missing all of the bolt on sheet metal body panels, all of the doors and hatches, substantially all of the grill and light assemblies, or that the owner designates has little or no resale value other than its worth as a source of scrap metal, or as a source of a vehicle identification number that could be used illegally."

**RELEASE VEHICLE TO:** Check the appropriate box or write in the proper instructions concerning release of the vehicle.

**GARAGE PRINCIPAL OR AGENT STORING VEHICLE (SIGNATURE):** The officer or employee completing the report shall have the tow operator sign the CHP 180 in this box.

DATE/TIME: The officer or employee completing the report shall have the tow operator enter the date and time of their signature.

NAME OF PERSON/AGENCY AUTHORIZING RELEASE: At the time of the vehicle's release, the name of the person or agency authorizing the release of the vehicle shall be printed in this box. If there is an agency hold on the vehicle, only an officer employed by that agency can authorize the release. If an agency other than the storing agency places a hold on the vehicle, the vehicle's release may be authorized by phone. If there is no agency hold on the vehicle, the storage facility owner or their agent's name should be entered.

I.D. NO.: The identification (ID) number of the person authorizing the release shall be entered in this box.

DATE: The date the authorization for release was given shall be entered in this box.

CERTIFICATION: The party releasing the vehicle shall have the party taking possession of the vehicle read this statement.

SIGNATURE OF PERSON AUTHORIZING RELEASE: The party authorizing the vehicle's release should sign the CHP 180 in this box. If there is an agency hold on the vehicle, only an officer employed by that agency can sign the authorization for release.

SIGNATURE OF PERSON TAKING POSSESSION: The party taking possession of the released vehicle shall sign the CHP 180 in this box.

STOLEN VEHICLE/COMPONENT - EMBEZZLED VEHICLE - PLATE(S) REPORT: The officer or employee completing the report shall check the appropriate box.

DATE/TIME OF OCCURRENCE: The date and time the vehicle or vehicle component was stolen, embezzled, or the license plate was lost or stolen shall be entered in this box.

DATE/TIME REPORTED: The date and time the vehicle or vehicle component theft, embezzlement, license plate loss, or theft was reported shall be entered in this box.

NAME OF REPORTING PARTY (R/P): The name of the reporting party shall be legibly printed in this box.

DRIVER LICENSE NO./STATE: The driver license number and the issuing state of the party reporting the theft, embezzlement, or loss shall be entered in this box.

LAST DRIVER OF VEHICLE: The name of the last driver shall be entered in this box.

DATE/TIME: The date and time the vehicle was last driven shall be entered in this box.

ADDRESS OF R/P: The reporting party's address shall be listed in this box.

TELEPHONE OF R/P: The reporting party's telephone number shall be entered in this box.

CERTIFICATION: The party taking the report shall have the person making the report read this statement.

SIGNATURE OF PERSON MAKING REPORT: The officer or employee completing the stolen or embezzled report shall have the reporting party sign the report in this box.

REMARKS SECTION: The officer or employee shall utilize this section to record the property inventory, vehicle damage, the arrestee's name, the name and ID number of any employee who actively participates in the inventory of the vehicle or any other pertinent information.

DRIVER'S NAME: Enter the name of the driver in this box.

ARRESTED/SECTION?: Indicate whether the driver was arrested by checking the appropriate box. The officer shall write in the section number for which the driver was arrested.

REPORTED BY: Enter the name of the complaining party when the storage results from a complaint if the complaining party's name is known. This information box is so located that the information does not appear on the Notice of Stored Vehicle.

CARGO/TYPE?: Indicate whether there was cargo present by checking the appropriate box. The officer shall also state the type of cargo that was present; e.g., electronic equipment, televisions, bulk hay, or dry goods.

VALUE: Provide an estimated value of the cargo. The officer shall also indicate whether a bill of lading is attached to the report. If possible, the estimated value should come from the bill of lading or from the shipper. The driver's estimate should be used as a last resort. Do not attach the original bill of lading to the report. Copies should be made and the original returned to the driver.

- ◆ If serial numbers were assigned to the stolen cargo and they are not listed on the bill of lading, attempt to obtain those numbers from the shipper and list them in the "Narrative" portion of the report. Those numbers must be entered into the Stolen Property System.

VEHICLE DAMAGE DIAGRAM: The officer or employee completing the report should shade or mark the vehicle diagrams in the appropriate locations to indicate damage. While there is no set method of showing damage, the officer or employee should establish a consistent method of marking to facilitate interpretation of the markings

which depict specific damage. In addition to the damage indicated in the Vehicle Damage Diagram, the damage shall be noted in the Remarks section or the Vehicle Condition section of the CHP 180.

**SIGNATURE OF OFFICER TAKING REPORT:** The officer or employee completing the report shall sign the report in this box.

**I.D. NO.:** The officer or employee completing the report shall enter their identification number in this box.

**SUPERVISOR:** The supervisor of the officer or employee completing the report shall review the report for legibility, accuracy, and completeness. When the supervisor is satisfied that the report is legible, accurate, and complete, he/she shall indicate approval by initialing this box.

**REQUIRED NOTICES SENT TO REGISTERED AND LEGAL OWNERS PER SECTION 22852 CVC:** A member of the office clerical staff shall check the appropriate box indicating whether or not the required notices have been sent to the L/O or R/O.

**DATE NOTIFIED:** A member of the office clerical staff shall enter the date that the notices required by Section 22852 CVC were sent.

**REVERSE SIDE OF PAGE ONE (STOLEN / EMBEZZLED NARRATIVE)**

1. **AREA:** Indicate the area where the vehicle was located by checking the appropriate box.
2. **TAKEN FROM:** Indicate the area the vehicle was taken from by checking the appropriate box.
3. **REGISTRATION IN VEHICLE?:** Indicate whether the registration was in the vehicle by checking the appropriate box.
4. **WAS NEIGHBORHOOD CHECKED FOR VEHICLE, WITNESSES, CLUES, OTHER CRIMES?:** Indicate whether or not a neighborhood check was completed by checking the appropriate box.
5. **PAYMENTS CURRENT?:** Indicate whether or not the vehicle payments were current by checking the appropriate box.
6. **DOORS LOCKED?:** Indicate whether or not the vehicle doors were locked by checking the appropriate box.
7. **KEYS IN VEHICLE?:** Indicate whether or not the keys were in the vehicle by checking the appropriate box.

8. ALL KEYS ACCOUNTED FOR?: Indicate whether all keys for the vehicle were accounted for by checking the appropriate box.
9. WHEN WAS THE VEHICLE LAST SERVICED?: Enter the approximate date the vehicle was last serviced.
10. WHERE?: Enter the location the vehicle was last serviced.
11. IS THIS THE USUAL MECHANIC?: Indicate whether or not the usual mechanic performed the service on the vehicle.
12. RECENTLY LEFT IN PARKING GARAGE OR PARKING VALET SERVICE?: Indicate whether or not the vehicle was recently left in a parking garage or parking valet service by checking the appropriate box.
13. IF YES, WHERE?: Enter the location of the parking garage or valet service last used.
14. VEHICLE EQUIPPED WITH ORIGINAL ENGINE?: Indicate whether or not the vehicle was equipped with the original engine by checking the appropriate box.
15. ORIGINAL TRANSMISSION?: Indicate whether or not the vehicle was equipped with the original transmission by checking the appropriate box.
16. ORIGINAL PAINT?: Indicate whether or not the vehicle had the original paint by checking the appropriate box.
17. IF ANSWER TO 14, 15, OR 16 IS NO, PROVIDE ADDITIONAL INFORMATION, SERIAL NO., ORIGINAL COLOR, ETC.: The officer or employee completing the report shall provide pertinent information regarding the engine, transmission, or color of the vehicle in the space provided.
18. HAS VEHICLE BEEN PREVIOUSLY INVOLVED IN AN ACCIDENT?: Indicate whether or not the vehicle was involved in an accident by checking the appropriate box.
19. IF YES, HAS DAMAGE BEEN FIXED?: Indicate whether or not the collision damage was repaired by checking the appropriate box.
20. PARTS DAMAGED: Name the damaged vehicle parts in the space provided.
21. FACTORY EQUIPPED RADIO?: Indicate whether or not the vehicle had a factory equipped radio by checking the appropriate box.
22. IF NO, MAKE AND SERIAL NO.: Enter the make and serial number of the radio installed in the vehicle.

23. DOES VEHICLE HAVE LOCKING GAS CAP?: Indicate whether or not the vehicle had a locking gas cap by checking the appropriate box.
24. IS VEHICLE FULLY INSURED?: Indicate whether or not the vehicle was fully insured by checking the appropriate box.
25. NAME / ADDRESS OF INSURANCE COMPANY: Enter the name and address of the insurance company in the space provided.
26. NAME / ADDRESS OF NEAREST RELATIVE NOT LIVING WITH R/P: Enter the name and address of the nearest relative not living with the R/P in the space provided.
27. IDENTIFYING MARKS, BUMPER STICKERS, ADD ON EQUIPMENT, ETC.: List any identifying marks on the vehicle, or add on equipment.
28. SUSPECT NAME: Enter the suspect's name, if known, in the space provided. The driver license number and state, address, and a description of the suspect shall also be entered in the appropriate spaces.

### **RECOVERY NARRATIVE**

29. NAME, DATE AND CASE NUMBER OF REPORTING AGENCY: Enter the name, date, and case number of the reporting agency in the space provided.
30. AREA RECOVERED: Indicate whether the area the vehicle was recovered from was rural or urban by checking the appropriate box.
31. DESCRIPTION OF RECOVERY AREA: Enter a description of the recovery area in the space provided.
32. RECOVERY: Identify whether the recovery of the vehicle was complete or partial by checking the appropriate box.
33. ANY EVIDENCE LOCATED: Indicate whether or not evidence was located by checking the appropriate box.
34. WITNESSES, CLUES AND OTHER CRIMES: Enter any information regarding witnesses, clues, and other crimes in the space provided.
35. HAVE MISSING, IDENTIFIABLE PARTS BEEN ENTERED IN SVS?: Indicate whether or not the missing vehicle parts were entered into the Stolen Vehicle System (SVS) by checking the appropriate box.

### **COMPONENT RECOVERY**

36. DESCRIPTION: Enter a brief description of the recovered vehicle component in

the space provided.

37. SERIAL NO.: Enter the serial number of the recovered vehicle component in the space provided.

### **NARRATIVE**

The officer or employee should use the "Narrative" portion to record any additional information not covered in the numbered sections including evidence located during the investigation.

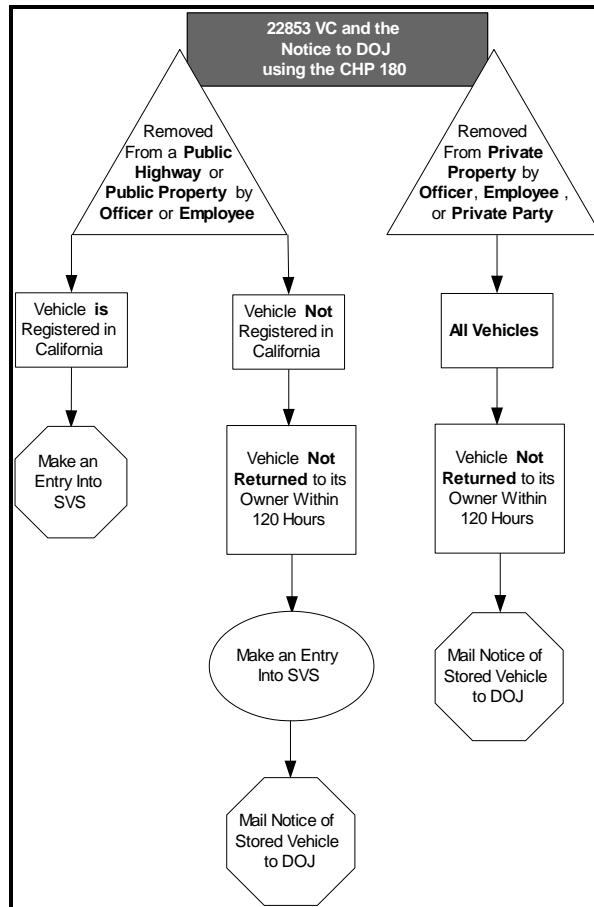
### **NOTICE OF STORED VEHICLE (22852 CVC), PAGES 2, 3, AND 4**

- Pages two and three of the CHP 180 are two copies of the Notice of Stored Vehicle, and are duplicates of the top portion of page one. One copy of the Notice of Stored Vehicle is to be mailed to the L/O, the other to the R/O.
- Page 4 of the CHP 180 is a copy of the Notice of Stored Vehicle, and is a duplicate of the top of page 1. The reverse side of page 4 is in the Spanish language for those individuals who only speak Spanish and is to be mailed to the Spanish speaking R/Os.
- The L/O and R/O information shall be verified by the appropriate member of the clerical staff. The reverse side of the document shall be signed, dated, and stamped with the office address in the locations indicated.
- The Notice of Stored Vehicle may be discarded if the CHP 180 is a stolen or embezzled report.
- If the CHP 180 is a stolen or embezzled recovery report and there is no L/O of record, the reporting party's name and address may be entered in the space for the L/O. The form may be utilized to make the required notice of recovery to the reporting party.

### **NOTICE OF STORED VEHICLE, REVERSE SIDES OF PAGES 2, 3, AND 4**

- Section A contains information regarding the R/Os or L/Os right to a post storage hearing to determine the validity of the impound.
- Section B is to be signed by a member of the office clerical staff when the notices are sent by mail.
- Section C is the Notice to Department of Justice (DOJ). This notice is to be completed in the following circumstances:

- When a California registered vehicle is removed from a highway or from public property for storage and the required notification to the owner was not successful, the impounding agency must notify DOJ, SVS. DOJ notification requirement is fulfilled when a stored vehicle is entered into the SVS as a “Stored Vehicle” or an “Impounded Vehicle.” **This form should not be sent to DOJ.**
- When a vehicle not registered in California is removed from a highway or from public property for storage and the required notification to the owner was not successful, the agency storing the vehicle must notify DOJ, SVS. The vehicle must be entered into the SVS as a “Stored Vehicle” or an “Impounded Vehicle.” **Additionally, if the vehicle is not returned to the owner within 120 hours, this form shall immediately be forwarded to DOJ.**
- When a vehicle is removed from private property for storage, the required notification to the owner was not successful, and the vehicle was not returned to the owner within 120 hours, **the agency shall immediately forward this form to DOJ.** Entry of the vehicle into the SVS is not required.
- Do not send a report to DOJ in the following instances:
  - Vehicles removed pursuant to the Abandoned Vehicle Abatement statutes (Sections 22660-22668, and 22710 CVC).
  - Vehicles impounded pursuant to Section 22655 CVC for investigation.
  - Vehicles removed from private property pursuant to Section 22658 CVC.
  - Abandoned vehicles valued at \$300 or less (Section 22669 CVC).
- The following is a flow chart outlining when entries must be made into the SVS, and when notices must be sent to DOJ. It should be **emphasized** that, unless the notice **is required** to be sent to DOJ, it should **not** be sent.



**PAGE 5**

Page 5 (yellow copy) is a copy of the CHP 180. This copy shall be provided to the company that towed and stored the vehicle listed on the first and subsequent pages of the CHP 180. If the CHP 180 is a record of a stolen or embezzled report, page 5 may be given to the reporting party.

## ANNEX B

### SAMPLE VEHICLE RECOVERY NOTIFICATION

State of California—Transportation Agency

EDMUND G. BROWN Jr., Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

P.O. Box 942898  
Sacramento, CA 94298-0001  
(916) 843 3340  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)



[Date]

File No.: 420.012345.180ltr

Mr./Mrs./Ms./Registered Owner  
Street Address  
City, CA. Zip Code

Dear                     Registered Owner                    :

On       Date      , your       Vehicle Description      ,       License or VIN       was recovered under Section       CVC Section       of the California Vehicle Code. Your vehicle is currently stored at       Name, Address, Telephone Number of Tow Company      . At the time of your vehicle's recovery, it was       Describe condition of vehicle (e.g., missing all four wheels and tires)      . Please retrieve your vehicle from the storage yard as soon as practical to prevent incurring further storage charges.

Should you have any questions, please feel free to contact the Bakersfield Area office at (661) 559-1234.

Sincerely,

J. A. General, Captain  
Commander

*Safety, Service, and Security*



*An Internationally Accredited Agency*

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