

# San Diego Police Department

## TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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CHIEF OF POLICE

21-02

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### **USE OF THE NEW STANDARDIZED AUTO THEFT REPORTING ADDENDUM**

#### **I. PURPOSE**

The purpose of this bulletin is to provide information and direction on the newly implemented Auto Theft Reporting Addendum (Addendum).

#### **II. BACKGROUND**

The lack of detailed documentation in auto theft investigations has historically caused difficulties prosecuting auto theft cases. In many cases vehicles that are reported stolen can quickly be disproven (owner forgot where they parked, vehicle was illegally parked or repossessed, a family member has the vehicle, etc.). Before the vehicle is entered into the Stolen Vehicle System a set of standardized questions will be required to be asked by the investigating officer. The Department is implementing a standardized Addendum questionnaire.

The new Addendum provides a Department wide standardized investigative process and set of questions for officers conducting auto theft investigations. The Addendum also eliminates the use of division-specific templates.

#### **III. PROCEDURE**

During the preliminary investigation, the officer will interview the victim and witness(s) about the auto theft. During the interview, the investigating officer will use the questions on the Addendum. The investigating officer will then use the Addendum to document the victim/witness(s) responses.

If the victim answers yes to any of the first four questions, the vehicle may not be considered stolen. The investigating officer must contact their respective divisional auto theft detective or area investigative unit supervisor for guidance.

**IV. ADDENDUM**

**See TB 21-02 Addendum A (attached below) for details.**

Department Procedure 6.13 will be updated to reflect this Training Bulletin.

If you have any questions concerning the information provided in this bulletin, please e-mail Detective Sergeant John Huys at [jhuys@pd.sandiego.gov](mailto:jhuys@pd.sandiego.gov).

**TB 21-02, USE OF THE NEW STANDARDIZED AUTO THEFT REPORTING  
ADDENDUM**

**\*\*\*ADDENDUM A\*\*\***

**SYNOPSIS:** *(Be sure to include elements of the crime, e.g.: did the suspect take the vehicle without permission with the intent to temporarily or permanently deprive)*

**ORIGIN:**

**INVESTIGATION:**

1. Did anyone have permission to borrow, take, or drive the vehicle at any time?
2. Did you loan your vehicle to a relative, significant other, or friend?
3. Have you ever been late on your vehicle payments? Are you current on your vehicle payments as of today?
4. Do you think your vehicle may have been repossessed?

*\*If RP answered 'yes' to any of the above questions, the vehicle may not be stolen. Contact your divisional auto theft detective for further.*

5. Do you own your vehicle or is there a lien holder?

Lien Holder: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

6. Have you contacted your insurance company and filed a claim? If so, what date?

7. What is the name of your insurance company and policy number?

Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Policy Number: \_\_\_\_\_

8. Did you leave the windows rolled down or doors unlocked?
9. Did you hide your key anywhere on the exterior of your vehicle?

10. Did you leave your keys unattended while your vehicle was parked? (ie: In a towel on the beach)

11. How many keys are there to your vehicle/ignition?

Door locks \_\_\_\_\_  
Ignition \_\_\_\_\_  
Hide-a-key \_\_\_\_\_  
Other \_\_\_\_\_

12. Are you missing any keys or FOB? Can I see your keys now?

13. Is your vehicle equipped with a tracking device? (LoJack, OnStar, etc.)

14. Have you recently driven your vehicle to Mexico? If so, when?

15. What were you doing prior to, during, and after the theft of your vehicle?

16. Describe the exact location your car was stolen from.

17. Have you checked for, or are you aware of any security cameras in the area?

**STATEMENT of Reporting Party:**

**EVIDENCE:**

**FOLLOW UP INVESTIGATION:**

**Additional Info:**