

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>GENERAL ORDER POLICE BUREAU</b>	<b>DATE OF ISSUE February 5, 2020</b>	<b>EFFECTIVE DATE February 5, 2020</b>	<b>NO. 057-20</b>
<b>SUBJECT: GENERAL ORDER  Stolen Vehicles / Stolen Vehicle Recovery</b>		<b>DISTRIBUTION  Police Bureau Personnel</b>	<b>AMENDS</b>
<b>REFERENCE:</b>			<b>RESCINDS 057-15</b>

**Purpose:** To familiarize members with policy and procedures regarding the investigative and reporting process pertaining to vehicles stolen from within the MCSO jurisdiction and the recovery of said stolen vehicles regardless of the jurisdiction of recovery.

Note: Water craft (vessels) and snowmobiles shall be investigated/documented utilizing the methods etc. delineated herein.

**Policy:** Investigation and documentation of reported stolen vehicles and recovered stolen vehicles is a responsibility of the MCSO. Any vehicle unlawfully taken from the rightful owner within the jurisdiction of the MCSO shall be properly documented (SIR) and the requisite teletype generated via Monroe County Sheriff's Records personnel. Any stolen vehicle recovered within the jurisdiction of the MCSO shall be documented (SIR/IAR) and associated teletype cancelled via the Monroe County Sheriff's Records personnel.

**Definitions:** Vehicle: Every device in, upon, or by which any person or property is or may be drawn upon a highway, except devices moved by human power or used exclusively upon stationary rails or tracks. NYSV&T Law Article 1 §159.

Vessel: Every description of watercraft or other artificial contrivance propelled in whole or in part by mechanical power and, which is used or capable of being used as a means of transportation over water, and which is underway and not at anchor or made fast to the shore or ground. NYS Navigation Law §2.

Snowmobile: Any self-propelled vehicle designed for travel on snow or ice, steered by skis or runners and supported in whole or in part by one or more skis, belts or cleats. NYSV&T law Article 47 §2221 (1).

**I. Duties and Responsibilities**

A. Stolen Vehicles – Upon being dispatched to a reported stolen vehicle from within the MCSO's geographic area of responsibility responding personnel shall adhere to the guidelines outlined in **PBGO-020 Preliminary Investigation Process**.

1. Upon arrival on scene MCSO personnel will determine the validity of the reported stolen vehicle through their preliminary investigative process.
2. Upon determining that a vehicle has in fact been stolen the responding deputy shall complete the Standard Incident Report (SIR) which will serve as the "Investigative Action". When a vehicle is taken as the result of a Domestic Incident, a Domestic Incident Report (DIR) and DIR Deposition referencing the vehicle along with a Standardized Incident Report (SIR) will be completed.
3. Reporting deputies shall utilize Box #53 Table V on the SIR entering "Code 9" (Stolen) therein.
4. Reporting deputies shall also complete, with the victim, the Stolen Vehicle Deposition (see attachment A).
  - a. Stolen vehicle Deposition Distribution

1. Original filed with SIR to MCSO records.
  2. Copy retained by reporting personnel.
  3. Copy filed with SIR maintained at Zone level.
- b. Upon the arrest of the individual(s) responsible for the motor vehicle theft, MCSO personnel shall make every reasonable effort to obtain the original stolen vehicle deposition from MCSO records and submit same to the court during arraignment of the suspect(s). Deputies shall document the submission of the original deposition to the court of jurisdiction within their report.
5. The responding deputy shall contact the MCSO records unit requesting a teletype be generated and said TT number shall be documented in Box #70 of the SIR.
- MCSO records shall include the following in the teletype:
- a. Instructions requesting any outside agency to hold the vehicle for the performance of tech work by a MCSO technician.
  - b. That a victim deposition is on file with MCSO records.
6. Stolen vehicle reports shall be completed in a timely fashion and shall not be placed on "Hold".
7. All stolen vehicle/stolen vehicle recovery reports shall be reviewed by the Shift Supervisor and assigned/distributed at the Shift Supervisor's discretion.
- B. Stolen Vehicle Recovery – All stolen vehicles recovered within the geographical jurisdiction of MCSO shall be documented utilizing the methods specified within this section.
1. MCSO personnel upon discovering, via routine patrol or otherwise, a previously reported stolen vehicle shall confirm via OEC that the vehicle is in fact stolen. Personnel shall promptly notify their immediate supervisor of same.
  2. MCSO personnel on scene will determine the likelihood of suspect(s) potential return to the vehicle along with any and all solvability factors potentially leading to the capture of those responsible.
  3. A technician shall respond to any and all stolen vehicle recoveries within the MCSO jurisdiction and perform the necessary tech work unless specific instructions to the contrary are contained within the stolen vehicle teletype.
  4. Recovered vehicles where MCSO is the originating agency shall be documented on an Investigative Action under the original crime report number utilized for the original Stolen Report Number.
    - a. Responding MCSO personnel shall contact MCSO records and provide the necessary information required to cancel the original teletype. The teletype cancelation shall be documented by the deputy within their report.
    - b. Responding personnel shall forward a copy of their completed/signed stolen vehicle recovery report to the original reporting staff member as well as MCSO records.
  5. Those vehicles where MCSO is not the original reporting agency shall be documented utilizing the SIR. MCSO records shall notify the originating agency of the recovery of the confirmed stolen vehicle for the purposes of instruction regarding tech work and notification of the owner.
  6. Those vehicles recovered by an outside agency originally reported to MCSO shall be documented utilizing the Investigative Action Report.

- a. An MCSO technician shall be assigned and respond for tech work and completion of Investigative Action Report detailing circumstances of the recovery to include but not limited to recovery location, time and any other potential solvability factors. Said tech work will be performed in accordance with the NYSPL §450.10 (4c).
- b. At the discretion of the Watch Commander, MCSO shall make every reasonable effort to perform tech work on stolen vehicles recovered outside MCSO jurisdiction.
- c. A copy of the tech report and IAR recovery report shall be forwarded to the original reporting MCSO personnel or current case agent.

Note: Under no circumstances is any member of MCSO to contact the rightful owner of the recovered stolen vehicle without first having notified the originating agency of their intent to do so.

The vehicle release procedure of any recovered stolen vehicle shall be consistent with the New York State Penal Law, the New York State Criminal Procedure Law as well as the current MCSO General Order delineating same and shall be documented accordingly.

By Order of the Sheriff,



Todd K. Baxter

Attachment A

STATE OF NEW YORK : COUNTY OF MONROE

MCSO CR# \_\_\_\_\_

\_\_\_\_\_ COURT \_\_\_\_\_ OF \_\_\_\_\_

**THE PEOPLE OF THE STATE OF NEW YORK**  
AGAINST

**SUPPORTING DEPOSITION**  
**GENERAL**  
(Stolen Vehicle)

Defendant(s)

D.O.B.

BE IT KNOWN THAT, by this deposition that \_\_\_\_\_ as the deponent herein, (is employed at / resides at) \_\_\_\_\_, and can be reached at (telephone number) \_\_\_\_\_, and further states that I (am / am not) the owner (if not the owner, state relationship to the owner \_\_\_\_\_) of a \_\_\_\_\_ (veh. year) \_\_\_\_\_ (make) \_\_\_\_\_ (model), color \_\_\_\_\_ bearing \_\_\_\_\_ State registration \_\_\_\_\_ (plate #), with a vehicle identification number \_\_\_\_\_. That on the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), I reported this vehicle stolen to the Monroe County Sheriff's Office. At no time did I authorize, allow, or give consent to the above said person(s) or anyone else to take, operate, steal, exercise control over, ride in, or otherwise possess this vehicle. I reasonably estimate the value of the above described vehicle as \$ \_\_\_\_\_. The reasonable basis for the value of this vehicle is \_\_\_\_\_. That at the time the vehicle was stolen I (had / had not) left the keys in the vehicle ignition.

**ADDITIONAL VEHICLE INFORMATION:**

Company Vehicle  Rented  Privately Owned, if so, what is owed on the vehicle \$ \_\_\_\_\_.  
 Leased, if so, what is the expiration date \_\_\_\_\_, Lease Term \_\_\_\_ (months / years),  
Leasing Company \_\_\_\_\_.  
Current mileage of the vehicle \_\_\_\_\_. Current damage on the vehicle \_\_\_\_\_.  
Recent repairs, if any \_\_\_\_\_ on date \_\_\_\_\_.  
Keys in vehicle (yes / no). Vehicle was locked (yes / no). Vehicle was running (yes / no).  
Alarm system (yes / no). GPS system (yes / no). Title in vehicle (yes / no). Registration in vehicle (yes / no).  
Insurance company \_\_\_\_\_ Policy # \_\_\_\_\_.

Ever had a vehicle stolen before? (yes / no). If yes, when and where?  
\_\_\_\_\_

List any aftermarket items installed in the vehicle: \_\_\_\_\_

I request that the above said person(s) or anyone else who did without my permission take, operate, steal, exercise control over, ride in, or otherwise possess this vehicle be arrested and prosecuted to the fullest extent of the law.

VERIFICATION BY SUBSCRIPTION AND NOTICE  
UNDER PENAL LAW SECTION 210.45

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

AFFIRMED UNDER PENALTY OF PERJURY THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

DEPONENT