

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Cobalt Reminder: Entering Location for Recovered Stolen Vehicles
Number 16-011
Effective Date September 30, 2016
Related To: GO-OPS-303.03 (Tow Crane Operation and Enforcement) GO-SPT-601.01 (Recording, Handling, and Disposition of Property Coming Into the Custody of the Department)

I. PURPOSE

The collection of accurate data, including but not limited to the locations of offenses and the recovery of stolen property (e.g., automobiles), enables Metropolitan Police Department (MPD) law enforcement and intelligence analysts to identify trends and patterns in crime-related activity and behavior. These trends and patterns provide the foundation for successful crime prevention plans and strategies. The purpose of this executive order is to clarify Cobalt Records Management System reporting requirements pertaining to the recovery of stolen vehicles by MPD members.

II. REGULATIONS

- A. The procedures outlined in this executive order pertain to Cobalt reporting requirements **only**. The procedures outlined in this executive order do not relieve members of their owner notification and other responsibilities outlined in GO-SPT-601.01 (Recording, Handling, and Disposition of Property Coming into the Custody of the Department) and GO-OPS-303.03 (Tow Crane Operation and Enforcement).
- B. Members shall document the recovery of all stolen automobiles in Cobalt, regardless of where and how the vehicle is towed afterwards.

III. PROCEDURES

- A. Upon recovering stolen vehicles, members are reminded to:
 - 1. Open the "Property and Items (+ ITEM)" subsection on the relevant Incident, Arrest, or Offense Card (Attachment A).

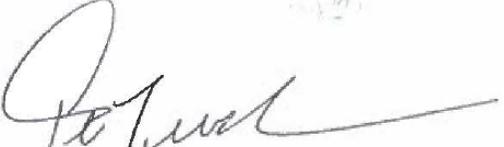
NOTE: Depending on the situation, members may be required to enter "Property and Items" information on more than one card. For example, stolen vehicles recovered during an "Unauthorized Use of a Vehicle" arrest will require members to enter "Property and Items" information on the Arrest, Offense, and Incident Card. On the other hand, a member recovering a stolen automobile with no arrest (i.e., when completing a "Recovery of Stolen Automobile" Incident

Report) shall only be required to enter the "Property and Items" information on the Incident Card.

2. Select "Vehicle" and enter the license plate or vehicle identification number (VIN) on the "Add Item – Vehicle" tab (Attachment B). Whenever possible, members shall search by the VIN instead of the license plate number to avoid confusion related to stolen license plates, as opposed to a stolen vehicle.
3. Complete the "Add Item – Vehicle" tab, with special attention to the "Recovered Location" section.
 - a. In the "Recovered Location" section, select "+ Location" (Attachment C);
 - b. Enter the address where the recovered stolen vehicle was found by the member (Attachment D). If Cobalt is unable to verify the precise location, enter the closest verifiable street address; and
 - c. Complete the remaining fields in the "Recovered Location" subsection and select "SAVE".

IV. POINT OF CONTACT

Members may direct questions to the Policy and Standards Branch at mpd.policy@dc.gov.



Peter Newsham
Interim Chief of Police

PN:KDO:MOC:DMH

Attachment A – Opening the “Property and Items” Subsection

Incident Info REMOVE

Incident Type
Interstate Recovered
Stolen Auto

INCIDENT LOCATION

+ LOCATION

SUBJECTS

+ SUBJECT

WITNESSES

+ PERSON

PROPERTY & ITEMS ?

+ ITEM

SAVE PROGRESS

Attachment B – Searching for the Recovered Vehicle

Add Item - Vehicle

RECENT SEARCH

Tag / Registration #

Tag Number

VIN / HIN #

SAMPLE VIN NUMBER

SEARCH

Attachment C – Selecting “(+) Location”

Add Item - Vehicle

Reason for Police Custody

Safekeeping - Recovered Stolen Auto ▼

Recovering Officer

DAVID HAMPTON #8107 ▼

Recovering Person 

Recovered Location

+ LOCATION

Date Recovered

08/10/2016 

Owner Notified

Antifreeze in Vehicle?

Radiator Tagged and Drained?

Date Theft Notified

MM/DD/YYYY 

HH:MM

Notifier Name

Impounded?

Accident?

Statement of Facts

Attachment D – Entering Address of Recovery

Add Location

< BACK SEARCH

SEARCH RESULTS

+ NEW LOCATION >

300 INDIANA AVENUE NW
WASHINGTON, DC 20001 >