

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jim Weston /s/		
Legal Advisor: Karen Fraley /s/		
Approving Deputy Chief:		
General Order No P-260-04	Issued: December 8, 2004	Supersedes: 5/520.000
General Order Title: <b>LOST OR STOLEN LICENSE PLATES</b>		

### **POLICY**

This policy has been established for the reporting of **stolen** license plates by citizens. **Lost** license plates do not require a police report.

### **PROCEDURES**

#### **Lost License Plates**

It is the responsibility of the employee to ascertain that the license plates have in fact been lost and not stolen. In the event that the employee is unable to make such a determination, a report will be taken. If it is determined that the license plates have in fact been lost, and not stolen, the employee will refer the complainant to the Department of Motor Vehicles.

#### **Stolen License Plates**

If the employee ascertains that the license plates have in fact been stolen, the employee will complete a crime report. The employee will then advise the complainant of the case number and refer them to the Department of Motor Vehicles. Stolen license plates will be entered into NCIC. If only one plate was stolen, the employee will confiscate the remaining plate and place it in the DMV box located in the Evidence/Property room prior to entering the plate number into NCIC.

#### **Recovered Stolen License Plates**

Recovered stolen license plates, with RPD as the originating agency, require a supplement report. Recovered plates with an outside originating agency require an original report. If the plate(s) were entered on NCIC, the reporting employee will complete the report as soon as possible, have it approved by a supervisor, and turn it into the records section for removal from NCIC. The plates will be booked into evidence.

## **Found License Plates**

Found license plates that have not been reported stolen do not require a report and will be placed into the DMV box, located in the evidence/property room.