PURPOSE: To establish guidelines for the investigation of lost or stolen license plates and validation stickers.

POLICY: The Cleveland Division of Police, through the Communication Control Section (CCS), shall take reports of theft or loss of license plates and/or validation stickers by telephone. A Zone Car or Special Response (SR) Car shall be dispatched only under certain conditions.

PROCEDURES:

I. CCS shall dispatch a Zone or SR Car in the following circumstances:

   A. There is reason to believe the complaint is making a fraudulent report.

   B. There is reason to believe the complainant is intoxicated.

   C. The plates or sticker were stolen during an act of violence.

   D. Circumstances indicate that there is physical evidence at the scene.

   E. They are directed to do so by a supervisor.

II. Stolen and/or lost license plate(s) – Record Management System (RMS) reports.

   A. The title of the RMS report is “Theft (LP)” or Property Lost/License Plate(s).

   B. Describe the vehicle from which the plates were taken or lost and which plates were taken (front, rear or both).

   C. Report type of plate.
D. If a validation sticker was attached to the plate (See III).

E. Advise complainants to obtain replacement plate(s) from the license bureau as soon as possible.

III. Stolen and/or lost validation sticker: The title of the RMS report is “Petty Theft (VS)” or “Property Lost/Validation Sticker”, and shall include:

A. The validation sticker number if possible.

B. If the owner’s registration or listing indicates a control number (mailed in the registration) in place of a validation sticker number (Deputy Clerk registration) the report shall indicate that the validation sticker is unknown, and the control number shall not be recorded.

C. Advise complainant to the license bureau to obtain a replacement sticker as soon as possible.

IV. Recovery of stolen, lost, or displaced license plates

A. Check license plates through LEADS, and follow the procedures outlined in GPO 10.3.01, Property Management.

B. Contact the listed owner to determine if replacement plates were issued. If so, forward the recovered plates to the Property Unit.

C. Complete RMS recovery reports.

EFL/TAH/LM/mg
Policy & Procedures Unit