

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE****Index as:**

Found Plates  
License Plates  
Recovered License Plates

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**LOST OR STOLEN LICENSE PLATES****462.00 PURPOSE**

The purpose of this General Order is to establish procedures to be followed when handling an assignment for a Lost or Stolen License Plate.

**462.01 STOLEN LICENSE PLATES**

- A. When an officer receives an assignment for a "Lost or Stolen License Plate" it must first be determined if in fact the plate has been stolen. Once it has been established that a stealing is involved, the officer will prepare an Incident Report in the department I.T.I. system for a Stealing Under \$500.00.
- B. To submit the plates (and tab numbers) in the computer system for a "wanted" the officer will first need to obtain permission from the supervisor. The officer will then submit a report page from I.T.I. describing the plates (and tab numbers) and the reason for their entry. After their entry the dispatcher will submit the teletype to the (NCIC/MULES/REJIS) tracking system file and dispose of the I.T.I. page. The officer will amend his report with the reference numbers of the plates and tabs entered into the computer and the date, time and communications operator who made the entry.
- C. The license plate and renewal sticker will be listed separately in the Property Codes section of the I.T.I. report and their respective identification numbers and monetary value indicated.

NOTE: In order to meet the criteria needed to be classified as a Stealing, one or more of the following must be present:

1. There is evidence at the scene or on the vehicle to indicate that the plate had been stolen, i.e. special tools were required to remove the plate, bolts or screws left at the scene, etc.
2. The vehicle had not been moved between the time the reporting party had last observed the plate on the vehicle and the time it was observed to be missing.
3. A suspect was observed by the victim or witnesses to be removing the plate or having the plate in possession.

**462.02 LOST LICENSE PLATES**

- A. When it has been determined that a license plate has been lost, the officer will prepare an Incident Report in the I.T.I. system except it will be classified as a “Lost Article”.
- B. The procedure for entering the license plate and tab number will remain the same, except they will be considered lost or stolen. Upon completion of teletype entry, the officer will enter the appropriate reference number on the completed incident report. (462.01 B)

NOTE: When an officer receives an assignment for a Lost or Stolen License Plate(s) the report must be classified as either a Stealing Under \$500.00 or Lost Article (License Plate).

**462.03 RECOVERED LICENSE PLATES**

- A. When an officer recovers a plate or a plate has been turned into this Department that has previously been reported stolen or lost, a Supplemental Report will be prepared indicating the circumstances of the recovery. If a plate is recovered by another agency a supplement report will also be prepared in I.T.I. indicating the facts of the recovery.
- B. The officer preparing the Supplement Report will request cancellation of the teletype entry of the theft or loss. The canceled reference number will be indicated in the Supplement Report along with the date, time and communications operator who completed the cancellation.
- C. The reporting officer will attempt to notify the owner of the license plate(s), documenting the results in his supplement report.
- D. The reporting officer will deliver the found or recovered license plate(s) to the evidence officer indicating whether to hold for the owner or deliver to the Department of Revenue.
- E. When an officer recovers a plate or a plate has been turned into this Department that is just found, than a “Miscellaneous Article” report should be written. The officer should attempt contact with the owner and the plate should be turned into the evidence officer either hold for the owner or delivery to the Department of Revenue.

April 21, 2010

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By order of:



COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel