



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <b>MARCH 1, 2002</b>	REVISED DATE:	NO. PAGES: <b>1 of 2</b>	NUMBER: <b>6.2.01</b>
SUBJECT: <b>STOLEN/LOST LICENSE PLATES OR VALIDATION STICKERS</b>			
ASSOCIATED MANUAL: <b>PROPERTY UNIT</b>		RELATED ORDERS: <b>10.3.01</b>	
CHIEF OF POLICE: <i>Edward F. Lohn, Chief</i>			

**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.

PAGE: 2 of 2	SUBJECT: STOLEN/LOST LICENSE PLATES OR VALIDATION STICKERS	GPO NUMBER: 6.2.01
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- 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.