



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 1.15

### TITLE: FELONY WANTED VEHICLE ENTRY AND REMOVAL IN N.C.I.C.

**EFFECTIVE: 04/08/2018**

**REVISED: (Replaces Policy 439)**

---

#### PURPOSE

The purpose of this Chapter is to establish guidelines for entering information on vehicles involved in felony offenses into the National Crime Information Center (N.C.I.C.) system.

#### GENERAL INFORMATION

1. A description of a vehicle used in the commission of a felony offense may be entered into N.C.I.C., provided that the investigating officer has:
  - (a) An accurate description of the vehicle, and
  - (b) Probable cause to believe the vehicle sought was used in the commission of a felony.
2. The vehicle information will be automatically purged from the N.C.I.C. computer system files after 90 days.
3. The investigating officer must submit an interoffice communication (Form 105) request to N.C.I.C. for the vehicle description to remain in N.C.I.C. for any additional period of time. The request for additional time must include a reasonable explanation and be approved by the investigating officer's supervisor.
4. A description of a vehicle registered to a wanted subject cannot be entered, unless the vehicle was used in the commission of the felony.

#### INSTRUCTIONS

5. NOPD - N.C.I.C. Unit members will verify the suspected vehicle information through available motor vehicle registry information databases prior to entering the information into the N.C.I.C. computer system files.
6. Prior to requesting an entry into N.C.I.C., a **Felony Wanted Vehicle Bulletin Form** (Form 290) must:
  - (a) Be completed in its entirety, and
  - (b) Reviewed and signed by the investigating officer's supervisor.
7. A **Felony Wanted Vehicle Bulletin Form** must be submitted and an NCIC assess

number obtained. This access number shall be noted in the related police report.

8. Officers locating a vehicle listed with N.C.I.C. as being involved in the commission of a felony shall:
  - (a) Complete a supplemental report listing the N.C.I.C. officer's name,
  - (b) Contact NOPD-NCIC by phone and obtain a recovery access number so the vehicle is removed from the N.C.I.C. Felony Vehicle file, and
  - (c) Send a copy of the report with the recovery access number noted to the investigating officer or his/her unit/section/division/bureau.
  
9. A recovered vehicle shall be processed as evidence in accordance with department regulations.