

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

VERIFICATION OF VEHICLE
SUBJECT

DATE: March 1, 2005

NO: T-10

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

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Vehicle Verification (VIN)
Vehicle Verification Form

I. POLICY

The policy of the Stockton Police Department is to conduct vehicle verifications for the citizens of Stockton.

II. LAW

Department personnel shall become familiar with sections 10750,10751 and 10752 of the California Vehicle Code.

III PROCEDURE

- A. Vehicles brought to the Stockton Police facility will be verified at no cost.
- B. Off-site verifications (those other than at the PD) require a fee which fluctuates annually.
 - 1. Off-site verifications can be scheduled through the Traffic Section, Mon.-Fri., 8 a.m.-5 p.m.
 - a. Citizens must pay the required fee at the Police Department's Traffic Section, obtaining a receipt.
 - b. The Traffic Section personnel will schedule the verification.
- C. The following procedure will be followed for a checklist - Verification of a Vehicle, using the most current Department of Motor Vehicles Reg. 31 form:
 - 1. When verifying vehicles, compare supporting documents, when available, with actual observations of the vehicle for all applicable information and note any discrepancies on the "Remarks" line.
 - 2. Information coded into the VINs of late model vehicles can be used to verify observed characteristics (e.g., body type, model or series, model year, motive power).
 - a. Reference applicable NICB identification manuals when clarification is necessary. VIN location and plate attachment criteria (including rivet illustrations) are also contained in these manuals. These manuals are maintained by the Auto Theft section and are available, Monday through Friday, 8 a.m. to 5 p.m.
 - 3. Fixed format 17 character VINs have been required on all vehicles manufactured for sale in the U.S., beginning with the 1981 model year. Some imported vehicles also may display numbers in old (pre-1981) configurations which may be in familiar locations, yet are not true VINs (e.g., Toyota, Datsun/Nissan, Mazda). Report only the 17-character VIN.

4. Federal Safety Certification labels have been required on all motor vehicles manufactured for sale in the U.S. beginning with the 1970 model year. These indicate the VIN, date of vehicle manufacture and contain a statement the vehicle was manufactured in accordance with safety standards in effect at the time. The VIN on this label should be the same as the vehicle's VIN.
 - a. They usually are located on the driver's door jamb (door opening).
 - (1) Although removal of these labels is not prohibited by law, their absence should warrant critical re-examination of the vehicle by the verifier (and proper notation on the Reg. 31).
 - (2) Do not confuse these labels with "warranty plates" or other labels which some manufacturers also affix. Warranty plates contain numbers and/or coding which may differ from the true VIN and must not be used for verification purposes.
5. Do not verify vehicles which are incomplete or disassembled unless they are being junked and dismantled. Complete vehicles for the purpose of this policy need not be operable, but must consist of at least the following components assembled into a single vehicle:
 - a. Body or cab (except motorcycles).
 - b. Frame (may be integral with the body; i.e., "unitized" construction).
 - c. Engine and transmission.
 - d. Wheels, axles, and suspension components.
 - (1) Applicants should be instructed their vehicles must be complete and assembled prior to verification. If the applicant states the vehicle will be junked, indicate "Incomplete - Junk" or "Disassembled - Junk" on the "Remarks" line of Reg. 31.
6. Complete all applicable information on Reg. 31 as indicated in the following (See Figure 1):
 - a. Year - (None on specially constructed vehicles).
 - b. Make - indicate manufacturer's trade name (Chevrolet, Ford, etc.).
 - c. Model or Series - complete if discernible by recognition or indication on vehicle (e.g., Camaro, LTD, etc.).
 - d. Body Type - specify body type and number of doors (e.g., SD2, WG4). For pickups and vans, note on "Remarks" line whether a camper is attached or equipment for human habitation is installed.
 - e. Axles - specify number for commercial vehicles and trailers only (except camp or travel/coach trailers).
 - f. Motive Power (Fuel) - complete for all commercial vehicles and diesel or electric automobiles and motorcycles.
 - g. Estimated Weight (Trailers) - Complete for all trailers, except camp and travel (coach) trailers.

- h. Vehicle ID Numbers (VIN) - Examine carefully. Note the location, plate type, and means of attachment. Be especially critical of scratches, poorly stamped or over-stamped numbers, painted - over plates, embossed tape labels and unusual fasteners. VINs displayed on vehicle doors are not to be used to identify vehicles. Test the security of accessible VIN plates by lifting a corner with a fingernail or pocket knife (use caution to avoid damaging surrounding area). If there is concern regarding integrity of any VIN:
 - 1. Consult the appropriate NICB manual for the VIN location, configuration and attachment criteria. These manuals are maintained in the Auto Theft Section and are available, Monday-Friday, 8 a.m. to 5 p.m.
 - 2. Decode the VIN to determine whether the described model and/or body type match the vehicle's physical characteristics.
 - 3. Consult a second verifier or manager to discuss observations.
- i. Engine Number (Motorcycles only) - Examine and complete as per VIN. The 17-character VIN requirement does not apply to motorcycle engine numbers.
- j. License Plates on Vehicle - Check appropriate box and/or complete information.
- k. Odometer Reading - Complete for automobiles only for current model year and two prior model years (for example, in 1989 record mileage for all automobiles of 1987, 1988, and 1989 model years). The odometer reading also is required on original applications for "Revived Junk" and "Revived Salvage" vehicles, regardless of year model and vehicle type. If no supporting documents are available, question applicant/driver to determine whether the vehicle had been previously junked or salvaged.
- l. VIN/Engine No. - Check appropriate boxes for VIN and engine numbers. (Engine number on motorcycles only).
- m. Supporting Documents - complete as appropriate. (The absence of available supporting documents may be critical if the vehicle identity is questionable).
- n. Federal Certification Label - Complete as appropriate for 1970 and subsequent model year vehicles. Review Item 4 which precedes these instructions for information on these labels.
- o. Remarks - Indicate any pertinent information or observations which clarify or aid in identifying the vehicle. Use the reverse of the form if additional space is needed and check the "continued on reverse" box.
- p. Verifier Certification - must be complete and legible. DMV field office verifiers need only indicate the office abbreviation as their employer address.

IV. VIN OR CERTIFICATION LABEL DISCREPANCIES

When VIN or certification label discrepancies are encountered, the verifying officer shall request the assistance of a trained auto theft investigator, local DMV Special Investigator, special agent of the NICB or a CHP vehicle theft investigator. If these personnel are not available the vehicle may be impounded under 10751 VC. Officers shall note in the remarks section of the MVR these discrepancies. The MVR shall be routed to Auto Theft requesting follow-up.

- A. The vehicle shall be impounded if the identity cannot be confirmed (and additional verification by one of the above is required) when any of the following conditions are found:
 - 1. Appears altered or tampered with.

2. Is obscured or damaged to the point of illegibility.
3. Is missing from its prescribed location.
4. Cannot be located.
5. Has not been assigned (specially constructed vehicles which require referral to CHP for original VIN assignment).

B. Additional verification should also be initiated ,however, DO NOT impound motor vehicles of the current and two prior model years when the Federal Safety Certification Label is in the following conditions. Officers shall prepare a S.I.R, routing it ATTENTION AUTO THEFT:

1. Obviously disagreed with the VIN.
2. Appears altered or tampered with.
3. Has been deliberately obscured (painted) or removed.