

**AGENCY NAME POLICE DEPARTMENT**

**ENTERING AUTO**

**Officer:** \_\_\_\_\_ **Case #:** \_\_\_\_\_

**SCENE ACTIONS**

	Interview complainant to determine the elements of the crime reported.
	Complete scene processing (photographs, obtaining video of scene, obtaining any other evidence left at the scene by the suspect, etc).
	Conduct canvas of the area for potential witnesses/video.
	Obtain VIN and Tag information.
	Obtain a list of stolen items with as much detail as possible.
	Check other vehicles in the immediate area for other entering auto incidents.
	Enter stolen item(s) onto GCIC if serial numbers are obtained.

**DOCUMENTATION**

	Document the date and time of response and date and time of incident (if different)
	Describe any evidence collected.
	Document if vehicle was secured or not and all items stolen from the vehicle with detail.
	Document the method of entry in detail
	Document any damage.
	Document processing of the crime scene.
	Document a canvass. Include complete bio data of any person spoken to during this canvass, even if they did not see or hear anything.
	Document if other vehicles were entered in the immediate area using case numbers as a reference.
	Document any suspect information obtained during the initial investigation.

Date: MM/DD/YEAR