

**ILLINOIS STATE POLICE DIRECTIVE
ADM-008, LOST AND FOUND REGISTRATION PLATES**

RESCINDS: ADM-008, 2015-017, revised 04-03-2015.	REVISED: 01-03-2023 2023-002
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Aid in the return of lost and found registration plate(s).
- I.B. Maintain a record of registration plate(s) found and their disposition.

II. PROCEDURES

Registration plate(s) received or recovered by department personnel will be processed in the following manner:

- II.A. Check the registration plate(s) for ownership and wanted status. If calling by radio for the registration check, advise the Telecommunicator, "checking recovered plate only." This information may also be obtained using an IWIN computer.
- II.B. If registration plate(s) is of wanted status - lost, stolen, or other criminal status:
 - II.B.1. Complete the appropriate division report listing:
 - II.B.1.a. Registration information
 - II.B.1.b. Where recovered
 - II.B.1.c. Status of wanted
 - II.B.2. Advise communications to obtain a copy of the message and forward it to the Troop Vehicle Investigation Officer (VIO).
 - II.B.3. Forward the registration plate(s) and the completed report to the Troop VIO.
- II.C. If the registration plate(s) has no record of lost, stolen, or other criminal status:
 - II.C.1. Document the owner's name, address, registration information, and where recovered in the appropriate report.
 - II.C.2. Attach the completed report to the registration plate(s) and forward them to the Troop VIO.
- II.D. Disposition of recovered registration plates(s)
 - Upon receipt of the registration plate(s) and the completed report, the Troop VIO will:
 - II.D.1. For mutilated and/or illegible registration plate(s)
 - II.D.1.a. Destroy the registration plate(s)
 - II.D.1.b. Notify, in writing, the appropriate issuing motor vehicle department of the action taken
 - II.D.1.c. Document the destruction information on a supplemental report
 - II.D.2. For legible registration plate(s)
 - II.D.2.a. Forward Illinois registration plate(s) to the Illinois Secretary of State, Motor Vehicle Section, or give it to the Illinois Secretary of State Police.
 - II.D.2.b. In the recovery of a legible registration plate(s) not issued by Illinois, notify the issuing motor vehicle department of the recovery in writing.
 - II.D.2.c. Document disposition on a supplemental report.

| II.D.3. The Troop VIO will maintain a file on the disposition of the plate(s).

| Indicates new or revised items.

-End of Directive-