



Alexandria Police Department

Directive 10.9



LoJack Tracking System

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10.9.01 PURPOSE AND POLICY

It is this Department's policy to support the Virginia State Police cooperative program in conjunction with the LoJack Corporation. Tracking devices have been deployed in order to provide the best possible coverage throughout the City.

The purpose of this directive is to establish procedures for the use of the LoJack vehicle tracking computers. They will be used in accordance with this directive, training, and prescribed operational documentation provided to users of the system and amended as the system is modified and/or improved.

10.9.02 AUTHORITY/BACKGROUND

In 1991, the Virginia State Police entered into a contract with the LoJack Corporation to install vehicle tracking computers in more than 250 state and local police agency vehicles throughout the state. The state police have concentrated the deployment of these vehicle tracking computers in jurisdictions along the I-95 corridor. The Alexandria Police were issued four of these.

Citizens can purchase LoJack units and have them installed in hidden locations in their vehicles. Each LoJack unit has two unique and unrelated secret numbers, an activation code and a reply code.

When a victim reports a vehicle as stolen, the investigating agency will enter the vehicle into the NCIC/VCIN computer system. The VCIN computer system then sends the vehicle VIN, year of manufacture and make to the LoJack computer (located at state police headquarters), and the system will determine if the vehicle is equipped with a LoJack unit. If it is equipped, the LoJack system sends out radio broadcast signals to activate the LoJack unit in the stolen auto. When the LoJack unit is activated, it broadcasts a reply code periodically.

10.9.03 DEFINITIONS

Coverage Range: - The area in which a LoJack signal can be tracked by police cruisers equipped with vehicle tracking computers. This coverage range is approximately [REDACTED] miles, depending on geography.

Direction Indicators: - To show officers what direction to travel to reach the stolen vehicle.

LoJack After-Action Report: - Reports that are completed by the participating agencies and forwarded to the state police (F-APD-0530, see attached Appendix).

Local Indicator: - Allows officers to know when they are within one mile of the stolen vehicle.

LoJack Vehicle Tracking Computers: - Installed in state/local police agency vehicles throughout the state.

LoJack Verification Code: - A pre-designated/assigned code which appears on the police vehicle tracking computers. This code allows police officers to contact their dispatcher to get make, model, year, color, VIN and license plate number of the vehicle.

LoJack Units: - Small microprocessor-controlled radio transceivers purchased from and installed by the LoJack Corporation.

Operational Frequency: - The LoJack Tracking System sends and receives on a [REDACTED] signal.

Strength Indicator: - Shows officers how close they are to the stolen vehicle. The closer the stolen vehicle is, the greater the strength of the signal.

Transmit Interval: - By querying the LoJack system with the reply code, the terminal operator forces the system to speed up the LoJack unit's broadcasts temporarily, making it easier to track ([REDACTED])

10.9.04 PROCEDURES/RESPONSIBILITIES

A. Officers:

1. Officers in receipt of a LoJack activation signal must keep in mind that there may be other law enforcement personnel, including those from other jurisdictions, who are aware of and have begun tracking the same vehicle.
2. Radio communications are an important component of a LoJack recovery operation. While it is relatively easy for a single, LoJack-equipped vehicle to track and locate a stolen vehicle, the likelihood of two or more vehicles being involved in a recovery is fairly great given the large number of receivers operating in and around our jurisdiction.
3. As soon as practical, after receipt of a LoJack verification code, officers will notify the dispatcher that they have an active signal on their terminal. The verification code will then be given to the dispatcher for a VCIN inquiry.
4. Officers operating LoJack equipped cruisers will advise all officers working in their sector of the estimated distance and approximate direction of travel of the suspected stolen auto.
5. Once the vehicle description is obtained and broadcast by the dispatcher, officers will begin a search and/or keep a check of their assigned area for the stolen auto based on directional information given by the LoJack operator.
6. When a LoJack equipped stolen auto is recovered, the officer assigned the call will complete a LoJack After-Action Report and all other necessary paperwork. Appendix A is a copy of the LoJack After-Action Report.
7. Officers who get involved in a track, but do not recover the stolen auto, will not be required to *complete a police report*.

B. Supervisors:

1. Determine the availability of patrol units in service and assist the dispatcher in coordinating a search for the stolen auto.
2. Take an active part in the search to ensure that a methodical approach is taken. The most successful and safest tracks are accomplished at speeds that *do not exceed* the posted speed limits and which are carefully coordinated.
3. Review the LoJack After-Action Report for completeness (in cases of recovered stolen autos) and forward the original Offense/Incident Report (APD-7) along with the After-Action Report to Information Services (ISS).
4. Make certain that all guidelines dealing with directives **10.11A, Emergency Vehicle Operation** and **10.11B, Emergency Vehicle Pursuit** are adhered to at all times.
5. Include the incident on the Patrol Shift Activity Log.

C. Commanders:

Commanders will make certain that LoJack equipped vehicles are deployed in such a manner as to maximize coverage throughout the city, 24 hours a day, seven days a week.

D. Department of Emergency Communications (DEC):

1. Dispatchers will verify, through the appropriate VCIN inquiry, the authenticity of LoJack activation reported by officers with LoJack Tracking Computers. The verification will:
 - a. Increase the transmit interval of the LoJack unit transponder from [REDACTED] intervals to better assist the officer in tracking;
 - b. Make nearby officers aware that a LoJack track has been initiated; and
 - c. Provide a complete description of the vehicle to Communications.
2. Dispatchers will provide the complete description of the vehicle to all patrol officers.
3. **DEC** is responsible for all Police Advisory Messages (PAM) during the tracking phase of a suspected LoJack stolen auto. Proper formatting for queries related to LoJack scenarios are outlined in the VCIN Manual. If a stolen vehicle equipped with a LoJack unit is recovered, the same procedures for recovering stolen autos are followed as outlined in **Police Directive 11.22, Impounding/Removing Vehicles**.

E. Information Services Section:

1. ISS will ensure that a copy of all LoJack After-Action Reports is attached to the *police report*.
2. ISS will forward the original LoJack After-Action Report *to the state police*.
3. ISS will make all NCIC entries as outlined in **Police Directive 11.22, Impounding/Removing Vehicles**.
4. Reported stolen autos that have LoJack unit tracking systems installed will be entered as outlined in the Virginia State Police VCIN Manual.
5. **ISS** will maintain a file for all LoJack After-Action Reports. This file will provide investigators with updated recovery information and will serve as a statistical in-house repository. LoJack After-Action Reports will be purged in accordance with the records retention schedule.

10.9.05 REPORTING/DOCUMENTATION**A. Patrol:**

When a LoJack unit equipped stolen auto is recovered, the officer assigned the call will complete a LoJack After-Action Report and all other necessary paperwork (see **Police Directive 11.22**). Officers should attempt to provide as much detailed information as possible in LoJack After-Action Reports.

B. Media Services Unit:

The Media *Services* Unit will coordinate news releases to reinforce consumer confidence and demonstrate our commitment to the recovery of stolen autos through the LoJack Tracking System.

C. Information Services Section:

ISS is the central coordinating point for LoJack entries and cancellations, and is responsible for the coordination/handling of all LoJack After-Action Reports.

| *ISS* will coordinate statistical data involving LoJack recoveries, and will forward all LoJack Recovery After-Action Reports to the state police.

10.9.06 RELATED INFORMATION

Police Directive 10.11A, Emergency Vehicle Operation.
Police Directive 10.11B, Emergency Vehicle Pursuit.
Police Directive 11.22, Impounding/Removing Vehicles

By Authority Of:

**Earl L. Cook
Chief of Police**