

Instructions for Completing Quarterly Progress Report

Overview

Minnesota Statute 65B.84 the Automobile Theft Prevention Program requires the Commerce Department to audit and evaluate the effectiveness of those programs awarded funds. In addition the Commerce Department is required to an assessment of the scope of the problem of automobile theft, including areas of the state where the problem is greatest, analyze various methods of combating the problem of automobile theft, plan for providing financial support to combat automobile theft and plan for eliminating car hijacking. The data your organization provides in these quarterly reports will help to serve those objectives.

Automobile Theft Data

The data collected and submitted must be completed on the provided Excel document. One document has been created for prosecuting agencies and another for law enforcement agencies. The document has a separate tab with a list of instructions and definitions. Please do not make changes to the document.

For programs representing multiple agencies please gather the individual data from each agency and then combine it on the reporting form. You will need to recalculate some of the fields such as value and time to recovery. Please create a new tab and also submit the data provided by the individual agencies as noted in the instructions.

Automobile Theft Narrative

The narrative section is used to supplement the statistical data and provide explanations for that data. It is also an opportunity to better understand how the Automobile Theft Prevention Program is being operated by your organization. Please do not develop a “template” and simply provide information with statistics, the information is more valuable when you provide information based upon your experiences and observations. If information has not changed since the past reporting period please state “no changes since last period” rather than repeating the last information. Information your agency provides will be used to help combat auto theft by better understanding and sharing strategies and methods that work, as well as understanding those methods that have been tried and are less successful.

Measured Results

When your agency applied for the grant the Work Plan (Form 2) required a list of objectives along with your agencies plan as to how they would achieve and measure the progress of achieving each objective. For each objective, list the objective number and an explanation of the progress or success in achieving that objective. If your Work Plan required statistical information, provide the statistics that show the progress. If that objective has not been achieved, please list the steps that will be taken to attempt to achieve the objective or conclusions why the objective was not obtained.

Law Enforcement Auto Theft Narrative

Project Name:

Quarter:

1. **Program Method / Operation:** Please explain the method used for your auto theft investigation program, for example: Do you have any policies or procedures regarding reporting, recovery, and the investigation of auto theft. Do you have investigators who specialize in auto theft investigations? Do you have other support in auto theft investigations? What involvement/roles do support staff take in your investigations? (In the first quarter of the grant cycle, this may be a lengthy section. In following quarters, please do not repeat prior information, but rather provide information regarding updates or changes made to your program.)
2. **Personnel:** For staff funded by the grant:
 - a. Identify the employees, their positions, and the percent of their time dedicated towards auto theft cases. (If staff positions changed during this quarter, please indicate the approximate date of the change.)
 - b. Briefly describe the type of activities each position performed this past quarter
3. **Expenditures:** Please identify the use of grant funds, unrelated to staffing, for this grant period. (Dollar amounts do not need to be listed in this section.)
4. **Equipment:** If your agency received funding to purchase or maintain equipment, such as Automated License Plate Readers, Bait Cars, and Software Programs. Please identify each item and provide a critique of it's usefulness. For example.
 - a. *ALPR* – This agency added 2 ALPR's bringing our total up to 4 ALPR units. The new units are from the XYZ Company and have a 4 camera system. The previous ones were from the ABC Company having a 2 camera system. (ABC is no longer in business.)
 - b. *Method:* All officers and CSO's have been trained on the use of the ALPR. Shift commanders are instructed to see those squads are used. Officers using a squad with an ALPR are instructed to check certain hot spots unless they are taking calls for service. In addition, at least once a week our CSO's are instructed to drive all of the business and residential parking lots in the city.
 - c. *Positives:* Officers report the new system has a lower error rate than the older units. In 2 months of use, the new systems have resulted in the recovery of 5 stolen vehicles with an approximate value of \$42,500.00 and the arrest of one person for UUMV.
 - d. *Challenges:* The new system does not run on the same software platform as previous requiring officers to learn two systems and creating additional IT costs.
5. **Special Details:** If your grant conducted any special details (generally use of equipment or overtime funds) please report on them here. For example, officers conducted an ALPR detail sweeping all hotel and apartment parking lots, officers used the bait car to target vehicles left running outside a daycare. (This should not include normal investigative, analyst activities, or normal daily use of the ALPR or Bait Cars.)

6. **Cases:** Please describe the most significant cases you investigated this quarter.
7. **Trends:** Based on your observations, describe any significant vehicle theft trends that you are seeing within your jurisdiction this quarter; e.g. locations, types of vehicles stolen, gang activity, motivation for thefts, etc... For programs representing multiple jurisdictions, if you notice differences between them feel free to include those observations. (Do not simply provide statistics.)
8. **Permanent Auto Theft:** Describe any cases where the motivation of the suspect(s) appears to be permanent theft. Please highlight any organized auto theft rings or instances where you suspect multiple vehicles are involved.
9. **Meetings / Trainings / Presentations:** Briefly describe any meetings, trainings or presentations completed this quarter.
10. **Successful Methods:** Please describe any methods you have identified that make the investigation and prosecution of auto theft offenders more effective / efficient. Observations may include, but not limited to: investigation methods, use of personnel, training, cooperative efforts, case presentation, use of equipment and resources, and sentencing.
11. **Challenges:** Please identify challenges, especially recent ones, investigating/reducing auto theft. For example, vehicles stolen when keys left in the ignition, repeat offenders, lack of evidence, staffing.
12. **Possible Solutions:** Please identify how we can better combat the problem of auto theft.

Measured Results

For each of the objectives you submitted on the Work Plan (Form 2 of your application) list the objective number. Then provide a narrative explanation of the progress or success in achieving that objective. If that objective has not been achieved, please list the steps that will be taken to attempt to achieve the objective or conclusions why the objective was not obtained.