
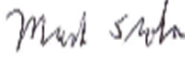
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>The Watch Your Car Program</b>		
	<b>GENERAL ORDER</b>	<b>616.3</b>	
	<b>Effective Date</b>	<b>06/23/2016</b>	
<b>Authorized by:</b>		<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE 
			DATE <b>06/23/2016</b>

**I. DEPARTMENT POLICY**

The “Watch Your Car” Program is a national program sponsored in this state by the Maryland Vehicle Theft Prevention Council in cooperation with the Maryland State Police. To enhance the effectiveness of the Program, several law enforcement agencies in Maryland are participating in an effort to reduce the number of stolen vehicles. The Gaithersburg Police Department participates in the program and it is coordinated by the Community Services Officer.

**II. PROGRAM SPECIFICS**

**A. Vehicle Owner Authorization**

1. A vehicle owner completes a registration form/waiver and provides their photo identification and vehicle registration card.
2. By completing the aforementioned paperwork, the vehicle’s owner is indicating that his/her vehicle is not *normally* used or driven between the hours of 0100 and 0500, and as such, authorizes any police officer to stop the vehicle if the officer observes it being used or driven between these hours, even if the vehicle has not committed a traffic or other violation.
3. This authorization for police to stop the vehicle is based on the assumption that the vehicle is being used or driven by a person who does not have the owner’s permission.
4. After completion of the paperwork, a police officer or other person employed by the police department affixes two (2) reflective stickers (one square and one circular) to the vehicle.
  - a. The rectangular sticker is affixed to the lower corner of the windshield (outside) on the driver’s side of the vehicle (near the VIN plate).
  - b. The circular sticker is affixed to the rear window, lower corner, driver’s side. If impractical to affix the circular sticker to the rear window, this sticker may be affixed to the left-rear bumper area.

5. Completed paperwork is forwarded to Maryland Vehicle Theft Prevention Council, who, upon receipt of the paperwork, enter the vehicle information and participation information into the “*Watch Your Car*” program database, which is available to all agencies with MILES capabilities.
6. It is the owner’s responsibility to inform individuals operating their vehicle that the vehicle is registered with the “*Watch Your Car*” program and is subject to being stopped as indicated above.
7. It is also the owner’s responsibility to promptly notify the Maryland Vehicle Theft Prevention Council of their desire to discontinue their participation in the Program.

**B. Procedures for Department Personnel**

1. Officers will immediately notify the Community Services Officer by e-mail, report, or voice mail if they **stop** any vehicle between 0100 and 0500 hours that is registered in the Program.
2. Officers *investigating* a vehicle theft will inquire if the vehicle is registered with this Program. If it is, this information will be indicated in the officer’s report. Officers will immediately forward a copy of their report(s) to the Community Services Officer so that this information can be communicated to the Maryland Vehicle Theft Prevention Council.
3. Officers *recovering* a stolen vehicle that is registered with the Program will indicate this information in their reports and will immediately forward copies of their reports to the Community Services Officer so that this information can be communicated to the Maryland Vehicle Theft Prevention Council.
4. Upon the Department’s receipt of a properly completed registration/waiver form, it will be disseminated as follows:
  - a. Photocopy of original provided to the vehicle’s owner;
  - b. Photocopy of original provided to administrative staff for entry into the Department’s Master Name Index and subsequent filing among Department records; and
  - c. Original mailed to:

Maryland “Watch Your Car” Program  
Vehicle Theft Prevention Council

1125 National Highway  
LaVale, Maryland 21502  
Phone: (301) 729-5274 or 1-800-96-THEFT

5. Department members receiving inquiries about the Program may refer them to the Community Services Officer.