General Order

Houston Police Department

ISSUE DATE:	NO.
February 24, 2016	600-23

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 600-23, dated February 24, 2015

SUBJECT: OFFICERS SIGNATURES ON STATE MOTOR VEHICLE FORMS

POLICY

Only on-duty officers assigned to the Houston Police Department's Auto Theft Division, Auto Dealers Detail, or Property Division Vehicle Impound Lot may sign as designated herein state motor vehicle forms that require a police officer's signature prior to execution.

This General Order applies to all employees.

1 AFFECTED FORMS

Only on-duty officers assigned to the Houston Police Department's Auto Theft Division or Auto Dealers Detail may sign the following state motor vehicle forms:

a. *Auction Sales Receipt* (ASR) for abandoned motor vehicles sold by a law enforcement agency at public auction (Form VTR-71-1)

b. *Application for Assigned or Reassigned Number* for vehicle identification numbers (Form VTR-68-A)

Only on-duty officers assigned to the Houston Police Department's Auto Theft Division, Auto Dealers Detail, or Property Division Vehicle Impound Lot may sign the following state motor vehicle forms:

c. *Notice to the Texas Department of Motor Vehicles of the Abatement of Junked Vehicles* (Form VTR 71-4)

d. *Transfer of Junked Vehicle to a Demolisher* (Form VTR-71-5)

2 FILING

It is the responsibility of the Auto Theft Division, Auto Dealers Detail, and Property Division to maintain a central filing system of copies of all motor vehicle forms signed by their personnel.

Charles A. McClelland, Jr.
Chief of Police