5-04/070.50 - Long-Term Storage of Vehicles and Vehicle Parts

Vehicles or vehicle parts impounded or held for evidence may require storage at a local towing company. In no case shall these vehicles or vehicle parts be stored at the local towing company for more than 15 days at short-term rates.

The investigator, upon case assignment, shall contact the Central Property custodian in writing (i.e., email) to arrange for release or transfer of the property/evidence to the long-term storage yard.

Any vehicles or vehicle parts that are transferred to the Sheriff's Department's long-term storage yard shall be entered into PRELIMS. The approval of the station/unit property lieutenant is required to place any vehicle or vehicle parts into long-term storage.

The long-term storage yard shall be a secure location in PRELIMS which requires the entry of two Personal Identification Numbers (PINs) in PRELIMS for transferring custody of the item into or out of the long-term storage yard. One of the PINs shall be that of the station/unit property lieutenant or designee.

The removal of vehicles or vehicle parts from long-term storage shall be coordinated with the Central Property custodian. Written notification (i.e., email) shall be made to the Central Property custodian prior to the removal of vehicles or vehicle parts from long-term storage. Any transfer or disposition of the vehicle or vehicle parts shall be recorded in PRELIMS.