14-02 PRIVATE VEHICLE STORAGE AND RESPOSSESSION

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COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: March 5, 2014

FILE NO.

FROM:	EDDIE RIVERO, CAPTAIN CARSON STATION	TO:	ALL PERSONNEL CARSON STATION

SUBJECT: **CARSON STATION UNIT ORDER 14-02**

PRIVATE VEHICLE STORAGE AND REPOSSESSION

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines for Carson Station personnel regarding the reporting and processing of Private Vehicle Storage and Repossession reports.

Scope of Directive:

This directive applies to desk personnel at Carson Station and is effective immediately.

Directive:

INTAKE

Desk personnel fielding calls for service in which a vehicle is being stored at the request of a private party or repossessed shall fill out the form titled "Private Vehicle Storage / Repossession." Once the form is complete with all available and applicable information, a file

number is drawn which shall be documented on the form.

DISTRIBUTION

Once the "Private Vehicle Storage / Repossession" form is completed, the employee completing the form shall make a photo copy of the form. The employee shall immediately hand-carry both the original form and the copy to the station secretary. The secretary shall sign the copy and indicate the date and time received. The employee will then take the signed copy to the Watch Sergeant who shall keep the copy until the original form is entered and returned, along with the printout to the Watch Sergeant report in-tray. The Watch Sergeant shall then process the original and give the signed copy to the Watch Deputy to be maintained in the desk log.

PROCESSING

Upon receipt of the "Private Vehicle Storage / Repossession" form, the secretary shall immediately enter the vehicle into the Stolen Vehicle System (SVS). Once completed, the secretary shall hand-carry the original form, along with the SVS printout, to the Watch Sergeant for processing.

In the case where there is no station secretary on duty, the employee completing the form shall immediately notify the Watch Sergeant or Watch Commander and a determination will be made whether to hold the form for the next available station secretary coming on duty or arrange for entry by another station secretary.

ER:JLH:jlh