

Unit Order 72 - Vehicle Impound for Evidence or Fingerprints

PURPOSE:

This directive sets the guidelines to be adhered to whenever a vehicle is impounded by West Hollywood Station personnel for evidentiary purposes and/or for fingerprints. The purpose of this station order is to reduce or eliminate the incidents of vehicles being impounded for an inordinate amount of time, causing undue financial liability to the station.

SCOPE:

All personnel assigned to West Hollywood Station, including the Universal Sub-Station are covered by this Unit Order.

ORDER:

HANDLING DEPUTY'S RESPONSIBILITIES

The handling deputy shall seek the approval of the on-duty watch commander whenever a motor vehicle is impounded for any of the following reasons:

- Vehicle held for investigation, (DB/OSS/Homicide/Arson, etc.)
- Vehicle has been involved in a hit and run violation as covered in Section 22655 eve, (Traffic)
- Vehicle has altered or missing identification numbers (also requires an SH-R-49),
- Vehicle held for fingerprinting,
- Vehicle is unidentifiable (also requires an SH-R-49),

The watch commander shall review the evidentiary value of the impound. Once the watch commander has approved the impound, the handling deputy shall:

- Prepare an original and one copy of a CHP-180, including inventory of any personal property and the contents of any closed containers within the vehicle,
- Write "Impound as Evidence" or "Hold for Prints" across the top of the CHP-180,
- Give the carbon copy to the garage/tow truck operator at the time of impound,
- Enter the vehicle impound information into the Impounded Vehicle Intake Log in the Watch Sergeants Office, (see attached)
- Place a copy of the CHP-180 in the appropriate tray (DB/OSS/Narco) in the Secretariat (Note: CHP-180'S for outside units such as Homicide or Arson must be sent via fax.),
- Prepare any necessary Incident Report, and include in writing in the narrative that the vehicle was impounded as evidence and/or fingerprints,
- Assign an URN if one has not already been assigned to the case,
- Notify TRAP immediately by telephone of any vehicle with an altered or missing **VIN**.

WATCH SERGEANT'S RESPONSIBILITIES

Watch sergeants shall ensure, while reviewing Incident Reports and CHP-180's, that the handling deputy's responsibilities pertaining to this unit order has been followed.

The Impound Vehicle Intake Log sheets will be maintained on an archboard clipboard in the Watch Sergeant's office. A separate Impound Vehicle Intake Log sheet shall be used for each date, or when a log sheet has been filled.

WATCH COMMANDER'S RESPONSIBILITIES

The watch commander shall ensure the handling deputy has notified the respective investigative unit or handling investigator for the vehicle impound.

INVESTIGATING DETECTIVE/INVESTIGATIVE UNIT RESPONSIBILITIES

The investigative detective shall ensure that the investigative efforts pertaining to the impounded vehicle is conducted as expeditiously as possible.

Impounded vehicles shall be reclassified as 11stored11 vehicles by the handling detective upon determination that further need to hold the vehicle is no longer required. The investigating detective reclassifying an impounded vehicle to a stored vehicle shall:

- Prepare a "Release of Vehicle Hold" (SH-CR-94),
- Have the Secretariat modify the SVS entry from Impound to Stored,
- Telephone the tow service holding the vehicle and advise them that the vehicle may be released
- Telephone the Registered Owner and advise them that the hold on the vehicle has been released, (Note: advise the Registered Owner that they are liable for storage fees from the time of notification),
- Forward Form SH-CR-94 to the tow service,
- Include a copy of the release in the case file.

This Department will not issue instructions to a tow service concerning the release of a stored vehicle. The tow service is authorized to release a stored vehicle to whomever they determine is entitled to possession.

STATION DETECTIVE BUREAU LIEUTENANT RESPONSIBILITIES

The Detective Bureau Lieutenant shall assign a subordinate to review the Impounded Vehicle Intake Log and ensure that each entry has been updated in a timely manner. Each vehicle Impound entry will require an impound release date and the date and time Johnson's Tow is notified of the release authorization.

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Refer to MP&P 5-01/060.10 Impounded Vehicles
