

EFFECTIVE: 1 December 1993

REVISED: 1 December 2008  
1 January 2010  
20 June 2011

SUBJECT: Stored or Impounded Vehicle Inventory

ISSUED BY: Fernando Solorzano

I. PURPOSE

To establish guidelines for the inventorying of vehicles stored or impounded by this Department. It is the policy of the Department that any unlocked vehicle which is legally stored or impounded in accordance with this or other procedures is to be inventoried prior to being removed from the location which it was contacted. This policy is also intended to achieve the following goals:

- (a) Protection of police officers and the Department from claims or disputes concerning allegedly lost or stolen property.
  - (b) Protection and preservation of the property for its owner while the property remains in police custody.
  - (c) Assurance that inventory searches are conducted within the limits condition, the arrestee should be given the choice of impoundment, release of the vehicle to a designated occupant, or if legally parked, securing the vehicle at the location. This choice should be explained to the arrestee in the presence of a witnessing officer and the arrestee's choice noted in the police report.
- (b) When the vehicle is determined to be derelict and/or abandoned.

- (c) When the vehicle is recovered stolen property.
- (d) When the vehicle constitutes or contains evidence of a crime.
- (e) When the vehicle itself is found to be in status violation of a state code.

Owners/operators of vehicles whose car(s) are impounded by this agency shall be subject to the authorized Vehicle Impound Release Fee as prescribed in General Order #34.

### III. INVENTORY PROCEDURES

- (a) All areas of unlocked vehicles that are accessible without forced entry will be inventoried. If the keys are left with the vehicle, all areas accessible by key will be inventoried. This includes, but is not limited to, the glove box and trunk.
- (b) Any containers found in the vehicle which are not locked or for which a key is present shall be opened and the contents inventoried.
- (c) No inventory, other than listing the contents visible through the window, shall be made of any vehicle impounded to be used or processed for evidence. These circumstances should be treated as a crime scene and inventory will be made by the investigator assigned.
- (d) Should a vehicle be locked at the time of impoundment, the officer will inventory and list only those contents visible without making entry into the vehicle. The officer shall indicate that this method of inventory was used in a written report and no further inventory by this agency will be made.
- (e) The wrecker driver who is effecting the impound shall be responsible for unlocking of the subject vehicle to facilitate towing and is also responsible for completing such inventory as may be required by the employer. The officer shall indicate in the report that the vehicle was unlocked by the wrecker driver.
- (f) All contents of the vehicle discovered through inventory, including property seized as contraband or evidence and property removed for safe keeping, shall be listed in the officer's report. Officers shall notify their supervisors of any unsecured personal property of high value (over \$500) or any property the officer feels may be a target of false accusations, which is discovered in the course of the inventory. Supervisors shall exercise their own discretion in electing to remove such articles for safe keeping.

- (g) Officers shall exercise due care to avoid inflicting damage to the vehicle or its contents during inventory. Upon completion of the inventory, the vehicle and its contents shall be restored to the condition and arrangement existing prior to impoundment, to the extent possible.
- (h) Based on current case law, ~~can~~ items and or evidence discovered during the inventory of a legally impounded vehicle may be admissible in court.

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