

Littleton Police Department

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PROCEDURE #: 32

SUBJECT: AUTOMOBILE INVENTORIES

PURPOSE

The purpose of this directive is to cover Vehicle Inventories and Procedures.

POLICY

To Control and record all property that comes under the control of the department and not to locate evidence of criminal activity.

To that end, the following procedures are established:

PROCEDURE

General Policy: All motor vehicles that are ordered towed by this agency shall be inventoried

- Abandoned vehicles.
- Not in legal condition to be driven.
- A traffic hazard.
- Stolen, or ownership in doubt.
- Driver under arrest or unable to drive.

Inventory: Must be written on the LPD Vehicle Inventory Form.
Shall be made prior to the tow or immediately afterwards at the impound area.

Scope of inventory is limited to those areas where a person ordinarily stores or leaves belongings (ie: glove compartment, door pockets, ash trays, trunk, under or behind seats or in container in/on vehicle).

Vehicle Areas	Officer Must
Drivers-Passengers area	Inventory all items and the contents of any unlocked container (ie: paper bags, pocketbooks, suitcases etc.).
Trunk	Key available-must be inventoried. Key unavailable-not inventoried.
Locked containers	Shall be opened and contents examined with minimal damage-inventory of all contents included on sheet. If locked containers can not be opened without causing more than minimal damage, then locked containers shall not be inventoried.

Plain View: Any contraband or incriminating evidence found while conducting the inventory will be seized as evidence.

Safekeeping: Protection of the owner's property is the purpose of the inventory.

Item	Officer shall
Non valuable items (clothes, papers, containers.	Keep with the car.
Valuable items (money, jewelry, wallets, cameras, certain sporting equipment over \$250.00 in value, computers.	Secure for safekeeping.
Spare tire & other vehicle Equipment.	Keep with the car.

Operator Arrested or Incapacitated: If the vehicle is not needed as evidence the officer follows these guidelines:

- Operator may release to a licensed driver who is not incapacitated.
- Operator may agree to leave vehicle in a safe area.
- If operator does not agree or is not competent vehicle shall be removed by a police dispatched tow vehicle at the operator expense.

Owner must authorize any procedures if operator under age

Vehicles used in a crime: Arrange to have it processed at the place of recovery, if possible:

- If not needed and authorized person available, release it to them.
- If not needed and no one available, tow it to a garage for storage.
- If needed for evidence or further processing, it should be taken to an Impound area (towed) and secured.

Expenses: In circumstances when a vehicle is towed, expenses incurred will be the responsibility of the owner.
If seized as evidence and retention, the expense may be that of the department.

Reports: Vehicle Inventory Sheet-turned in at end of duty.
Incident property report-for vehicles stored in impound lot-end of tour.

Impound Lot: Responsibility of the property/evidence officer.