I. PURPOSE

To establish guidelines when seizing a vehicle to be processed at the Park Police Evidence Bay.

II. POLICY

A vehicle may be seized and taken to the evidence bay if authorized by the shift supervisor or by a member of Investigative Services.

III. PROCEDURES

A. Any vehicle seized for the purpose of processing will be handled with extreme caution to prevent contamination.

B. The designated towing service shall be contacted to tow the vehicle to the evidence bay.

C. The vehicle shall be followed to the evidence bay to maintain chain of custody.

D. The officer following the vehicle to the bay shall secure the vehicle inside the evidence bay.
E. The officer shall complete the evidence bay log numbers one through five. Investigative Services shall complete numbers six and seven.

F. The officer securing the vehicle shall sign the towing ticket and return a copy to Investigative Services. Investigative Services will forward the ticket to Management Services.

G. The officer shall complete a vehicle report and release. The officer's report shall include the reason seized. It shall also include any cross-reference numbers and the name of the tow truck company.

H. The processing officer is responsible for notifying the owner when the processing is complete and will arrange for releasing the vehicle from the evidence bay.

I. It is still the responsibility of the officer initiating the vehicle report to notify the owner of the vehicle, that it has been seized and is awaiting processing.

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