



SACRAMENTO POLICE DEPARTMENT

OFFICE OF INVESTIGATIONS



536.02

RELEASE OF IMPOUNDED VEHICLES

09-16-91

PURPOSE

To establish procedures for the release of impounded vehicles.

POLICY

That the release of vehicles impounded for criminal investigations be the responsibility of the Office of Investigations (OOI) and be released to the registered owner or owner's agent at the earliest practical time.

PROCEDURE

A. REPORTS

1. The Auto Theft Unit receives all vehicle impound reports. A copy of the report shall be delivered to the section supervisor responsible for the investigation.
2. The detective assigned to the case shall receive the impound report and complete any necessary investigation involving the vehicle as soon as possible.
3. On completion of the investigation the detective shall prepare a Release of Impounded Vehicle form (SPD 140). The form shall be addressed to the proper tow service.

B. NOTIFICATIONS

1. The detective shall notify the person having legal right to claim the vehicle of its release from impound.
 - a. The person claiming the vehicle shall be directed to respond to the OOI to sign the release form and receive a copy of the release form for the tow service.
 - b. When telephone contact cannot be made, a letter notifying the owner of the release shall be sent.
 - c. When the person to receive the vehicle is in custody, the detective shall notify the individual of the release and determine the identity of the person to claim the vehicle.
 - d. In all cases the person(s) shall be advised the City of Sacramento will not be responsible for any additional storage fees from the date the vehicle is released from impound.
2. The detective shall notify the tow service that the vehicle is now a stored vehicle and any additional storage fees, from the date of notification, will be the responsibility for the registered owner or person having legal right to claim the vehicle.

C. DISTRIBUTION OF THE RELEASE FORM

After the release form (SPD 140) has been signed by the person authorized to receive the vehicle, the detective shall provide them with a copy, retain a copy for the case file, forward the original to records and give Auto Theft a photocopy for its files.

D. IMPOUND STATUS REPORTS

1. Once each week the Larceny/Fraud Lieutenant shall review the Impound Vehicle Log.
 - a. Vehicles in impound status after five days shall be noted.
 - b. Each section responsible for an extended impound shall be contacted for a status report.
 - c. The Lieutenant shall provide an impounded vehicle status report to the Captain each Friday.
2. The City is responsible for tow service and impound storage fees until the vehicle is released from impound.
 - a. Vehicles shall be released at the earliest practical time.
 - b. The Auto Theft Unit shall be available to answer any questions on this procedure.