



Roll Call Training Bulletin

Produced by: Vince Porter, Sergeant
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Daniel Hahn, Chief of Police
Volume 92

February 22, 2021 14602.7 (a) CVC Seizure Warrants

The 14602.7(a) CVC seizure warrant process is a mechanism that the Sacramento Police Department (SPD) may utilize to address the growing issue of illegal Street Racing and Sideshow Events (23103 CVC) within the City of Sacramento. Utilizing seizure warrants granted under 14602.7(a) CVC will allow for the seizure of the vehicle used to commit these activities. This authority allows for the seizure of the instrumentalities used to commit violations of 23103, 2800.1, 2800.2, and 2800.3 CVC. Thus, the 14602.7(a) CVC seizure warrant process may also be a tool used in those situations in which an officer or sergeant aborts a vehicle pursuit, or if a vehicle eludes the officer during a pursuit.

The purpose of this roll call training bulletin (RCTB) is to provide officers with an overview of California Vehicle Code section 14602.7(a) and the steps to assist them in writing a 14602.7(a) CVC seizure warrant.

▪ California Vehicle Code 14602.7(a):

A magistrate presented with the affidavit of a peace officer establishing reasonable cause to believe that a vehicle, described by vehicle type and license number, was an instrumentality used in the peace officer's presence in violation of [Section 2800.1](#), [2800.2](#), [2800.3](#), or [23103](#), shall issue a warrant or order authorizing any peace officer to immediately seize and cause the removal of the vehicle. The warrant or court order may be entered into a computerized database. A vehicle so impounded may be impounded for a period not to exceed thirty (30) days. By standing order by the supervising judge at the Sacramento Superior Court's Traffic Division, Carol Miller Justice Center (CMJC), seizure warrants have an effective period of 30 days. If neither executed nor renewed within the 30-day effective period, the warrant becomes invalid.

When requesting a 14602.7(a) CVC seizure warrant, officers (hereafter "affiant") should follow the instructions for seeking such a seizure warrant as outlined in this RCTB.

Completing the Application

1. Log in and access the SPD Vehicle Seizure Warrant (VSW) website in Sharepoint. On the homepage under Quick Links, select "Blank Templates (14602.7 CVC Forms)". You will find blank PDF forms entitled "14602.7 CVC Seizure Warrant," "14602.7 CVC Seizure Warrant Affidavit," "14602.7 (a) CVC Notice of Impoundment," "14602.7 (c)(2) CVC Notice of Storage," "14602.7 CVC Vehicle Seizure Warrant DA Request Cover Sheet," (hereafter "DA Cover Sheet") and "14602.7 CVC Vehicle Seizure Warrant Extension." Save a copy of each of the above-mentioned blank forms on your personal drive.
2. You must have access to and set up your individual shared mailbox in Outlook with the designated email address for vehseizurewarrant@pd.cityofsacramento.org located under the SPD Vehicle Seizure Warrants Group. This is the only email address that the court will send the notice of a post storage hearing, the court date verification and video appearance letter, the post storage hearing Minute Order, and the notice to the Law Enforcement Agency (LEA) of case closure.
NOTE: The "Shared Mailbox Instructions" is available on the VSW homepage under Quick Links.
3. Write your affidavit and seizure warrant (hereafter "warrant") and fill out the Cover Sheet. Pre-fill the Notice of Impoundment and Notice of Storage, leaving only the Mileage, Date of Impoundment/Storage and Storage Location blank for Records use at the time of tow.
NOTE: No other information, other than the above mentioned blank fields, will be added or deleted by Records prior to the mailing of notices. The affiant shall ensure all forms are complete and accurate prior to uploading to the Sharepoint site.



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4. Once you're finished with your warrant application, have a supervisor review it. After it has been reviewed and approved by a supervisor, save your warrant application in PDF format, under the General Offense (G.O.) number (e.g. G.O. case number-Seizure Warrant). You are now ready to call and/or email the Supervising Deputy District Attorney (DDA), Misdemeanor Court Review, for legal review.
5. CMJC will only accept warrant applications during regular court hours; neither downtown judges, nor the on-call magistrate, should be contacted to request a warrant.
6. The Vehicle Seizure Warrants Website (hereafter "VSW") can be accessed from the Application Launcher (hereafter "Rocketship"). "Training Videos" can be located under Quick Links and will provide video tutorials on how to navigate and get to know the VSW, as well as provide a user guide.

Applying for the Warrant

7. Electronic Seizure Warrant Requests During COVID: Due to COVID19, CMJC remains closed to the public. However, LEA's may contact the judge in Dept 87 via a static Zoom link only available to LEA. Dept 87's static link is <https://saccourt.zoom.us/j/5449234593>.
NOTE: If and when CMJC resumes in-person hearings, this RCTB may be updated to reflect current procedures.
8. Hours of Availability During COVID: The judge in Dept. 87 is available Monday through Friday (excluding holidays), from 8:15a.m. to 4:00p.m. To request a warrant, click the Dept. 87 link above at the beginning of any Dept. 87 calendar session: 8:15 or 9:30 a.m. or 1:15 or 3:00 p.m. You may click the link between these hours (except during lunch – 12:00-1:15 p.m.); however, it is possible that the court may not be in session, or may have already begun regular business, in which case you may have to wait until all other matters have finished.
9. Electronic Submission of the Vehicle Seizure Warrant During COVID: After you've informed the court clerk of your purpose, he/she will ask you to email the warrant application to the vehicle seizure email inbox at vehicleseizure@saccourt.ca.gov. The subject line on the email must state "Vehicle Seizure Warrant" and the vehicle description and license plate number (e.g. "2001 Honda Prelude 2ABC123"). The warrant affidavit must be signed under penalty of perjury and must be in PDF format. You must also submit a 14602.7 CVC DA Cover Sheet with all applicable data fields completed. The court clerks at CMJC currently do not have access to the vehicle seizure email handle. Affiants must send an email to both the vehicle seizure handle and the traffic video post storage handle to initiate their application in the court's Case Management System (CMS).
NOTE: On the DA Cover Sheet, you shall place the following designated email on the "Agency Contact email Address" line: vehseizurewarrant@pd.cityofsacramento.org.
10. If applicable, check the document confidentiality request box on the DA Cover Sheet. If, for any reason, your warrant affidavit relies on information from a confidential reliable informant, as with a 1524 PC search warrant, you must include the information on a separate document (e.g. Exhibit A or Attachment A) so that the court may seal that portion of the warrant from review by the public. You should use the heading "Declaration and Request for Order Sealing the Affidavit or Portion of the Affidavit," which although different from a 1524 PC search warrant, is followed much like a "Hobbs." Do NOT include the word "Hobbs" anywhere on your warrant as it does not relate to this type of warrant.
NOTE: The warrant case itself is confidential and NOT open to the public until the warrant is executed and the LEA sends the court copies of the Notices of Storage and Impoundment. Currently, this case type is not viewable on the Public Case Access (PCA). This will change in the near future as the court implements changes to PCA.
11. Review/Approval During COVID: The courtroom clerk will print the warrant application and provide it to the judge for review/approval. If the warrant is denied, the affiant will be directed to remedy the issue and re-submit the warrant application. If the warrant is granted and signed, the clerk will create the case in the court's CMS and email the signed warrant with the court case number to the affiant for execution.



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12. **Validity of the Warrant:** Section 14602.7 CVC lacks any specificity as to the time in which the LEA must execute the warrant. However, the court has established that a vehicle seizure warrant is valid for a period of thirty (30) calendar days from the date of issuance.
13. Once the 30-day period expires, the court case will automatically close and the court will send the LEA a "Notice of Case Closure" informing the LEA to request a new warrant if the vehicle is still sought, and direct the LEA to remove the vehicle from any LEA database (e.g. LEARN). The affiant shall confirm that the vehicle license is removed as a "hot plate" from LEARN.
14. Save a copy of your signed warrant along with a DA Cover Sheet under your G.O. case number, not the CMJC court case number, (e.g. G.O. case number-Seizure Warrant). Drag and drop your signed warrant only (do not include the affidavit) and DA Cover Sheet into the "ALL VSW Documents" document library (ie. folder) located on the VSW website. When the uploads are complete, TAG the documents with the Category, Report Number, License Plate, Status, and Expiration Date (ie. 30-day period). You can locate the website on the Rocketship under "SPD Vehicle Seizure Warrants".
15. Save a copy of your pre-filled Notice of Impoundment in PDF format under your G.O number (e.g. G.O. case number-Notice of Impoundment). Drag and drop your Notice of Impoundment into the "ALL VSW Documents" document library (ie. folder) located on the VSW website. When the upload is complete, TAG the document with the Category, Report Number, License Plate, Status, and Expiration Date (ie. 30-day period). You can locate the website on the Rocketship under "SPD Vehicle Seizure Warrants".
16. Save a copy of your pre-filled Notice of Storage in PDF format under your G.O. case number (e.g. G.O. case number-Notice of Storage). Drag and drop your Notice of Storage into "ALL VSW Documents" document library (ie. folder) located on the VSW website. When the upload is complete, TAG the document with the Category, Report Number, License Plate, Status, and Expiration Date (ie. 30-day period). You can locate the website on the Rocketship under "SPD Vehicle Seizure Warrants".

Entering the Vehicle

17. You may enter the vehicle license as a "hot plate" into the Law Enforcement Archival Network (LEARN) for a 30-day period if you have a 14602.7 seizure warrant or a 14602.7 seizure warrant extension. In LEARN under the "distribution" drop box you have the option to enter the license plate as a single user, but you should enter it under all agency users. In the comments you should state when the warrant was issued, the fact that the vehicle is subject to seizure, the date the warrant expires, and the LEA contact phone number (e.g. DEVELOP PC TO STOP. VEH SUBJ TO 30-DAY IMPOUND PER A SEIZURE WARRANT THAT EXPIRES MMDDYYYY. PLEASE USE 14602.7 VC AS THE AUTHORITY FOR TOW. IMMEDIATELY NOTIFY SPD RECORDS UPON IMPOUNDMENT AT 916-808-0621 or 0622.)

Seizing the Vehicle

18. Upon the affiant locating/impounding the vehicle per 14602.7(a) CVC, the affiant will immediately notify SPD Records Vehicle Update (VEHUP) and for purposes of serving notices, give the normal information to VEHUP including the following: vehicle mileage, date of Impoundment/Storage, and Tow Company/Storage location.
19. If the vehicle is located and impounded by an outside agency or out of county, then VEHUP will be notified via a telephone call provided to the outside agency where the vehicle was located/impounded via the utilization of LEARN. The same information above will be collected from the outside agency. NOTE: Records staff shall request the following from the LEA calling: 1) current mileage of the vehicle; 2) confirmation that the tow authority is in fact the 14602.7 VC section.
20. Upon notification to VEHUP of the located/impounded vehicle, Records shall then serve two separate notices as required under the statute. Records can access the pre-filled notices from the VSW website. You can locate the website on Rocketship under "SPD Vehicle Seizure Warrants".



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Records will amend both notices with information not known to the affiant at the time the notices were pre-filled: current vehicle mileage, date of impoundment/storage, and Tow/Storage location.

21. First, the "14602.7 (c)(2) CVC Notice of Storage" along with a copy of your warrant (without the affidavit), will be served upon the registered owner (and legal owner, if not the same) via first class mail within "48 hours" after execution as stated in this section.
22. Second, the "14602.7 (a) CVC Notice of Impoundment" will be served upon the legal owner via certified mail, return receipt requested, within "two working days" of impoundment as stated in this section.
NOTE: The standard SPD Notices of Storage and Impoundment letter will be served at the same time.
23. Once the Notices of Storage and Impoundment have been served, Records staff shall send PDF copies of the notices to the court via email at vehicleseizure@saccourt.ca.gov on the same day the notices are mailed. The subject line of the email must include the court case number and "Notice of Impoundment/Storage." Both documents can be included in one email.
24. Records shall send a notice to the Real Time Crime Center (RTCC) via email at rtcc@pd.cityofsacramento.org stating that the vehicle license entered in as a "hot plate" into LEARN, pursuant to 14602.7(a) CVC, has been located and impounded. RTCC shall then remove the vehicle license from LEARN.
25. Upon mailing of the notices, Records shall then scan a copy of each notice into the appropriately associated G.O. report.
26. The email of the notices will act as the "Search Warrant Return" for the judge and will start the ten (10) day period in which the registered and/or legal owner may request a post storage hearing from the judge who issued the warrant.

Applying for an Extension

27. If the vehicle has not been located/impounded and the 30-day period of your warrant has expired, the affiant shall follow-up and confirm that the vehicle license plate is taken out of LEARN. Should the court not receive Notices of Storage and Impoundment within 30 days after the warrant was issued, the affiant/LEA will be required to apply for a new warrant or an extension.
28. The affiant/LEA may request an extension of the warrant before the 30-day period expires by filling out a one page "Vehicle Seizure Warrant Extension" form. To request an extension, the affiant will need to confirm the accuracy of the information listed on the extension is correct, the facts and reasonable cause stated in the seizure warrant affidavit remain true and still exist, and declare that the affiant/LEA has "been actively pursuing the vehicle" and believes "that the registered owner and/or legal owner is still in possession of the vehicle."
29. Request for Extension: The affiant/LEA requesting the warrant may request an extension of the warrant before its thirty (30) day effective period expires by submitting an extension request to the court. The extension request can be submitted to the court by email at vehicleseizure@saccourt.ca.gov. The subject line on the email must include the court case number and "Vehicle Seizure Warrant Extension Request."
Upon receiving an extension request from the affiant/LEA who requested the warrant, the court clerk has the authority to extend the validity of the warrant for a period of thirty (30) additional days. A copy of the extension request will be emailed back to the affiant/LEA once it is processed in the court's CMS.
30. Save a copy of your Vehicle Seizure Warrant Extension form under your G.O. case number (e.g. G.O. case number-Seizure Warrant). Drag and drop your extension warrant form (do not include the affidavit) into the "ALL VSW Documents" document library (ie. folder) located on the VSW website. When the upload is complete, TAG the document with the Category, Report Number, License Plate, Status, and Expiration Date (ie. 30-day period). You can locate the website from the Application Launcher (Rocketship) under "SPD Vehicle Seizure Warrants".



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Requesting a Hearing

31. If the registered owner, or legal owner, if not the same, timely requests a post storage hearing, it will be scheduled within two days of the request in Dept 87 at 8:15 a.m. or 1:15 p.m. The court will email the "Promise to Appear" (Notice of Hearing) and "Video Appearance" documents to the affiant/LEA informing them of the post storage hearing.
32. Upon receiving a Notice of Hearing from the SPD Vehicle Seizure Warrants Group email handle, the Court Liaison Unit (CLU) shall save a copy of the Notice of Hearing in PDF format under the G.O. case number (e.g. G.O. case number-Notice of Hearing). CLU shall then drag and drop the "ALL VSW Documents" document library (ie. folder) located on the VSW website. When the upload is complete, TAG the document with the Category, Report Number, License Plate, Status, and Expiration Date (ie. 30-day period). You can locate the website on the Rocketship under "SPD Vehicle Seizure Warrants". Note: CLU may find the appropriate G.O. case number associated to the Notice of Hearing from the DA Cover Sheet located in the in the DA Cover Sheet by GO View on the VSW website homepage on the Rocketship under "SPD Vehicle Seizure Warrant".
33. The court will serve notice of a post storage hearing upon the affiant/LEA via email no more than two days in advance of the hearing. Affiants who execute a vehicle seizure warrant must diligently check their department email and court calendar for a notification to appear at the post storage hearing.
34. Given that a Notice of Storage must be served within 48 hours of the warrant's execution, a post storage hearing requested within 10 days of the date of the Notice of Storage, and a post storage hearing held within two (court) days of the date of the request, affiants should expect a post storage hearing to be held between two (2) and fourteen (14) days after executing the warrant, and should diligently check their department email and court calendar during that time frame.
35. The affiant, co-affiant, or another designated officer/detective intimately familiar with the details, circumstances and information contained in the affidavit, should appear at the post storage hearing. If the affiant, co-affiant, or other designated officer/detective fails to appear, the department may be responsible for the costs incurred for towing and storage if reasonable grounds for the storage are not established in the post storage hearing under 14602.7 (c)(6) CVC.
36. If the registered owner, or legal owner, if not the same, fails to request a hearing or makes an untimely request, a hearing will not be scheduled, and the vehicle will remain impounded for the full thirty (30) day period. The court case is automatically closed. There will be no courtesy notice to the LEA.

Hearing Outcome

37. If a hearing is scheduled and heard, the court will generate a "Minute Order" with the court's ruling. If the registered owner, or legal owner, if not the same, appeared for the hearing, he/she will be provided with a copy of the Minute Order. If the court finds in favor of the owner, the Minute Order may be presented at the tow yard to retrieve the vehicle before the 30-day impoundment ends. As a courtesy, the court will also send the Minute Order in an email to the affiant/LEA.
38. Upon receipt of the Minute Order, the affiant shall save a copy of the Minute Order under the LEA case number (e.g. G.O. case number-Notice of Storage). The affiant shall drag and drop their Minute Order into the "ALL VSW Documents" document library (ie. folder) located on the VSW website. When the upload is complete, TAG the document with the Category, Report Number, License Plate, Status, and Expiration Date (ie. 30-day period). You can locate the website on the Rocketship under "SPD Vehicle Seizure Warrants".
39. If the registered owner meets the criteria set forth in 14602.7(b)(1), or if the legal owner meets the criteria set forth in 14602.7(e), the SPD Tow Program Administration Office (hereafter "tow unit") may release the vehicle without the permission of the issuing judge.



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The tow unit can access the affiant's signed warrant, warrant extension or the Minute Order located on the VSW website. The website can be accessed on the Rocketship under "SPD Vehicle Seizure Warrants".



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1. By standing order by the supervising judge at the Sacramento Superior Court's Traffic Division, Carol Miller Justice Center (CMJC), seizure warrants have an effective period of ____ days.
 - a. 20
 - b. 30
 - c. 45
 - d. 60
2. A blank copy of the 14602.7 CVC seizure warrant can be located in "AMS" under the "Agency Forms" folder?
 - a. True
 - b. False
3. Can the 14602.7 CVC seizure warrant be utilized as a tool to seize a vehicle if a pursuit is aborted or the suspect eludes police capture?
 - a. Yes
 - b. No
4. If the registered owner, or legal owner, if not the same, timely requests a post storage hearing, it will be scheduled within ____ days of the request in Dept 87 at 8:15 a.m. or 1:15 p.m.
 - a. 4
 - b. 5
 - c. 2
 - d. 7
5. If neither executed nor renewed within the 30-day effective period, the warrant becomes invalid.
 - a. True
 - b. False

Answers: 1-B, 2-B, 3-A, 4-C, 5-A