



Lakewood Police Department Policy and Procedure

**Policy Number: PP – 4750
VEHICLE IMPOUND**

**Effective Date:
03/24/2025**

B. Procedure

1. Definitions:

- a. OPG - Official Police Garage having contract for towing vehicles taken into police custody as outlined below.
- b. TOW - the removal of a vehicle by means of an auxiliary vehicle from the scene of an arrest, crime, incident, or traffic collision, etc.
- c. IMPOUND - the removing and taking into custody of a vehicle by the Police Department but which is available for immediate release.
- d. HOLD -- the temporary custody and storage of a vehicle pending police processing or further investigation.
- e. OWNERS REQUEST – a request for an OPG tow from a motorist in need of a tow in lieu of an impound.
- f. VALUABLES - any single item of significant value.

2. Upon arrival of the OPG tow unit and after the vehicle is ready for towing, the agent shall:

- a. Have the tow driver sign the Vehicle Impound/Recovery Report in the space provided indicating receipt of the vehicle and verifying the joint inventory.
- b. Sign the electronic tow bill provided by OPG.

3. Once the tow driver has signed the Vehicle Impound/Recovery Report, the agent shall give the tow driver the second page of the Vehicle Impound/Recovery Report.

4. Whenever possible, all keys other than ignition and trunk keys shall be given to the operator of the vehicle. If this is not possible, the other keys shall be booked into Property.

5. Ignition and trunk keys shall be given to the OPG tow driver.

6. The remaining copy of the Vehicle Impound/Recovery Report shall be delivered to a supervisor for approval and subsequently forwarded to Records Section as soon as practical.

7. Agents shall remain on scene until the vehicle is removed by the tow driver.

C. Rule

- 1. An agent impounding a vehicle under routine circumstances (absent "extraordinary" circumstances or vehicle HOLD) shall complete the Vehicle Impound/Recovery Report which

includes a narrative of the impound circumstances, a complete inventory of the vehicle and its contents. All containers shall be opened by whatever reasonable means are available and their contents shall be inventoried.

2. Any valuables remaining in the vehicle at the time of impound shall be inventoried by the agent and booked into the Property and Evidence Unit for safekeeping.
3. Completion of the Vehicle Impound/Recovery Report shall be required every time an agent causes a vehicle to be towed, and the vehicle is removed to the OPG or to another storage facility for additional processing.
4. Completion of the Vehicle Impound/Recovery Report shall also be required every time a stolen vehicle is recovered by the Police Department whether it is released at the scene to the owner or is towed.
5. On every occasion that an agent tows a vehicle, the agent shall cause a CCIC/NCIC check of the VIN number and license plates to be made to determine whether the vehicle is stolen.
6. When a vehicle needs to be impounded and placed at the City shops or evidence warehouse because it requires more security than that provided by the OPG, a Vehicle Impound/Recovery Report shall still be required.