

A. PURPOSE. To prescribe guidelines for abandoned vehicles

B. DEFINITION

Abandoned Vehicle. “A vehicle which has remained on public property or private property for a period of 48 hours after a police agency or other governmental agency designated by the police agency has affixed a written notice to the vehicle.”

C. PROCEDURE

1. Upon being dispatched to or finding what is potentially an abandoned vehicle, the employee shall determine if it has been reported stolen by checking the VIN through LEIN.
2. If it has not been reported stolen, the employee shall complete the “Abandoned Vehicle Notice” and affix it to the vehicle. The employee shall indicate on the “Abandoned Vehicle Notice”:
 - a. The vehicle’s year, make, color, model, license number, and VIN, if available.
 - b. The date and time the notice was affixed.
 - c. The date and time the vehicle may be taken into custody and stored at the owner’s expense or scrapped if the vehicle is not removed.
 - d. Whether the vehicle is on public or private property.
 - e. His or her name and badge number. If an incident number is necessary, the employee shall place it on the notice also.
 - f. Make the appropriate entry with detailed information in the records management system.
 - g. Removal of abandoned vehicles on private property shall be the responsibility of the property owner or agent.
3. The Police Intern/ Volunteer shall report the abandoned vehicle on the “Abandoned Car Report” form, completing the following spaces on the form if available: how long there, location, make, model, color, license number, VIN, address, report taken by, badge number, date, and sticker

affixed-date, time, and by, or enter it into the records management system.

4. An incident report need not be completed unless the employee is dispatched to the incident.
5. When checking on or impounding listed abandoned vehicles, make the appropriate disposition in the records management system, i.e., moved, towed, etc.
6. Once a vehicle has been deemed abandoned, it can be impounded even if its sticker has been removed.