

P.O. 1113 Storage of Vehicles

Effective From:	05-17-2021	Effective To:	Current
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M. P.O. 1113 - Storage of Vehicles

1. STORAGE OF ABANDONED VEHICLES

- i) [LRS 32:471](#) defines an “Abandoned motor vehicle.”
- ii) When a vehicle has been found unattended on the shoulder or right-of-way, the vehicle will be tagged and an entry will be created in the desk log listing the vehicle as abandoned and documenting all of the required information. This entry will be time stamped and will alert desk personnel via email when the 24 hour period has expired.
- iii) The VIN and License Plate will be verified through NCIC and the vehicle will be tagged for removal as stated in LRS 32:473.1.
- iv) If the registered owner of the vehicle can be established, he is to be contacted to obtain the status of the vehicle and directed to remove the vehicle from the highway right-of-way immediately.
- v) When a vehicle has been tagged for removal for a period of 24 hours or more, it shall be considered abandoned.
- vi) An email notification will be sent via Lotus Notes to the shift supervisors notifying them the 24 hour period has expired. Shift supervisors shall be responsible for assigning a Trooper to obtain a status on the abandoned vehicle. If the Trooper finds the vehicle has not been removed, the vehicle shall be stored under the authority granted by [LRS 32:474](#). A Vehicle Storage Record (DPSSP 3500) must be completed. All information relating to storage of the vehicle shall be entered into the Troop desk log. If the vehicle has been removed, the desk log will be updated to show “GOA” Gone on Arrival.
- vii) If the vehicle is towed, the tow truck shall be dispatched from the abandoned wrecker rotation list.
- viii) Abandoned vehicles that are considered an immediate hazard shall be towed immediately by dispatching a wrecker from the abandoned wrecker list and documenting all the required information in the desk log. The immediate hazard will also be documented in the comments section of the desk log entry.

2. STORAGE OF VEHICLES INVOLVED IN CRASHES

- i) A commissioned officer is not required to complete a Vehicle Storage Record for vehicles involved in a crash, except when:
 - a) The driver is arrested and his vehicle is stored by the officer.
 - b) The driver, owner or a representative is not on the scene (sent to the hospital, etc.) to take charge of any valuables.
 - c) The driver requests a specific wrecker. The officer need only complete the wrecker request section of the Vehicle Storage Record and the vehicle need not be inventoried.

3. STORAGE OF VEHICLES WHEN OPERATOR IS ARRESTED

- i) When a subject is placed under physical arrest, the officer shall provide for the safety of the vehicle as follows:
 - a) In the event the vehicle is a traffic hazard, the officer shall move it off the paved or main travel portion of the highway to a safe location per [LRS 32:142](#). After the vehicle is parked, the available options are:
 - 1) Officers shall afford the violator the opportunity to sign a Vehicle Storage Record requesting his vehicle be left locked and parked in a safe location. If the arrestee is unable to provide a signature, officers shall indicate on the Vehicle Storage Record that verbal consent was given and the reason the operator is unable to sign. In no case shall a vehicle be parked on the shoulder or the side of a road. Violators shall be furnished a copy of the Vehicle Storage Record. The location, description

- and condition of the vehicle shall be entered into the Troop desk log.
- 2) If the violator does not wish to leave his vehicle as provided in this order, the officer may allow either a properly licensed and capable passenger or other person who can reach the scene within a reasonable time to drive the vehicle from the scene. The arrestee must sign the Vehicle Storage Record to authorize this option. If the arrestee is unable to provide a signature, officers shall indicate on the Vehicle Storage Record that verbal consent was given and the reason the operator is unable to sign. If this option is used, the Troop desk is to be notified and given the name of the authorized driver and license number for the Troop desk log.
 - 3) The information described above shall be included in the officer's arrest report.
- b) No vehicle shall be released to any person who has consumed alcoholic beverages or is otherwise impaired.
 - c) When no alternate driver is available and the violator does not want his vehicle parked, the officer shall request a wrecker to store the vehicle, allowing the violator to request a wrecker that is in compliance with applicable laws and policies.
 - d) The officer must remain with or provide for the protection of the vehicle until the wrecker arrives.
 - e) When the situation is such that the arresting officer cannot remain with or provide for the protection of the vehicle, he shall lock the vehicle, if possible, and report same to the Troop. A notation in the Troop desk log shall reflect the driver's name, description and location of the vehicle. The wrecker service shall be told where to pick up the keys to the vehicle.
 - f) A Vehicle Storage Record shall be completed according to procedure established in this order.
 - g) When a person is arrested or issued a summons for violation of [LRS 14:98](#) or [14:98.1](#), and that person is not the owner of the vehicle he is operating, all reasonable measures must be taken to identify, locate and notify the vehicle owner of the arrest. Notification can be written or oral.
 - h) Out-of-state violators whose state of residency is not a member of the Violator's Compact, may be escorted to post a bond without physical arrest. Nothing contained herein shall prevent an officer from allowing an out-of-state violator to drive his vehicle to the nearest facility where he can post a bond. Likewise, any violator exercising his right to post bond in lieu of surrendering his license is not under physical arrest while en route to the place of bond posting.

4. STORAGE OF SEIZED VEHICLES

- i) When a vehicle is being stored as a result of an investigation which leads to forfeiture of the vehicle in accordance with state law, the following guidelines shall be met:
 - a) Any vehicle subject to seizure shall be transported to LSP property. Officers making such seizures shall make every effort to avoid incurring costs to the Department for towing and/or storage. No vehicle seized and stored for evidentiary purposes shall be transferred to Headquarters. Such vehicles shall be stored and processed at a secured storage facility at the direction of the case officer's supervisor.
 - b) The seizing officer shall take color photographs or digitized images of all seized vehicles to document the condition of the vehicle at the time of seizure. Photographs or digitized images shall include the interior, front, back, left/right sides, and all four corners of each vehicle, trailer and /or conveyance. The prints, when obtained, will be maintained in the original investigative case file. Digitized images shall be forwarded to the Asset Forfeiture Unit attached to the seizure message. The Vehicle Storage Record (DPSSP 3500) shall be utilized for all vehicle seizures to log the condition and contents and the location of each stored vehicle. A photocopy shall be forwarded to the Asset Forfeiture Unit.
 - c) Personal property from the vehicle that is not being seized shall be released to the

owner/authorized agent. Returned property shall be documented on the Evidence/Property Receipt (DPSSP 4731) and maintained with the case agent's file. The subject receiving returned property shall be required to sign the Evidence/Property Receipt prior to the release of any property.

- ii) It shall be the responsibility of the Asset Forfeiture District Supervisor to oversee the handling of seized vehicles in accordance with this order. Vehicles shall not be transferred to the Asset Forfeiture seizure lot, unless permission is obtained from the Asset Forfeiture Supervisor. No vehicle transferred to the seized lot shall have any of the violator's personal effects in it upon delivery to the Asset Forfeiture Unit Supervisor. The Asset Forfeiture Supervisor shall assume responsibility for all seized vehicles that are transferred to the Asset Forfeiture seizure lot.
 - iii) All persons handling and storing a seized vehicle shall take reasonable measures to ensure that the vehicle is maintained in good condition and is not subjected to an environment that would significantly reduce the value of the property.
 - iv) The investigating officer or his supervisor shall notify the Asset Forfeiture Unit within two (2) days of a seizure subject to forfeiture using electronic mail, supplying the following information:
 - a) Case number.
 - b) Case agent.
 - c) Violator name.
 - d) Owner name.
 - e) Date of arrest.
 - f) Date of seizure.
 - g) Description of vehicle including make, model, VIN, license, color, and condition.
 - h) Court of competent jurisdiction regarding forfeiture process.
 - v) The investigating officer shall forward photocopies of any receipts for evidence, personal property or seized vehicle to the Asset Forfeiture Unit which will retain all documentation.
 - vi) Photocopies of seizure warrants and notices of pending forfeiture shall be forwarded to the Asset Forfeiture Unit.
 - vii) In the event judicial proceedings are initiated relating to a seized vehicle, certified copies of all motions and orders from the judicial proceedings shall be retained by the Asset Forfeiture Unit. Any court order from the prosecuting authority directing the release of a seized vehicle shall be complied with by the Asset Forfeiture Unit.
5. STORAGE OF STOLEN VEHICLES
- i) When officers store stolen vehicles, both the Vehicle Storage Record and the RMS Towing and Recovery Report shall be completed by the storing officer.
 - ii) The RMS Towing and Recovery Report shall be reviewed and approved by the officer's supervisor. The officer's supervisor shall be responsible for:
 - a) Checking the report for completeness including noting the condition of the vehicle and the estimated value.
 - b) Ensuring that a message is sent to the originating agency relating all information on the recovered vehicle.
 - c) Ensuring that the owner of the vehicle is notified of the recovery and record all the notifications on the RMS Towing and Recovery Report.
 - d) Ensuring vehicle releases are noted on the RMS Towing and Recovery Report.
6. STORAGE OF OVERWEIGHT VEHICLES
- i) Any officer contemplating storage of an overweight vehicle shall contact a local Weights and Standards Police Officer for the correct procedure on storage.
7. STORAGE OF VEHICLES CARRYING HAZARDOUS MATERIALS/ WASTE
- i) Any officer contemplating storage of any vehicle carrying either a hazardous material, hazardous waste, or other regulated substance which could be threatening to life or property shall first contact TESS for the correct storage procedures.

- ii) TESS officers may assist in the storage of vehicles carrying hazardous materials or commodities.
8. PROCESSING VEHICLE STORAGE REPORT
- i) Commissioned officers shall complete a Vehicle Storage Report DPSSP 3500 on every vehicle stored, unless it meets exemption criteria as enumerated in this order.
 - ii) Officers shall inventory or obtain a signature of inventory refusal on all vehicles requiring storage.
 - a) A vehicle shall be inventoried only after a tow truck has been summoned or subsequent to the execution of a consensual search or legal search warrant.
 - b) The scope of an inventory shall be consistent with the objective of collecting, documenting and safeguarding the defendant's property.
 - c) A copy of the completed form shall be given to the driver, a copy made available to the wrecker and the original turned in to the Troop.
 - iii) Ownership information shall be recorded on the Vehicle Storage Record, if known, and efforts to identify the owner documented on the form, if ownership is unknown.
 - iv) Communications Specialists Supervisors shall:
 - a) Establish and maintain a "Vehicle Storage File" by date of recovery.
 - b) Contact the owner of the vehicle via telephone and/or mail. Efforts toward determining the disposition shall be documented on the DPSSP 3500.
 - c) Place the completed DPSSP 3500 form into the vehicle storage file once determining the vehicle's disposition.
 - d) Maintain the file in accordance with the Departmental Record Retention Schedule
 - e) Be responsible to the Troop Executive Officer for the proper completion of this task.