P.O. 1113 Storage of Vehicles			
Effective From:	09/24/2025	Effective To:	Current

P.O. 1113 – Storage of Vehicles

1. POLICY
   i) It is the policy of the Louisiana State Police to remove abandoned or disabled vehicles from public roadways and to store vehicles that have evidentiary value.
2. PURPOSE
   i) This policy provides guidance on when a vehicle can be towed or stored, as well as when to complete a vehicle storage report. The policy also aims to ensure that highways and roadways throughout the state remain clear and unobstructed.
3. TERMINOLOGY
   i) Abandoned Motor Vehicle – a motor vehicle that is inoperable and left unattended on public property for more than twenty-four hours, or is inoperable and left unattended on the shoulder or right-of-way of an interstate or a four-lane highway for more than twenty-four hours, or a motor vehicle that has remained illegally on public property for a period of more than twenty-four hours, or a motor vehicle that has remained on private property without the consent of the owner or person in control of the property for more than three days.
   ii) Private Property – property primarily utilized for personal dwelling and not intended for public use or access, including yards, driveways, and private garages.
4. STORAGE OF ABANDONED VEHICLES
   i) When a vehicle has been found unattended on the shoulder or right-of-way, the vehicle will be tagged, and a scheduled event will be created by the Communications Officer in the Computer Aided Dispatch (CAD), indicating the call for service as an abandoned vehicle. All vehicle information will be documented in the narrative. The event is to be scheduled 24 hours from the time the vehicle is tagged to alert shift personnel that the allotted time period has expired.
   ii) 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.
   iii) If the registered owner of the vehicle can be established, they are to be contacted to obtain the status of the vehicle and directed to remove the vehicle from the highway right-of-way immediately.
   iv) When a vehicle has been tagged for removal for a period of 24 hours or more, it shall be considered abandoned.
   v) A CAD event will activate in the queue, notifying shift personnel that 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 the storage of the vehicle shall be entered into the CAD event. If the vehicle has been removed, the CAD event will be cleared with a disposition to show "GOA (gone on arrival)."
   vi) If the vehicle is towed, the tow truck shall be dispatched from the department wrecker rotation list.
   vii) Abandoned vehicles that are considered an immediate hazard shall be towed immediately by dispatching a wrecker from the department wrecker list and documenting all the required information in the CAD event. The immediate hazard will also be documented in the narrative section of the CAD event.
   viii) A vehicle may be towed before the 24-hour period has elapsed if there is an immediate need to clear the shoulder or the right-of-way, such as during the preparation for a storm or other impending natural or human-caused disaster.

5. 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 their 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 needs only to complete the wrecker request section of the Vehicle Storage Record, and the vehicle need not be inventoried.
6. 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 their 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 CAD event.
         2) If the violator does not wish to leave their vehicle as provided in this order, the officer may allow either a properly licensed and capable passenger or another 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 officer shall document the name of the authorized driver and license number in the CAD event narrative.
         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 their 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, they shall lock the vehicle, if possible, and report the same to the Troop. A notation in the CAD event narrative 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 the procedures 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 they are 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 their vehicle to the nearest facility where they can post a bond. Likewise, any violator

exercising their right to post bond in lieu of surrendering their license is not under physical arrest while en route to the place of bond posting.

7. STORAGE OF SEIZED VEHICLES
   i) When a vehicle is being stored as a result of an investigation that 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 a secured lot under the dominion and control of the Department. Officers making such seizures shall make every effort to avoid incurring costs to the Department for towing and/or storage.
      b) No vehicle seized and stored for evidentiary purposes shall be transferred to Department Headquarters. Such vehicles shall be stored and processed at a secured storage facility at the direction of the case officer's supervisor.
      c) The seizing officer shall obtain color digitized images of all seized vehicles to document the condition of the vehicle at the time of seizure. Digitized images shall include the interior, front, back, left/right sides, and all four corners of each vehicle, trailer, and/or conveyance. The digitized images shall be made a permanent part of the investigative case file. The condition, contents, and location of each stored vehicle shall be documented and made a permanent part of the investigative case file.
      d) Personal property from the vehicle that is not being seized shall be released to the owner/authorized agent. Returned property shall be documented, and that documentation shall be made a permanent part of the investigative case file.
   ii) It shall be the responsibility of the Asset Forfeiture Unit 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 Unit 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 Unit 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 their supervisor shall label the investigation as an "Asset Forfeiture Seizure" in the records management system and 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) Violator name.
      c) Date of seizure.
      d) Description of seizure: currency amount, vehicle including make, model, VIN, license, color, and condition, or real property.
      e) Parish of seizure or Federal Agency.
   v) The investigating officer shall make any receipts for evidence, personal property, or seized vehicles a permanent part of the investigative case file.
   vi) Seizure warrants and notices of pending forfeiture shall be made a permanent part of the investigative case file.
   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 made a permanent part of the investigative case file.
   viii) Any court order from the prosecuting authority directing the release of a seized vehicle shall be complied with by the Asset Forfeiture Unit.
8. 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 recording all the notifications on the RMS Towing and Recovery Report.
    d) Ensuring vehicle releases are noted on the RMS Towing and Recovery Report.

9. 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.
10. 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 that 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.
11. PROCESSING VEHICLE STORAGE REPORT
    i) Commissioned officers shall complete a Vehicle Storage Report DPSSP 3500 on every vehicle stored, unless it meets the 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 shall be documented on the form, if ownership is unknown.
    iv) The Troop's Clerical Staff and/or the person designated by the Troop Commander 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 upon 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.
12. VEHICLE STORAGE FROM PRIVATE PROPERTY
    i) A vehicle shall only be towed from private property if at least one of the following conditions is met:
        a) The vehicle is part of an ongoing investigation.
        b) The vehicle is of evidentiary value and is being towed pursuant to an approved search warrant.
        c) Consent is obtained from the property owner.
    ii) The owner can request a wrecker if it is on the Troop's rotational list.