LITTLE ROCK POLICE DEPARTMENT GENERAL ORDER

G. O. 305 IMPOUNDMENT OF VEHICLES			
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07/04/2023	DEPARTMENTAL	G. O. 305 (11/01/2016)	G. O. 305

I. Impounding and Storing Vehicles

A. General

- 1. This Order establishes procedures for the impounding and storing of vehicles, which are encountered by the Department and for the custodial care of such vehicles.
- 2. All vehicles, towed by members of this Department, other than at the request of the owner or other responsible party, are deemed impounded, unless stated otherwise in this Order.
 - a) These vehicles will be taken to the Fleet Vehicle Storage Facility or the Vehicle Processing Facility only.
 - b) All photographing and processing of vehicles will be conducted at the Fleet Vehicle Storage Facility or the Vehicle Processing Facility.
 - c) A Vehicle Storage Report <u>Towed Vehicle Report Form (LRPD Form 5000-16)</u> along with an Incident Report (<u>LRPD Form 5500-01</u>) will be completed on any vehicle impounded by an officer.
 - d) All officers will ensure that an attempt is made to contact the registered owner of all impounded and stored vehicles. This attempt will be documented in the narrative of the Incident Report (*LRPD Form 5500-01*), Supplement (*LRPD Form 5500-97a*) to an existing Incident Report, or Accident Report and should include the name, phone number and time of contact or attempt to contact was made.
 - e) All officers will document the location of the impounded or stored vehicle's keys in the narrative of the appropriate report.

B. Impound Authority

- 1. Arkansas State Law (A.C.A. § 27-50-1201 and following), and Little Rock City Ordinance 32-43, authorize the removal and/or impound of vehicles under the following circumstances:
 - a) When any vehicle is left unattended upon any bridge, viaduct, or where such vehicle constitutes an obstruction or hazard to traffic;

- When a vehicle is so disabled as to constitute an obstruction to traffic upon a city street, and the person or persons in charge of the vehicle are physically incapacitated to such an extent as to be unable to provide for its custody or removal;
- c) When any vehicle is left unattended, abandoned, disabled or inoperative upon a city street, and is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic within three (3) feet of the traveled surface of the public way;
- d) When a vehicle is left unattended upon a city street continuously for more than 48 hours and the owner cannot be located and is presumed to be abandoned; or which vehicle is located at a distance of three (3) or more feet of the traveled surface of the public way for a period of 72 hours or more (Note: vehicles removed under this subsection must be properly marked.);
- e) When the driver of such vehicle is taken into police custody and is unable to make a legitimate disposition of the vehicle (e.g., D.W.I., disturbed person, minor, etc.); or,
- f) When the vehicle is needed as evidence and/or is used in the commission of a felony.
- C. City of Little Rock Impoundment Policy
 - 1. When an officer stops a person operating a motor vehicle or when investigating an accident on the streets or highways within the corporation limits of the City of Little Rock, and the officer has reasonable cause to believe that a driver or owner of a vehicle is in violation of one or more of the following statutes or ordinances, subject only to the discretionary exceptions listed below, the motor vehicle so involved shall be impounded and towed to the Fleet Vehicle Storage Facility.
 - a) Driver's license suspended for D.W.I. (A.C.A. § 5-65-104);
 - b) Theft by Receiving involving license tags or tabs (A.C.A. § 5-36-106);
 - c) Fictitious tags (A.C.A. § 27-14-305);
 - d) Improper use of tags or registration (A.C.A. § 27-14-306);
 - e) Giving false evidence of title or registration (A.C.A. § 27-14-307);
 - f) Arkansas driver's license or privileges suspended for any purpose (A.C.A. § 27-16-303);
 - g) Operating without license plates (A.C.A. § 27-14-304);
 - h) Vehicle not maintained in proper mechanical condition or unsafe condition (A.C.A. § 27-32-101);

- (1) Vehicles impounded pursuant to this provision may not be released from the impound facility unless the vehicle is towed or transported from the facility.
- i) Failure to obtain registration (A.C.A. § 27-14-701);
- j) Failure to carry registration certificate (A.C.A. § 27-14-714); or,
- k) Failure to have a current Arkansas driver's license in good standing (A.C.A. § 27-16-602).
- 2. Impound pursuant to A.C.A. § 27-22-109 Impounding a motor vehicle for a violation.
 - a) If an operator of a motor vehicle is unable to present proof of insurance as required by (A.C.A. § 27-22-104 Insurance required), the motor vehicle may be impounded at the officer's discretion if:
 - (1) The officer issues a citation for a state traffic violation that is classified as an offense under (A.C.A. § 27-50-302) as listed below:
 - (a) Racing on a public highway;
 - (b) Reckless driving;
 - (c) Driving with lights off to avoid detection, identification, or apprehension;
 - (d) Hazardous driving;
 - (e) Leaving the scene of an accident involving property damage only;
 - (f) Driving the wrong way on a one-way street;
 - (g) Speeding in excess of fifteen miles per hour over the posted speed limit;
 - (h) Using nitrous oxide in a motor or motorcycle on a street or highway as prohibited under (A.C.A. § 27-37-803);
 - (i) Observing a drag race as a spectator on a public highway.
 - (2) And the operator has:
 - (a) Received three or more warnings for a violation of (A.C.A. § 27-22-104 Insurance required);
 - (b) Plead guilty or nolo contendere to or been found guilty of three or more violations of (A.C.A. § 27-22-104 Insurance required); or

- (c) Received a total of three or more warnings or convictions for a violation of (A.C.A. § 27-22-104 Insurance required).
- b) If the operator is unable to present proof of insurance as required by (A.C.A. § 27-22-104 Insurance required), the motor vehicle may be impounded at the officer's discretion if one or more of the following occur:
 - (1) The driver is operating the motor vehicle on a cancelled, suspended, or revoked driver's license;
 - (2) The driver is operating the motor vehicle without a driver's license; or
 - (3) The driver is operating the motor vehicle:
 - (a) Without a license plate in violation of (A.C.A. § 27-14-304 Operation of vehicles without license plates);
 - (b) With an unofficial license plate in violation of (A.C.A. § 27-14-305 Using unofficial license plates);
 - (c) With improper use of evidence of registration in violation of (A.C.A. § 27-14-306 Improper use of evidence of registration); or
 - (d) With false evidences of title or registration in violation of (A.C.A. § 27-14-307 False evidences of title or registration).
- 3. The following discretionary exceptions are specifically recognized and in these limited circumstances, an officer's discretion shall determine whether or not impoundment occurs:
 - c) In the event that registration, or license tag of the vehicle has been expired for less than sixty days, or the driver has a driver's license that is expired and has been expired less than 60 days, the officer may in the sound exercise of their discretion, from the circumstances stated by the violator concerning the expiration, other factors relevant to the situation at hand, and the officer's knowledge of the history of the defendant's violation record, if any, forego the impoundment of the vehicle in connection with the issuance of a citation to the violator.
- 4. Officer's duties when impounding pursuant to the City of Little Rock impoundment policy:
 - a) Issue a citation to the operator of the vehicle for the traffic offense resulting in the impoundment of the vehicle, except in cases where a warrant will be obtained after further investigation (e.g., D.W.I. with serious injury to suspect, fatality accident, etc.).
 - b) Give the address and phone number of the Fleet Vehicle Storage Facility to the operator and/or to the owner (7801 Jamison Road, Little Rock, Arkansas 72209 / 918-4260).

- c) Inform the operator or owner of the impounded vehicle that they may gain immediate release of the vehicle by displaying current registration, current proof of insurance, and a valid driver's license to the appropriate personnel at the Fleet Vehicle Storage Facility. A person other than the registered owner, if the owner isn't present, must also provide notarized written permission from the owner to retrieve the vehicle. No vehicle will be released to any person that has a suspended driver's license unless the vehicle is towed from the impound facility or driven by a person with a valid driver's license. A police supervisor, the rank of Lieutenant or higher, may authorize the release of a vehicle impounded pursuant to this Order if extenuating circumstances exist and after reasonable attempts to resolve the issue have been exhausted.
- d) Inform the operator or owner of the conditions of return of the vehicle to either the registered owner or a third party, non-owner, as provided in this policy
- e) Assist operators or passengers in gaining access to a working telephone to make arrangements for transportation.
- f) Transport juvenile driver and/or passengers to their residence or to the police department, where the officer will contact a responsible party to provide transportation for the juvenile.
- D. Impound Appeal Process
 - 1. Any time an officer impounds a vehicle as a result of a traffic citation, they shall inform the driver or owner of the following.
 - a) Any person seeking to redeem a vehicle impounded as a result of a traffic citation has a right to an informal administrative hearing before the Records and Support Division Captain <u>Headquarters Major</u> or their designee of the Little Rock Police Department to contest the validity of an impoundment. The request for a hearing must be in writing, signed by the owner of the vehicle, and received by the Little Rock Police Department within thirty (30) days (including Saturdays, Sundays, and holidays) of the date the vehicle was impounded and towed or within ten (10) days after receipt of notification from the impound facility, whichever is later.
 - b) The Little Rock Police Department has ten (10) business days (not including Saturdays, Sundays and holidays) to issue a written determination as to whether the impoundment met the requirements mandated by this General Order. If the vehicle is currently impounded, the department will waive any fees that accumulate between the date of the written appeal and the date of notification of the findings of the appeal.

- c) Any person seeking a hearing who has failed to request such hearing within the time specified may, in writing, petition the Little Rock Police Department for an extension to file the request. Such extension shall only be granted upon the demonstration of good cause as to the reason(s) the request for hearing was not timely filed. For the purposes of this section, "good cause" shall be defined as circumstances beyond the control of the person seeking the hearing that prevented such person from filing a timely request for hearing. The Little Rock Police Department will send written notification to the petitioner within five (5) working days. Notification will include whether or not the petition has been granted. In the event such extension is granted, the person receiving such extension shall be granted a hearing in accordance with this General Order.
- d) Upon the filing of a petition, the owner or lienholder may have the impounded vehicle and its contents released by posting with the City Treasury Management Division, a cash or surety bond equal to the amount of the charges for the towing and storage. Upon posting of the required bond, the Little Rock Police Department will issue an order notifying the impound facility that the vehicle and its contents are to be released to the petitioner.
- e) If a person fails to file a timely request for hearing and an extension has not been granted, the right to a hearing is waived, the impoundment and the associated costs of impoundment and administrative fees are deemed to be proper, and the City shall not be liable for removal, towing, and storage charges arising from the impoundment.
- f) A decision made by the Little Rock Police Department may be appealed to the City Manager or their designee for final judgment. Any person appealing such a decision must file a written request for an appeal with the City Manager's Office within two (2) business days after the decision of the Police Department. The City Manager's Office will be responsible for notifying the petitioner in writing, of their decision, within five (5) working days. If a person fails to file a request for an appeal within the time specified by this section, the right to an appeal is waived and the Police Department's decision is final.
- g) Upon determining the respective rights of the parties, the administrative decision maker shall provide for payment of towing and storage fees. If the owner or lienholder has posted a cash or surety bond to obtain immediate release of the vehicle and the owner or lienholder is found to be responsible for the towing and storage fees, the administrative decision maker shall declare the bond to be forfeited, with the amount paid to the impound facility to cover the towing and storage fees.
- 2. The City of Little Rock impoundment policy will be reviewed annually for legal and operational concerns.

E. Impound Guidelines

1. It is the policy of this Department, unless mandated by Arkansas state law, Little Rock city ordinance or City of Little Rock Impound Policy, that a vehicle shall be impounded or stored only as a last resort. Vehicles shall not be impounded if:

- a) The owner or driver can make a legitimate decision regarding the disposition of the vehicle;
- b) The owner or driver, although arrested, can make a legitimate disposition of the vehicle in a reasonable length of time;
- c) The vehicle is not wanted as evidence and/or has not been used in the commission of a crime;
- d) Insufficient investigation has been made into the circumstances of an abandoned vehicle (e.g., illness, hospitalization, vacation, etc.); or,
- e) The impoundment of the vehicle can be reasonably construed as an act of harassment.
- 2. When a vehicle is towed, pursuant to this Order, officers shall advise the person responsible for the vehicle of "owner preference," as defined in A.C.A. § 27-50-1202. ("Owner Preference" means the right of the owner or person of any disabled or inoperative vehicle to request some reasonable person, gratuitous bailee or bailee for hire, of his or her choosing, to take charge of the vehicle).
- 3. When a vehicle is towed, pursuant to this Order, officers shall not suggest or recommend any particular towing/storage firm to the owner or person in charge of any disabled or inoperative vehicle, except when advising of the towing firm having a contract with the City of Little Rock.
- F. Impound Procedures Investigative Holds
 - 1. An L.R.P.D. Storage Report <u>Towed Vehicle Report Form (LRPD Form 5000-16)</u> will be completed on any vehicle impounded for investigative purposes.
 - a) Impounding for investigative purposes shall only be done per the authority of a <u>detective or investigative unit. This shall be notated by</u> the officer <u>responsible</u> for towing the vehicle in the "Police Hold-Reason for Hold" or unit for whom the vehicle has been impounded and the reason for storing will be listed in the "Reason for Storing" space on the report.
 - b) The officer responsible for towing the vehicle shall ensure that the Storage Report <u>Towed Vehicle Report Form (LRPD Form 5000-16)</u> contains documentation concerning the notification or attempted notification of the registered owner.
 - c) The hard <u>yellow</u> copy of the <u>Storage Report</u> <u>Towed Vehicle Report Form (LRPD</u> <u>Form 5000-16)</u> will be given to the wrecker driver and the white copy will be forwarded to the <u>officer detective</u> or <u>investigative</u> unit ordering the hold.
 - (1) The officer storing the vehicle may call the storage report information in the Desk Officer, or may fax the Storage Report to the Records Division at 371 4708.

- (2) The *hard white copy of the* Storage Report <u>Towed Vehicle Report Form</u> (<u>LRPD Form 5000-16</u>) will be <u>submitted to the desk officer</u> filed by either manner no later than the end of the storing officer's shift.
- (3) The Desk Officer will forward a copy of all <u>Storage Report</u> <u>Towed</u> <u>Vehicle Report Form (LRPD Form 5000-16) with an investigative hold</u> to the <u>appropriate</u> <u>authorizing detective</u> <u>officer</u> or <u>investigative</u> unit and retain the original.
- 2. The basic storage information, the vehicle description, and the name of the officer, or unit, authorizing the impound will be recorded on an original Offense Report <u>Incident</u> <u>Report (LRPD Form 5500-01)</u>, a Supplement Report <u>(LRPD Form 5500-97a)</u> to the original Offense Report <u>Incident Report</u>, or an Accident Report, whichever is appropriate to the circumstances surrounding the impound.
- 3. When a vehicle is to be released from an investigative hold, the <u>case detective</u> officer authorizing the release will sign the bottom of the <u>Storage Report</u> <u>Towed Vehicle Report</u> <u>Form (LRPD Form 5000-16)</u>, note the date and time of the release on the Report, and give the <u>Storage Report</u> <u>Towed Vehicle Report Form</u> to the vehicle owner. The signed <u>Storage Report</u> <u>Towed Vehicle Report Form</u> will serve as the owner's release to be presented to the wrecker company.
- G. Impound Procedures Routine Storage
 - 1. While investigating an accident or incident in which the operator of a motor vehicle is taken to the hospital and the vehicle is towed, the investigating officer will furnish the operator, or another responsible party (family member, etc.), with written information concerning the location of his vehicle; this will not be considered impounding. If, however, the officer cannot advise the operator, or other responsible party by written communication of the vehicle's location, the vehicle will be towed and considered impounded.
 - 2. Whenever a vehicle is towed at the direction of an officer for any reason other than those authorizing an investigative hold, the following will apply:
 - a) The towing information will be included on an original Offense Report <u>Incident</u> <u>Report (LRPD Form 5500-01)</u>, a Supplement <u>(LRPD Form 5500-97a)</u> to an existing Offense Report <u>Incident Report</u>, or an Accident Report, whichever is appropriate to the circumstances. A Storage Report <u>Towed Vehicle Report Form</u> (LRPD Form 5000-16) is also required.
 - b) The towing information will also be noted on Information Exchange Forms (*LRPD Form 5500-16*), prepared for injured drivers.
 - c) The officer directing that the vehicle be towed will write the VIN, license number, vehicle description, owner's name(s), owner's address, and all lienholders, and their addresses, on the LRPD Storage Report <u>Towed Vehicle Report</u> Form (LRPD Form 5000-16).

- d) Any remarks concerning property stored separately from the vehicle (at the Department) or special equipment will be noted on the <u>Offense Report Incident</u> <u>Report (LRPD Form 5500-01)</u>, a Supplement <u>(LRPD Form 5500-97a)</u> to an existing <u>Offense Report</u> <u>Incident Report</u>, or an Accident Report, whichever is appropriate.
- H. Abandoned Vehicles
 - 1. Vehicles parked unattended upon a city street for more than 48 hours, and which are presumed to be abandoned, will be marked by affixing an orange warning tag to the front windshield.
 - 2. Officers shall attempt to contact the owner and have them remove the vehicle.
 - The officer marking the vehicle will complete an Offense Report <u>Incident Report (LRPD</u> <u>Form 5500-01)</u> describing the condition of the vehicle and documenting his efforts to contact the owner.
 - 4. Abandoned vehicles will be removed only with a prior report on file and no contact with the registered owner.
 - 5. Towing information for abandoned vehicles will be recorded on a Supplement Report (LRPD Form 5500-97a) to the original Offense Report Incident Report (LRPD Form 5500-01), and an LRPD Storage Report Towed Vehicle Report Form (LRPD Form 5000-16) will be filled out in its entirety (with lien-holder information included).
- I. Inventory of Stored Vehicles
 - 1. Inventory searches are conducted in order to locate and identify items in a vehicle. The search is completed in order to:
 - a) Protect the owner's property;
 - b) Protect the police officer, the department, and the wrecker service from subsequent claims of loss or of stolen property;
 - c) Inventories of vehicles will not be conducted for the purpose of discovering evidence.
 - 2. All vehicles impounded will have their contents inventoried. Inventories will also be completed on vehicles involved in accidents where the driver or person responsible for the vehicle is incapacitated and the vehicle is towed at the officer's request.
 - a) A detailed list of all contents will be recorded on an Offense Report <u>Incident</u> <u>Report (LRPD Form 5500-01)</u>, a Supplement <u>(LRPD Form 5500-97a)</u> to an existing Offense Report <u>Incident Report</u>, or an Accident Report, whichever is appropriate.
 - b) Inventory search of the intended impounded vehicle should be made at a safe location. If the present site creates a hazard, the vehicle may be towed to a safe location before conducting the inventory.

- c) Except in those cases where a search is conducted incidental to a lawful arrest, the examination of a vehicle for the purpose of an inventory of personal property should be limited to places where a person would ordinarily store or leave items of personal property.
- d) Locked vehicle trunks, locked dash or console boxes, and locked containers will not be opened by force except in exigent or emergency circumstances, or with a warrant. The existence of a locked container that is not inventoried will be noted on the report.
- e) Unlocked but closed containers will be opened and their contents inventoried if the officer cannot see the contents without opening the container and:
 - (1) The container by its size, markings, location, or other reasons reasonably indicate that it might contain items of value, or
 - (2) The container by its size, markings, location, or other reasons reasonably indicate that it might contain items that may spoil or be damaged without further action.
- J. Property Removed from Impounded Vehicles.
 - 1. Sometimes it may be necessary to move closed containers to the department for safekeeping. For safety and security reasons, closed containers may not be placed in the property room without knowledge of the contents.
 - 2. Articles removed for safekeeping:
 - a) Articles of value, such as gems, jewels, large sums of money, etc. discovered during the inventory of an impounded vehicle should be removed from that vehicle and placed in the department's Property Room.
 - b) Articles from a crime discovered during an inventory of an impounded vehicle shall be removed from the vehicle and placed in the department's Property Room.
 - c) When items are removed from a vehicle during an inventory search, the officer conducting the inventory will list all items removed on the report.
 - 3. Vehicles impounded for evidence and towed to the Crime Scene Processing Facility will be inventoried by the Crime Scene Specialist in accordance with these guidelines when the vehicle is processed.
- K. Storage <u>Towed Vehicle</u> Report Procedures
 - 1. A Little Rock Police Department Storage Report <u>Towed Vehicle Report Form (LRPD</u> <u>Form 5000-16)</u> will be completed on all vehicles as directed in this Order.
 - 2. The <u>Storage Report</u> <u>Towed Vehicle Report Form (LRPD Form 5000-16)</u> shall be completed in its entirety including documentation of notification or attempted notification of the registered owner.

- 3. The investigating officer will notify the Desk Officer of the information on the Storage Report <u>Towed Vehicle Report Form (LRPD Form 5000-16)</u> for entry into the computer system as soon as possible. The Storage Report <u>Towed Vehicle Report Form</u> may be faxed or hand delivered to the proper unit for data entry, but if it is faxed, it is the investigating officer's responsibility to ensure the fax was received. In any event, the original Storage Report <u>Towed Vehicle Report Form</u> will be forwarded to the Desk Officer no later than the end of the investigating officer's shift. <u>A copy of the Towed Vehicle Report Form</u> will be attached to the Incident Report in RMS prior to the end of the investigating officer's shift.
- 4. The Vehicle Storage Report <u>Towed Vehicle Report Form (LRPD Form 5000-16)</u> is a three-part form. The original (white copy) of the Vehicle Storage Report <u>Towed Vehicle</u> <u>Report Form</u> shall be retained by the investigating officer until submitted to the Desk Officer for data entry purposes and departmental record keeping. The hard copy (yellow copy) of the Vehicle Storage Report <u>Towed Vehicle Report Form</u> shall be given to the wrecker operator for their company records. The pink copy of the report shall be retained by the owner of the vehicle.
- L. Vehicle Release Procedure
 - 1. Only the Little Rock Police Department can authorize the release of a vehicle impounded pursuant to this Order. Authorized personnel (the Desk Officer or their designate) shall release the vehicle only after proper documentation is presented, including:
 - a) Proof of ownership, and,
 - b) Valid identification (a valid driver's license, a valid state-issued identification card, a valid passport, or a valid United States military identification).

II. Impounding of Vehicles for Evidence

- A. General
 - 1. This Order establishes procedures for the impounding and storing of vehicles for the purpose of examination or processing for evidence.
 - 2. Vehicles to be processed will be towed to the Crime Scene Processing Facility at 3313 J.E. Davis Drive by the contract wrecker service.
- B. Impound authority
 - 1. Vehicles will be impounded only under guidelines set out by the U.S. Constitution, laws of the State of Arkansas, General Orders of the Little Rock Police Department and Divisional Operating Procedures of the same.
 - 2. Any vehicle impounded must be with authority of a Little Rock Police Department <u>detective</u> supervisor or case <u>detective</u> officer of a criminal investigation.
- C. It will be the responsibility of the officer/detective having the vehicle impounded, to:

- 1. Ensure that all necessary paperwork is complete and forwarded to the Crime Scene Search Unit (CSSU) as soon as possible; and,
- 2. Follow vehicle to the Crime Scene Processing Facility and ensure that the vehicle is secure in one of the holding bays.
 - a) In the event that the holding bays are full, the officer will contact <u>the Department</u> <u>of Emergency</u> Communications. The officer/detective will stay with the vehicle until other instructions are given.
 - b) <u>*The Department of Emergency*</u> Communications will contact the Crime Scene Supervisor and arrangements will be made to clear space for another vehicle.
- D. The following procedures will be followed at the Crime Scene Processing Facility:
 - 1. Vehicles to be processed will be towed to the Crime Scene Processing Facility.
 - a) The Vehicle Processing Facility is a three-bay facility.
 - b) Each bay is separate and secured from the rest.
 - c) Each bay can be entered by use of the officer's Sonitrol card.
 - d) Each bay is designed to work in the following manner:
 - (1) If red Sonitrol reader light is on, this indicates the bay is empty. If light is off this means the bay door is disabled, indicating there is already a vehicle in that bay.
 - (2) Select a bay with a red light on the Sonitrol reader.
 - (3) Run <u>Hold the</u> Sonitrol card through <u>to the</u> reader and the door will open.
 - (4) Place vehicle to be processed as near to center of bay as possible.
 - (5) As officer leaves the bay, press the "close" button. (Button is on the right side of the door [facing from outside], just inside door.) This button will close and disable this door securing vehicle inside.
 - (6) Crime Scene Search Unit personnel will process, remove and reset bay doors as vehicles are processed and removed.
- E. The Crime Scene Specialist will conduct an inventory search of all vehicles processed in accordance with the guidelines in section II. of this Order; the inventory will be documented on a Crime Scene Specialist Report (*LRPD Form 5480-50*). Any items of evidence seized from the vehicles will be documented on the Crime Scene Report.

- F. Crime Scene Specialists should be readily available during the 0700-1500 shift and 1500-2300 shift; the 2300-0700 shift will require a supervisor to contact <u>*The Department of Emergency*</u> Communications to implement the call-out procedure.
- G. Vehicle Release
 - 1. Authority for the release of any vehicle being held for CSSU will come from a Little Rock Police Department supervisor or the case <u>detective</u> officer.
 - 2. CSSU personnel will notify the Contract Wrecker Service, Desk Officer, and case <u>detective</u> officer once the processing is complete.

Additions and revisions are *italicized and underlined*.

Deletions are denoted with a strikethrough.