



Chapter: Searches
Subject: 08-02 – Inventories
Effective: April 19, 2022
Supersedes: Official Order 14, Section 14.5.1A, dated April 29, 2021
Official Order 48, Section 48.1.2, dated September 13, 2021
Distribution: Department Members

PURPOSE: This Order establishes department policy related to inventories.

08-02-1 SEARCHING

A. Inventory Searches

- (1) Vehicles shall be inventoried as required by Section 08-02-2 below.
- (2) Abandoned Property
 - a. For purposes of this section, the term abandoned property shall refer to:
 - i. Property whose owner cannot be identified, and
 - ii. Property that an enforcement member determines necessary to take into custody.
 - b. All property deemed abandoned shall be inventoried, including boxes, backpacks, bags, or other closed containers. Members shall document the inventory in their incident report and shall specifically list valuable items or items of an unusual nature.
- (3) Property Held for Safekeeping
 - a. For the purposes of this section, property held for safekeeping shall include:
 - i. Property that an enforcement member deems necessary to take custody of in order to safeguard, and
 - ii. The owner is known or reasonably expected to be identified but the owner is either not present or is present but unable to communicate their desire regarding disposition of the property.
 - b. Property to be held for safekeeping shall be inventoried including boxes, backpacks, bags, or other closed containers. Members shall document the inventory in their incident report and shall specifically list valuable items or items of an unusual nature.

08-02-2 INVENTORYING VEHICLES

- A. Vehicles seized as evidence or towed because they are abandoned, abandoned scrap, impounded vehicles, or vehicles seized in a forfeiture action shall be inventoried by one of the investigating enforcement members.
 - (1) All areas of the vehicle that may contain property, including any containers, shall be checked.
 - (2) Only a visual inspection shall be conducted from outside the vehicle if it is locked and access cannot be gained without causing damage, unless a search warrant is obtained.
- B. An Impounded Vehicle Report, UD-091, shall be completed on each vehicle inventoried by a member. All items of an unusual nature located in the vehicle shall be recorded on the form, including evidence or contraband.
 - (1) It is not necessary to list items normally found in a vehicle.
- C. Items of unusual value which will be held to protect the owner's interest or evidence seized from the vehicle shall be recorded on an electronic record management system property report. An electronic record management system property report is not required for the vehicle unless it will be stored at a department facility or held as evidence of a crime.

DIRECTOR

Annual Review Responsibility: Transparency and Accountability Division

Accreditation Standards: CALEA 1.2.4