


<b>STRATFORD POLICE DEPARTMENT</b>  	Type of Directive: <b>Policy and Procedure</b>	Updated: <b>06/28/2022</b>
	Title: <b>Motor Vehicle Inventory</b>	No. <b>4.13</b>
	Issuing Authority: <b>Chief Joseph McNeil</b>	Issued: <b>10-15-2018</b>
	Reference: AS - 1.2.7, 1.7.1  History: 06/28/22	

### **PURPOSE:**

The purpose of this policy is to establish a standardized vehicle inventory on towed vehicles.

### **POLICY:**

It shall be the policy of the Stratford Police Department that motor vehicles towed under police-initiated circumstances are inventoried for the protection of the vehicle owner and his property **(1.2.7)**.

### **PROCEDURE:**

Any motor vehicle that is to be towed pursuant the Motor Vehicle Towing Policy, or the Abandoned Vehicle Policy, of this department shall be inventoried of its contents **(1.2.7)**.

Any member of this department who initiates the towing of a vehicle shall be responsible for the completion of the inventory. All those areas that may contain items of value shall be included in the inventory including any compartment or container that is secured but has a key available on scene. If access to the passenger compartment is not available the inventory shall be conducted visually, from outside the vehicle, with best efforts made to recognize and record items of property without entering the vehicle.

When access is not possible, any property seen inside a vehicle during such inventory that would lead a reasonable person to believe has value requiring more protection than a locked vehicle door may provide shall be documented on form H-114 and brought to the attention of the wrecker operator if such motor vehicle is not being secured at this department.

When access is possible, any property found inside a vehicle during an inventory that would lead a reasonable person to believe has value requiring more protection than a locked vehicle door may provide shall be taken into protective custody. Such property shall be tagged accordingly for safe keeping in the department holding room and documented in the incident report.

Any property that is evidence of a crime or contraband that is found as a result a vehicle inventory shall be collected, tagged and submitted in accordance with the evidence collection policies of this manual.

Incidental to the arrest of the operator of a vehicle that is to be towed, the department member who initiated or assisted in such arrest shall complete the inventory of the vehicle with the arrestee on-scene, unless

circumstances prevent such inventory or prevent such arrestee from being on-scene during the inventory. Those circumstances shall be documented in the incident report for the arrest and the inventory shall be conducted as soon as practicable at an alternative location.

### **Notice of Tow**

The State of Connecticut, Notice of Motor Vehicle Tow Form H-114 shall be used for all motor vehicle inventories and will be completed in triplicate. All efforts shall be made to complete this form on-scene, when practicable. The copies of Motor Vehicle Tow Form H-114 shall distribute as follows (**1.2.7**):

- The licensed wrecker company conducting the tow shall receive the pink copy
- The vehicle owner shall receive the canary copy
- The white copy will be attached to the incident report and turned into the desk sergeant.

C.G.S. 14-150(e) - Within forty-eight hours of the time that a motor vehicle is taken into custody and stored pursuant to subsection (b) or (c) of this section, the affixing department or parking authority shall give written notice by certified mail to the owner and any lienholders of such motor vehicle, if the same appears on the records of the Department of Motor Vehicles, which notice shall state (1) that the motor vehicle has been taken into custody and stored, (2) the location of storage of the motor vehicle, (3) that, unless title has already vested in the municipality pursuant to subsection (d), such motor vehicle may be sold after fifteen days if the market value of such motor vehicle does not exceed one thousand five hundred dollars or after forty-five days if the value of such motor vehicle exceeds one thousand five hundred dollars, and (4) that the owner has a right to contest the validity of such taking by application, on a form prescribed by the Commissioner of Motor Vehicles, to the hearing officer named in such notice within ten days from the date of such notice. Such application forms shall be made readily available to the public at all offices of the Department of Motor Vehicles, parking authorities authorized under an ordinance adopted pursuant to section 7-204a to enforce parking regulations and state and local police

If any of these copies are unable to be delivered to their respective recipients on- scene, such copies shall be submitted with the incident report to be mailed to the licensed wrecker company and motor vehicle owner by the records division personnel pursuant C.G.S. 14-150(e).

### **Evidence Consideration**

Any member of this department who is investigating a motor vehicle, which is to be towed, and such motor vehicle is considered evidence or may contain evidence, and is to be processed for evidence, regardless of the agency seeking such motor vehicle, shall complete motor vehicle tow form H-114 in accordance with this policy. However, the inventory shall be conducted visually, from outside the vehicle, with best efforts made to recognize and record items of property without entering the vehicle.

The location for storage of such motor vehicle shall be determined by a supervisor based on the nature of the crime, and the evidence to be preserved.