401.7 SEIZED/TOWED DETAILS PAGE

1. Check "Rotation" impounds for vehicles sent to a rotation company. Indicate the reason(s) for the impound from the options listed: driver arrested, recovered stolen vehicle, possible stolen vehicle, or abandoned vehicle.

2. Check "Police" impound for vehicles sent to the police lot. Indicate the reason(s) for the impound from the options listed: felony narcotic, other felony, altered VIN/motor #s, criminal accident investigation, safekeeping, evidence, forfeiture, violation of City Ordinance 14-30 (see LB 20-15), and parking violations. NOTE: Blocks for the two types of tows are designed to send the vehicle to the lot required by procedure. Be certain the wrecker driver understands the intended destination of the vehicle.

3. Complete related O.J. incident information if applicable.

4. Enter the specific division(s) for which the vehicle is being held. For “rotation” tows, leave blank.

5. Document all damage to the vehicle by using the drop-down menu to select the parts of the vehicle that have damage. Use the additional damage details box to document any additional damage.

6. Mark Yes or No boxes for all items listed under the vehicle equipment list.

7. Check boxes to indicate status of all vehicle keys.

8. Check boxes to indicate if the vehicle is drivable, if there was forced entry, or the ignition was punched. Enter the odometer reading shown at time of impound.

9. Complete a detailed inventory. List all property valued at $10.00 or more found in the vehicle. Include items of insignificant value only if relevant to an offense, (i.e., homicide, sexual battery cases).

10. List the reason for the seizure/impound of the vehicle and the case agent.

11. Enter name of the wrecker driver and the name of the company.

12. Enter the date, time, and location of impound. If driven from the location of impound and released to a wrecker at a second location, show the original location of impound or seizure and indicate location of wrecker pick-up in the police report.

13. Since you are required to enter the vehicle, the owner, and the driver’s information into the entities first you can use the drop-down menu and select to pre-fill those fields. Use the corrected VIN number only if VIN is corrected after report is

submitted. Enter name of the insurance company. Enter tag registration (required). Enter VIN registration - it is required that the VIN be checked in FCIC separately from tag check.

14. Enter name of arrested person(s) and their charges.

15. Fill in the impounding officer(s) and their district information. **This is the end of the officer section of the form.**

16. **This begins the evidence technician section of the form**. Enter the impound number, vehicle lot location and key board number.

17. The wrecker type, mileage, charges, drivers name, and PVDL information is entered from the wrecker company's invoice.

18. The impound lot documents their verification: technician's payroll, date, time, vehicle checked, inventory checked, VIN, and mileage checked.

19. The hold removed, release approved, and personal property approved boxes are filled out by the evidence technician upon receiving approval from the investigator.

20. The release information which includes the name, date, time, and fee amounts is filled out by the evidence technician upon release of the vehicle.

Supersedes SOP 401.7, dated 9/20.