

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to define the applicable laws for the police impoundment of abandoned vehicles and to establish policy and procedure regarding the officer's responsibilities when impounding an abandoned vehicle.

II. POLICY

It shall be the policy of this department to follow the procedures set forth in this general order to ensure compliance with laws and regulations regarding the police impoundment of abandoned vehicles.

III. LAWS

According to the Michigan Vehicle Code, Section 257.252a, an "abandoned vehicle" means a vehicle that has remained on public property or private property for a period of 48 hours after a police agency or other government agency designated by the police agency has affixed a written notice to the vehicle.

IV. PROCEDURE

- A. Prior to deeming a vehicle as abandoned, an officer shall:
 - 1. Check if the vehicle is eligible to be impounded for excessive parking violations. If so, impound the vehicle following General Order TLE-4.
 - 2. Issue a parking violation notice for a license plate violation and/or restricted zone, if applicable.
 - 3. Verify the vehicle is not stolen by checking the license plate and VIN through LEIN.
 - 4. Attempt to contact the owner/operator of the vehicle to determine the status of the vehicle. If contacted, inform the owner/operator they must comply with the vehicle registration laws or remove the vehicle from campus within 48 hours; otherwise the vehicle will be impounded as an abandoned vehicle.
- B. A police officer may deem a vehicle as abandoned when:
 - 1. The vehicle has no current registration plate,
 - 2. The vehicle has no current WMU parking permit and has not moved for more than 48 hours, or
 - 3. The vehicle appears to have been abandoned. Typically, the vehicle may appear inoperable due to obvious mechanical failure or severe damage.

- C. Once a vehicle has been deemed as abandoned, the officer shall process it as follows:
1. Create a complaint for abandoned vehicle in mobile CAD and CFS. Document all the facts that indicate the vehicle is abandoned and all actions taken by the officer including any contact with the owner/operator.
 2. Affix the orange written notice of abandonment sticker to the vehicle. The notice must detail the date and time the notice was affixed, the officer's name and badge number, the date and time the vehicle shall be impounded (48 hours after notice is affixed) and the year, make and VIN of the abandoned vehicle. Note: The notice of abandonment stickers may be obtained from the impound lot coordinator.
- D. The officer shall then check on the vehicle's status 48 hours after the notice of abandonment has been affixed to the vehicle. If the officer is not scheduled to work that day, he/she shall make arrangements to have another officer impound the vehicle. If the reason the officer originally deemed the vehicle as abandoned has not been corrected, the officer shall do the following:
1. Impound the vehicle and complete online impound form.
 2. Immediately enter the vehicle as abandoned in LEIN.
 3. Update the original CFS report to indicate the vehicle was impounded and entered in to LEIN.

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Issued by



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