



# **POLICY AND PROCEDURE NO. 680**

## **Impounded Vehicles Towed to Police Department**

Date Issued: January 3, 2008

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### **IMPOUNDED VEHICLES:**

Any vehicle towed to and impounded at the Worcester Police Department shall be towed and impounded only with the approval of the Official in charge at the scene. Any police officer requesting that a vehicle be impounded shall be required to complete the Department Impound Form (WPD Form 10), which can be found in the department forms database.

One copy of Form 10 shall be left on the dash of the impounded vehicle and one copy of Form 10 shall be forwarded to the Division requesting the tow. The authorizing supervisor shall have the responsibility of any follow-up and the removal of the vehicle from the Police premises once it has been processed.

\*Note: Any minor investigation of any vehicle held at the area tow should be investigated FIRST.

### **SEIZED VEHICLES:**

Any vehicle seized (confiscated) shall be towed to the designated area tow as determined by the Vice Squad. Each designated area tow zone shall be responsible for the storage of up to a maximum of five seized vehicles. Any police officer requesting that a vehicle be seized shall be required to complete the Department Impound Form (WPD Form 10), which can be found in the department forms database. One copy of Form 10 shall be left on the dash and one copy shall be submitted to the Vice Squad. The Vice Squad Evidence Officer shall log and store all the vehicle information until the final disposition by legal authority. The Vice Squad shall be responsible for the custody and inventory of the all seized vehicles for the Worcester Police Department. Any seized vehicles in excess of the first fifty held in storage shall be addressed by the Vice Squad supervisor and/or evidence officer (either by releasing said vehicles or arranging for alternative storage options).

Per:

*Gary J. Gemme*  
Chief of Police