



# Policy Revision Request

Requestor Name Robert Loosier Emp # 4124

This revision applies to Existing Policy

If new, recommended section \_\_\_\_\_

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

## **Brief reason for the revision:**

Detectives may issue holds on vehicles as part of evidence preservation during investigations, a process that may also concern victims of violent crime. When such a hold is released, an owner is notified through the Department.

It is advisable to inform the owner immediately upon the release of the vehicle. This prompt communication enables the owner to recover their vehicle on time, thus preventing the accrual of additional storage costs.

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## **350 Vehicle Towing and Impound**

### **350.3 IMPOUND GUIDELINES**

#### **350.3.4 RELEASE PROCEDURES**

- (a) Following an arrest, if the vehicle is not needed for evidentiary purposes, the vehicle may be released at the officer's discretion to a responsible person present at the scene if the owner/operator requests it.
1. The person taking custody of the vehicle must be in possession of a valid driver's license and be capable of providing care, custody, and control of the vehicle.
  2. The identity of the person (name, DOB, driver's license, address) who takes custody of the vehicle shall be noted in the officer's incident report.
- (b) If it is determined that an impounded vehicle needs to be released immediately and there was no hold placed, the following steps should be taken:
1. A supervisor with the rank of sergeant or above will ~~contact email~~ the authorized impound company ~~via email~~ and the Wrecker Enforcement unit at [wrecker.enforcement@austintexas.com](mailto:wrecker.enforcement@austintexas.com) to advise them to release the vehicle without charge. ~~The Wrecker Enforcement Unit should be copied on the email.~~
  2. The supervisor will add a supplement to the incident report to indicate the fact that the fee was waived.

- (c) If a vehicle has been impounded and a subsequent hold placed, the hold can be released by the investigative unit by updating the database entry via the SmartSheet update form found in the unit's resource account. If the update form is not available, please email [wrecker.enforcement@austintexas.gov](mailto:wrecker.enforcement@austintexas.gov) to have the vehicle released.
- (d) The storage facility operator will be responsible for ~~the-releasing~~ ing ~~of~~ all vehicles according to state law.
- (e) The lead investigator must notify the vehicle owner on the day of the vehicle's release. The investigator must document the individual they interacted with or, if no contact is made, detail their efforts to reach the owner in the report.