

350 Vehicle Towing and Impound

350.3 IMPOUND GUIDELINES

350.3.1 AUTHORIZED IMPOUNDS

350.3.2 HOLD PROCEDURES

- (a) An investigative unit detective or any investigative supervisor at the rank of sergeant or above may place a hold on an impounded vehicle. This will often occur after patrol has communicated with an investigative unit and been given instructions to secure the vehicle for evidentiary or forensic reasons.
- (b) The investigative unit has ~~five (5)~~ ten (10) days to place an extended hold on the vehicle. After ~~five (5)~~ ten (10) days, if no extended hold has been initiated by the investigative unit the vehicle will be released by the tow company.
- (c) The appropriate investigative unit should lift a hold as soon as practicable once it is determined that the vehicle is no longer needed for investigative or evidentiary purposes.
- (d) Vehicle holds shall be documented as follows:
 - 1. The impounding officer must complete the impound sheet indicating the investigative unit that is requesting the hold and provide it to the tow truck driver.
 - 2. The impounding officer shall document the hold in their incident report, including the name and badge number of the employee authorizing the hold, and the investigative unit.
 - 3. The investigative unit/detective or supervisor requesting the hold shall make the initial vehicle hold entry by completing the APD Vehicle Holds SmartSheet form located on the Investigations SharePoint page within ~~8~~ 24 hours of the vehicle being impounded. A confirmation email will be sent to the investigative unit's resource account which will allow the unit/detective to make updates to the entry.
 - (a) If the vehicle is being placed on hold for forensic processing, the investigative unit/detective shall contact the Crime Scene Unit, in advance, and ensure they are able to meet the vehicle at the designated Crime Scene Unit processing facility.
 - (b) The vehicle will be accompanied by APD personnel until secured in the forensic processing facility to maintain proper chain of custody.
- (e) If the vehicle needs to be held past the initial ~~five (5)~~ ten (10) day hold or is ready to be released, the appropriate investigative unit shall notify the vehicle storage facility via the SmartSheet update form found in the resource account.
- (f) Sergeants of investigative units will periodically review vehicles on hold for release or continuation of hold status.
- (g) Supervisors should be aware that storage fees will begin to accumulate for the owner once the investigative unit releases the hold.