

General Order 95-6
Departmental Operational Policies and Procedures: Motor Vehicle Impoundments
Effective Date: June 1, 1995 Review Date: October, 2008

Purpose of Policy: This policy formalizes the existing impoundment procedures used by this department, and establishes written guidelines for impounding vehicles.

Scope of Policy: This policy applies to all officers responsible for impounding vehicles in accordance with the Saginaw Valley State University Parking Ordinance, located on the University Police website at www.svsu.edu/universitypolice , and State of Michigan Statutes.

I. PARKING VIOLATIONS

- A. Any vehicle impounded in connection with parking enforcement and control, shall be impounded in accordance with the provisions set forth in the Parking Ordinance, and **M.C.L.A. 257.252d, a copy of which is attached to this policy.**
- B. As a part of the impound, the investigating officer shall complete an inventory search of the vehicle, using the standard public safety motor vehicle impoundment record. *(attached)* The investigating officer shall give a copy of the completed motor vehicle impoundment record to the wrecker driver.
 - 1. Property seized as a result of the inventory search shall be tagged as either evidence or property, as appropriate.
 - 2. All property seized from a motor vehicle shall be noted on appropriate department forms.
 - 3. Seized property excluding motor vehicles shall be taken to the departmental office for safe-keeping prior to final disposition.

II. CRIMINAL VIOLATIONS

- A. A vehicle may be impounded during a criminal investigation in order to safeguard evidence, and/or to protect personal property. **Officers impounding a vehicle shall comply with M.C.L.A. 257.252d.**
- B. As part of the impound process, the investigating officer shall complete an inventory search of the vehicle using a standard public safety motor vehicle impoundment record. *(attached)* The investigating officer shall give a copy of the completed motor vehicle impoundment record to the wrecker driver.
 - 1. Property seized during the course of the inventory search shall be tagged as either evidence or property, as appropriate.
 - 2. All property seized from a motor vehicle shall be noted on appropriate department forms.

3. Seized property excluding motor vehicles shall be taken to the departmental offices for safe-keeping prior to final disposition.
4. Upon release of vehicle, Joyce Payne will give a copy of the impound form to the officer for LEIN removal.

VEHICLE IMPOUND RECORD

UNIVERSITY POLICE
(989) 964-4141

SAGINAW VALLEY STATE UNIVERSITY - 7400 Bay Road, University Center, MI 48710

WRECKER SERVICE/Address: _____

IN# _____

HOLD? Yes _____ No _____	Comments _____
PRESERVE FOR PRINTS? _____	STORE: Inside _____ Outside _____

Reg. Owner: _____ Date: ____/____/____ Time: _____am/pm

Address: _____ City/State/Zip: _____

Location: _____ Violation: _____

Impounding Officer: _____ Badge #: _____ Ticket #: _____

Searched/Inventoried by Officer: _____ Badge #: _____

Vehicle: Make: _____ Color: _____ Year: _____ Type: _____

License Plate # _____ State: _____ Year: _____

VIN #: _____ Odometer Reading: _____

VEHICLE INVENTORY:

Upholstery _____	Bumper (fr) _____	Wheels _____	Radio/Cassette _____
_____	Bumper (rr) _____	Hub Caps _____	CD Player _____
_____	Fenders _____	Tires _____	Keys _____
_____	Body _____	LF _____	Windshield wiper (s) _____
_____	Hood _____	RF _____	Rear view mirror _____
_____	Top _____	RR _____	Side view mirror(s) _____
_____	Grill _____	LR _____	Spare tire _____
Trunk _____	Driveable _____	Foglight(s) _____	

VISIBLE PROPERTY:

PROPERTY CONFISCATED AS EVIDENCE:

_____	Yes	No
_____	_____	_____
<input type="checkbox"/> Entered into L.E.I.N. by _____	Date	____/____/____
<input type="checkbox"/> Removed from L.E.I.N. by _____	Date	____/____/____

Date Owner Notified: ____/____/____ Notified by: _____
Date Released: ____/____/____ By: _____ To: _____