

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO.12

June 4, 2018

SUBJECT: VEHICLE INFORMATION PROCESSING UNIT, RECORDS AND IDENTIFICATION DIVISION – RENAMED; DRIVING-UNDER-THE INFLUENCE ARREST REPORT (CONTINUATION), FORM 05.02.05 – FIELD NOTEBOOK DIVIDER, FORM 18.32.01 – RENAMED AND REVISED; AND, VEHICLE/VESSEL REPORTING – FIELD NOTEBOOK DIVIDER, FORM 18.36.00 – REVISED

PURPOSE: This Order renames the Vehicle Information Processing Unit, Records and Identification Division. Additionally, in response to a recent review of the Field Notebook Dividers, the Driving-Under-the Influence Arrest Report (Continuation), Form 05.02.05 – Field Notebook Divider, Form 18.32.01, and the Vehicle/Vessel Reporting – Field Notebook Divider, Form 18.36.00, have been revised to reflect updated traffic-related information.

PROCEDURE:

- I. VEHICLE INFORMATION PROCESSING UNIT – RENAMED.** The Vehicle Information Processing Unit (VIPU), Records and Identification Division, has been renamed as the Vehicle/Property Unit (VPU). Miscellaneous Department Manual sections related to this name change have been updated.
- II. DRIVING-UNDER-THE INFLUENCE ARREST REPORT (CONTINUATION), FORM 05.02.05 – FIELD NOTEBOOK DIVIDER, FORM 18.32.01 – RENAMED AND REVISED.** The Driving-Under-the Influence Arrest Report (Continuation), Form 05.02.05 – Field Notebook Divider, Form 18.32.01, has been renamed as the Driving Under the Influence Arrest Report Supplemental – Field Notebook Divider. Additionally, various revisions have been made to this form.

The language under the primary heading now states:

“Any person who drives a vehicle while under the influence of any alcoholic beverage is guilty of a violation of California Vehicle Code (VC) Section 23152(a). Any person with a .08 percent or greater blood/alcohol level who drives a vehicle is guilty of a violation of 23152(b) VC. Any person with a .04 percent or greater blood/alcohol level who drives a commercial vehicle is guilty of a violation of 23152(d) VC. Any person who drives a vehicle while under the influence of any drug is guilty of a violation of 23152(e) VC.”

Under the heading “DUI ARREST REPORT COMPLETION INSTRUCTIONS,” the following revisions have been made:

- The heading “PRE-ARREST QUESTIONS” has been added as Section B.
- The heading “SFST ADMONITION” has been moved from Section B to Section C.

- The heading “STANDARDIZED FIELD SOBRIETY TEST” has been moved from Section C to Section D; the previous Section D heading “POST-ARREST QUESTIONS” has been deleted in its entirety.
- The Section K heading now states, in part, “URINE TEST. A urine test may be utilized during a DUI arrest only when a medical condition prohibits blood from being drawn (e.g., hemophilia).”
- The verbiage “and before asking the post-arrest questions (Are you taking medicine or drugs?, etc.)” has been deleted from Section M.
- The Section N heading’s 6th asterisk, labeled “Photographs – of scene, search warrant location, injuries.” has been revised to state, “Photographs, Recordings, Videos, DICVSS, BWVs or Digital Imaging – of arrestee, scene, search warrant location, injuries, etc.” Additionally, an asterisk labeled “Canvassing – Additional witnesses and/or evidence” has been added between the asterisk items labeled “Evidence” and “Notifications.”

III. VEHICLE/VESSEL REPORTING – FIELD NOTEBOOK DIVIDER, FORM 18.36.00 – REVISED. The following revisions have been made to the Vehicle/Vessel Reporting – Field Notebook Divider:

- The “Note” on Page 1 under the bullet “License plates” has been removed.
- The acronym VIPU has been replaced with Vehicle/Property Unit (VPU) and the telephone number has been updated.

Note: All Department Manual sections and forms will be revised, accordingly.

FORM AVAILABILITY: The Driving Under the Influence Arrest Report Supplemental – Field Notebook Divider, and the Vehicle/Vessel Reporting – Field Notebook Divider, are accessible in E-Forms on the Department’s Local Area Network (LAN). Copies of these forms have been attached for immediate use and duplication. All other versions of both forms shall be marked “obsolete” and placed into the divisional recycling bin.

AMENDMENTS: The “Form Use” link applicable to the Driving Under the Influence Arrest Report Supplemental – Field Notebook Divider, and the Vehicle/Vessel Reporting – Field Notebook Divider have been updated and are accessible in E-Forms on the Department’s LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION “D”

DRIVING UNDER THE INFLUENCE ARREST REPORT SUPPLEMENTAL – FIELD NOTEBOOK DIVIDER

Any person who drives a vehicle while under the influence of any alcoholic beverage is guilty of a violation of California Vehicle Code (VC) Section 23152(a). Any person with a .08 percent or greater blood/alcohol level who drives a vehicle is guilty of a violation of 23152(b) VC. Any person with a .04 percent or greater blood/alcohol level who drives a commercial vehicle is guilty of a violation of 23152(d) VC. Any person who drives a vehicle while under the influence of any drug is guilty of a violation of 23152(e) VC.

DUI ARREST REPORT SUPPLEMENTAL, FORM 05.02.05. This form is used:

- * As a continuation page of the Arrest Report 05.02.00 to report the arrest of a person for any crime which includes the elements of driving under the influence of a narcotic, drug, or intoxicant.
- * To admonish suspects and record results of field sobriety and chemical tests.
- * To notify DMV of a person's refusal to submit to, or complete, required chemical testing.

MISD DUI INVOLVED IN TC. The officer responsible for completing the arrest & TC reports shall cause the Arrest Report and a copy of the TC Report to be submitted together at the location of bkg (or submit to Custody Services Div. W/C if LAC-USC Med Ctr bkg).

FELONY DUI. To sustain a conviction of 23153 VC, the driver of a vehicle must be under the influence of alcohol, a drug, or have a blood/alcohol level of .08 or greater, and committed an act forbidden by law or neglected a duty imposed by law in the driving of the vehicle, which act or neglect proximately caused bodily injury to any person other than arrestee.

Note: The act or neglect must "immediately precede and produce" the injury. The report should show a strong relationship between the proximate cause and the injury.

ESTABLISHING DRIVING IN TC CASES. If no wits, suspect's driving may be established by:

- * Wit hearing crash, observing driver behind wheel, exiting driver's seat, standing by driver's door, or staggering around – no other person in view, etc.
- * Injury to suspect's face, driver's windshield shattered (check for hair or blood).
- * Seat belt injury to suspect.
- * Admissions/statements of suspect.
- * Keys in suspect's possession.
- * Suspect registered owner of vehicle.

Note: Any passenger in suspect's vehicle can be utilized to establish the identity of the vehicle operator, including a spouse (if injured in TC) or other family member.

DUI DRUG ARREST PROCEDURES. The arresting officer shall:

- * Administer the Standardized Field Sobriety Test (SFST) prior to administering any breath or chemical test.
- * Admonish the arrestee regarding chemical test.
- * Administer chemical test to arrestee. Be sure to observe suspect for 15 minutes and complete Intoximeter checklist.
- * If the breath test is .08 or higher, consistent with SFST performance, and no additional drug influence is suspected, book for the appropriate Section, 23152(b) VC. If the breath test results are below .08, consistent with the SFST performance, and no additional drug influence is suspected, book for 23152(a) VC. If the breath test results are not consistent with the SFST performance, complete the following:

- Request a DRE or, if none available, a narcotics expert.
- If an on-duty expert is not available within the concerned bureau, the arresting officer shall obtain MT and request the physician to

Include an opinion of objective symptoms and possible drug ingestion.

- Read suspect Drug Admonition from DUI Arrest Report.
- Obtain a blood sample from the arrestee. If the arrestee meets the exception for providing a blood sample and urine is the only chemical exam administered, obtain the first void for possible detection of drugs; the second void for alcohol. Both samples shall be marked & booked as evidence.

EXCEPTION: The Urine sample may be obtained if the suspect is taking anticoagulants or has hemophilia. If urine is the only chemical exam administered, obtain the first void for possible detection of drugs; the second void for alcohol. Both samples shall be marked & bkd as evidence.

EXCEPTION: If a traffic death or a traffic felony arrest is involved & a DRE is not available within the bureau, the arresting officer shall contact Communications Division & request an on-duty DRE from anywhere in the City. If no on-duty DRE is available, the officer shall contact the Department Command Post & request that an off-duty DRE be dispatched.

- When applicable, include the Drug Influence Evaluation Form 08.40.02, (completed by the expert) as a page of the Arrest Report.

DUI ARREST REPORT COMPLETION INSTRUCTIONS. One officer shall normally complete the DUI Arrest Report and be prepared to testify to all phases of arrest.

- A. **PERSONAL CONTACT.** Enter the clearly descriptive word(s) in each box describing the attitude, breath, coordination, etc., of the suspect.
- B. **PRE-ARREST QUESTIONS.** These questions do not require a Miranda Admonition. These questions are particularly important to the prosecution of the arrestee: Are you taking medicine or drugs? What have you been drinking?, etc.
- C. **SFST ADMONITION.** Admonish suspect as per SFST Admonition only if suspect refuses SFST. If admonished, ask suspect if he will take the test. Enter suspect's response and admonishing officer's name & serial no. in the space provided within this section. Have a supervisor complete the SFST refusal if the arrestee continues to refuse to submit to a chemical test after being read the Notification of a Refusal to Submit to or Complete Chemical Testing (23612 VC)
- D. **STANDARDIZED FIELD SOBRIETY TEST.** The SFSTs are given to determine the extent to which alcohol and/or drugs have impaired the suspect's mental or physical processes. Prior to giving the SFSTs, ask the suspect the medical screening questions. If the suspect answers yes to the questions regarding injury, insulin, or being a diabetic, and the suspect's condition requires immediate attention, obtain MT prior to giving SFSTs. (Explain fully all yes answers in the Arrest Report narrative.) The officer administering the SFSTs to the suspect shall demonstrate the tests prior to the suspect attempting them.

SPECIFIC ENTRIES IN SFST SECTION.

- * **Location.** When practical, give at scene in presence of wits. Another location such as a hospital or station may be used due to adverse conditions at the scene; e.g., weather, lighting, surfaces.
- * **Eye Examinations.** Indicate whether HGN, VGN, and LOC were present, check boxes, make notations as appropriate.

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- * **Modified Romberg Balance Test.** Enter suspect's estimated time and make notations as appropriate.
- * **Walk and Turn.** Note test indicators as requested/indicated. Note number of steps and foot involved in observation.
- * **One Leg Stand.** Enter time elapsed with foot raised; e.g., 25 secs. If arrestee continually drops foot, enter "C Narrative" and describe under Observations.
- * **Finger To Nose.** Draw lines to indicate which finger and where it touched suspect's face. Note additional observations as appropriate.
- * **Preliminary Alcohol Screening (PAS) Device.** Document pursuant to current Dept. policy.

Note: Detailed descriptions of the officer's observations of suspect's behavior/symptoms should be noted in the Arrest Report narrative. An officer's determination of impairment is based on the totality of the circumstances and not one sole factor.

- E. **ARREST.** After the officer has formed the opinion the suspect is impaired, the suspect is placed under arrest for the appropriate DUI section.
- F. **CHEMICAL TEST ADMONITION.** Read the Chemical Test Admonition to the arrestee. Enter the name and serial no. of the officer reading the admonition to the arrestee in the space provided within this section.

Limited Testing. If chemical test choices are limited due to location of MT, inform the arrestee and enter this info. on the DUI Arrest Report.

- G. **BREATH TEST.** Operation of breath-testing equipment is restricted to personnel trained in its use. Follow step-by-step directions contained on the appropriate INTOXIMETER EC/IR Checklist. Complete a checklist each time the breath machine is set up for a test.

If 5 samples have been collected and 2 are not within .02 points, direct the subject to complete a blood test (or urine when applicable). Failure to complete a test shall be deemed a "refusal."

The INTOXIMETER EC/IR test printout shall be separated from the machine only when 2 samples within .02 points have been collected or 5 samples have been collected and the test is not completed. Enter the test info in the spaces provided within this section.

- H. **ADDITIONAL CHEMICAL TEST ADMONITION.** Read this to arrestee after the breath test if the arrestee is suspected of DUI alcohol. After admonishing, ask arrestee if he or she wishes to provide a blood or urine sample. Enter arrestee's response and admonishing officer's name and serial no. in the space provided within this section.
- I. **DRUG ADMONITION.** Read this after the breath test if the arrestee is suspected of DUI drugs, or the combined influence of drugs and alcohol. After admonishing, ask arrestee if he or she will provide a blood sample. Enter the arrestee's response and admonishing officer's name and serial no. in the space provided within this section.

Also refer to DUI DRUG ARREST PROCEDURES paragraph.
- J. **BLOOD TEST.** A blood sample may be requested when:
 - * The arrestee indicates willingness to submit to blood test (and does not change his or her mind prior to blood withdrawal).
 - * A felony arrestee's level of intoxication would be an essential element in the alleged violation. (Only reasonable force may be used to remove blood if the arrestee refuses to cooperate.)

- * The arrestee is unconscious or is so impaired that he or she is unable to consent to a test. First determine if arrestee is hemophiliac or a heart patient using anticoagulant medication by:
 - * Checking for medical info on arrestee's person.
 - * Checking with relatives or friends at scene. Enter their name, relationship, & statement in Arrest Report narrative.
 - * Informing attending physician of all information discovered.

Withdrawal of Blood. The officer requesting the withdrawal of blood shall:

- * Direct a Request For Withdrawal of Blood, Form 04.35.00, to a physician, RN, licensed clinical lab tech/bio-analyst.
- * Witness all withdrawals.
- * Follow procedures on the Analyzed Evidence To Be Refrigerated Envelope.
- * Place arrestees bkg. no. above officer's serial no. on evid. label.
- * Enter test info in spaces provided in Blood Test section of the DUI Arrest Report. If the arrestee is a hemophiliac or taking anticoagulants and a urine sample is collected, enter test information in Urine Test section of the DUI Arrest Report.

Refusal By Physician or Hospital Employee. Request a supervisor to respond to the location.

- K. **URINE TEST.** A urine test may be utilized during a DUI arrest only when a medical condition prohibits blood from being drawn (e.g., hemophilia). A urine test may be offered to the arrestee after the collection of a breath test if the arrestee is suspected of driving under the influence of alcohol only.

Administering Test. An officer or station officer of same sex as arrestee shall:

- * Escort arrestee to appropriate restroom facility.
- * Instruct arrestee to empty bladder & remain present while arrestee complies. (Retain this sample if drug use is suspected.)
- * Wait 20 minutes or as soon as possible, thereafter before attempting to collect a urine sample for alcohol analysis.
- * Provide arrestee with pretreated urine container. (Ensure suspect does not dilute with water prior to sample collection.)
- * Remain present while arrestee provides sample.
- * Ensure label identifying chemist responsible for preparation of the container is not removed.

Note: A protective glove shall be worn while handling a urine sample.

The officer completing the DUI Arrest Report shall enter related information in the spaces provided in the Urine Test section of the report.

Booking Sample. The officer booking a blood or urine sample shall:

- * Ensure that the lid is placed tightly on the container (urine only).
- * Place a completed Sealed Evid label on side of container & enter bkg no. above ofcr's serial no. on the label (urine only).
- * Place the container inside a sealable plastic bag (both blood and urine).
- * Complete entries on Analyzed Evidence To Be Refrigerated Envelope (both blood and urine).
- * Write the arrestee's driver license number and date of birth (in red) on the front of the envelope in the margin (both blood and urine).

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* Place container in the Analyzed Evidence envelope & seal envelope with a Sealed Evidence Label (both blood and urine).

* Place a Biohazard Label on the front of the Analyzed Evidence – To Be Refrigerated envelope (both blood and urine). If no Biohazard Labels are available, write in red ink "Biohazard" in large letters on the front of the Analyzed Evidence – To Be Refrigerated envelope.

Note: Blood samples must be booked in the refrigerated temporary storage locker most convenient for the booking employee, or at Central Property Section or Valley Property Section

Note: Oplate urine samples shall be bkd only at Central Property or Valley Property Section to provide for immediate cold storage and prompt analysis.

L. NOTIFICATION OF REFUSAL TO SUBMIT TO OR COMPLETE CHEMICAL TESTING. This section, together with other information on the Arrest Report, is used by DMV in suspending an arrestee's driver license. When applicable, complete all items and sign in the space provided.

M. ADMONITION OF RIGHTS. To be given after chemical testing. In the narrative, enter statements indicating arrestee's understanding of the admonition and how rights were waived. Enter name and serial no. of admonishing officer in space provided.

Note: If arrestee HBD in ABC licensed premises, indicate extra copy to ABC & Area vice in left margin of Arrest Report face sheet.

N. CIRCUMSTANCES OF ARREST.

* Additional Arrestees Involved (Name, Booking No., Charge).
* Source of Activity – Ofcrs location/direction, violator's location/direction, violations observed (speeding, unsafe lane change, weaving, etc.); Ofcrs rec'd RC (C Man – TC w/ DUI involved, etc.).

* Investigation –

- Violator's parking: hit curb, stopped in traffic lane, etc.
- Violator's actions: stumbled exiting vehicle, staggering, fumbled for driver license, etc.
- Violator's spontaneous statements indicating driving or intoxication/impairment.
- Violator's responses to initial investigative questions.
- Officer's opinion of intoxication/impairment.
- SFST statement.
- PAS Results or indicate if PAS was used.

* Arrest –

- Suspect was placed under arrest for (specific charges).
- Chemical test information.
- Admonition of Rights information.

* Injury/Medical Treatment - Describe in detail. Include no. of sutures given.

* Photographs, Recordings, Videos, DICVSs, BWVs or Digital Imaging – of arrestee, scene, search warrant location, injuries, etc.

* Booking – Location and charge.

* Evidence – What, where, by whom discovered, disposition. If Evidence is listed on the Property Report using the Combined

Arrest/Evid procedure, this evidence info is entered on the Property Rpt which is used as the "evidence continuation" page of the Arrest Report.

* Canvassing – Additional witnesses and/or evidence.

* Notifications – Who was notified, by whom, for what reason.

* Aggravated Circumstances – Describe altercations, resistance, pursuits, etc., directly involved in the arrest.

* Additional – TC summary, no DL info, explanation of yes answers on Page 2 (Are you sick or injured?, etc.), etc.

O. PROBABLE CAUSE DECLARATION (PCD). Officers shall complete a PCD and distribute the original/copies in accordance with current policy.

P. DMV ADMIN PER SE DOCUMENTS. Officers shall complete and distribute the required DMV Admin Per Se documents.

* Enter required information in all boxes.

* Obtain the arrestee's right thumbprint in the appropriate box.

* Mail the original, a copy of the INTOXIMETER EC/IR Checklist (when applicable), and the arrestee's CDL (when available) directly to the DMV.

* Attach the yellow (law enforcement agency) copy to the Arrest Rpt.

* Give the pink (violation's copy) to the arrestee.

Q. EVIDENCE. Book alcoholic beverage containers, etc., when necessary to support or prove elements of offense.

VEHICLE/VESSEL REPORTING – FIELD NOTEBOOK DIVIDER

VEHICLE REPORT, CHP FORM 180

This form is used to report vehicles that are stolen, lost, recovered, found or impounded, as follows:

- Motor vehicles.
- Motorcycles, Motor-driven cycles, Mini-bikes, Go-carts, Motor Scooters and Mopeds.
- Off-highway vehicles, including construction equipment, dune buggies, racing vehicles.
- Trailers (all types).
- Separate vehicle motors.
- Separate vehicle transmissions.
- Major component vehicle parts.
- License plates.
- Campers.
- Aircraft (all types).

In addition, this form shall be used to release a vehicle impounded with a hold and as a Garage Report of Release or Sale of an impounded vehicle.

Note: Officers shall continue to report found plates on the Property Report, Form 10.01.00, as delineated in Forms Use Section 10.01.00.

PRELIMINARY INVESTIGATION

Interview the PR to determine if circumstances warrant a report. If circumstances do not warrant a "Stolen" report, refer the PR to Area investigators (or supervisor responsible for report approval if investigators are not available).

- Check the Stolen Vehicle System (SVS) through Area records when practicable or by MDC or radio. Also check Area OPG where vehicle was parked for possible impound.
- If vehicle has been impounded for investigation, determine Area of impoundment from SVS and check with responsible investigator for release status. If vehicle is now OK to release or had been impounded for storage only, refer PR to impound garage.
- If appropriate, check area for witnesses and indicate results in narrative.
- Vehicle Identification Number (VIN) -- The authorized impounding employee shall at the scene, examine and record the VIN and if possible the motor number. When location of these Nos. are unknown, such information may be obtained from the Area investigators, CCD or DSVD. If the license and ID Nos. of a lost or stolen vehicle are still unknown at the time of the report, complete the report, obtain the PR's signature, notify the Vehicle/Property Unit (VPU), and obtain a DR No. If a VIN appears altered, impound vehicle with hold for Area investigator (not CCD), and notify same by phone.
- Advise the PR of a lost or stolen vehicle that if he recovers his own vehicle, he must make a signed Vehicle Report, CHP Form 180 (Vehicle Report). This notification of recovery cannot be completed by phone.
- Prior to impounding a vehicle, check VIN and License No. through SVS.
- When a *single* lost or stolen license plate is reported missing, the reporting person shall be advised to immediately remove the remaining license plate from the vehicle, and to surrender it to the Department of Motor Vehicles when replacement plates are obtained. Enter the name of the person advised in narrative.

REPORTS REQUIRED

Each conveyance or article stolen, lost, recovered, found, or impounded requires a separate report, unless a joint report (e.g., stolen-recovered) is made, or a camper is attached to a vehicle (include all information relative to the camper on one Vehicle Report).

- A Vehicle Report shall be completed in addition to any other concerned reports (e.g., Robbery/Stolen Vehicle, IR)

Note: In addition to any required Vehicle Report(s), an IR shall be completed during the initial investigation of a commercial vehicle theft or hijack when the cargo is the probable object of the theft or hijack.

- When a vehicle reported "lost," is later determined to have been stolen, a Follow-up Investigation, Form 03.14.00, shall be completed in addition to the "stolen" report. The same DR number as the "Lost" report shall be used, and the VPU shall be notified.
- When a vehicle reported stolen is later determined to be misplaced or legally in possession of someone other than the reporting person, the officer making determination shall complete a "recovered" report. This report shall be titled "Rec. – Unfounded." VPU shall be notified.

Note: When the vehicle is legally in the possession of a repossessor, the officer shall immediately notify the VPU.

- When a lost vehicle is found and does not appear to have been stolen or used in a crime, a "found" report shall be taken. After notifying the VPU, if practicable, advise the PR of the "lost" report, of the vehicle location. Indicate the date, time, and person notified in "found" report. If unable to contact the PR, note in the "found" report that a notification has not been made. The notification is then the responsibility of the investigator.

Note: Found vehicles are not normally impounded.

- Courtesy Reports shall only be completed when the following conditions exist:
 - The person reporting is a City of Los Angeles resident; and,
 - Exigent circumstances exist (e.g., travel distance to the concerned jurisdiction is extreme); and,
 - The concerned jurisdiction does not complete a telephonic report; and,
 - Prior approval is obtained from a supervisor or detective.

Note: Courtesy reports shall not be taken telephonically.

- Property Missing From a Recovered Vehicle shall be titled "PMFRV" and reported on an IR using the stolen DR.

Exceptions: License plates missing from a recovered vehicle, which were attached to the vehicle at the time of theft, shall be reported on the "recovery" report. Accessories, fixed equipment, or tools normally used in, or for, emergency repairs of a vehicle which are discovered missing after the "recovered" vehicle report has been distributed shall be reported on a Follow-Up Investigation using the "stolen" report DR.

- Attempt GTA is reported on an IR.

DR NUMBERS

- Vehicle Report numbers are obtained at the VPU (213) 486-1100.
- Each stolen vehicle requires a separate DR.
- Recovered or found reports shall bear the same DR as the original stolen or lost report.
- When reports related to a Vehicle Report are completed, they shall bear the DR of the Vehicle Report.

VEHICLE/VESSEL REPORTING – FIELD NOTEBOOK DIVIDER

Exception: When more than one IR is made in conjunction with a Vehicle Report, one of the IR shall bear the Vehicle Investigation DR and each additional IR shall be assigned a separate DR number.

- When a Vehicle Investigation is made after the related report, the DR of the related report shall be used on the Vehicle Report, and the VPU shall be notified.
- When the stolen report is completed in the field, the DR shall be obtained immediately. The report shall be retained and submitted for approval at end of watch or on the next routine trip to the station.

PROPERTY IN VEHICLE

The following items shall be removed from an impounded vehicle (or from a vehicle left legally parked at the scene of a police investigation) and booked in accordance with established procedures:

- Property in plain sight that is estimated by the employee to have a market value of more than \$50 per item or a total value more than \$100 when these items cannot be locked in the driver's compartment, glove box, or trunk.
- All property of evidentiary value, whether in plain sight or found as a result of a legal search.
- Property removed from a recovered vehicle shall be booked as evidence except for excess personal property of an arrestee of no evidentiary value.
- Any items of evidentiary value in the trunk or glove box of the vehicle that come into the sight of employees securing property from the driver's compartment.
- All monies found, whether in plain sight or as a result of a legal search.
- Any item declared to be of value by the person in apparent lawful control of the vehicle, if the person insists.

Note: If an officer inadvertently becomes aware of contraband not in plain sight in a vehicle, and is unable to establish adequate basis for a legal search, he shall book the contraband in accordance with established procedures. However, no arrest shall be made solely on the basis of such contraband. The investigating officers shall be responsible for determining the feasibility of a criminal filing.

- The keys and registration shall not be removed from an impounded vehicle unless they are to be booked as evidence.
- License plates including those attached to, or loose in a recovered, impounded or found vehicle, which do not belong to the vehicle, shall be checked with SVS before a report is made.
 - A separate Property Report bearing a separate Vehicle DR shall be made for each set of plates.
 - If a previous related report exists, the same DR shall be used.

Property removed from an "impounded" vehicle shall be booked to the actual owner, as non-evidence. If the actual owner cannot be established, it shall be booked to the registered owner. If neither can be established, it is booked to the impounding employee.

All property, whether in plain sight or found as result of a legal search, which is left in an impounded vehicle shall be listed on the Vehicle Report.

When probable cause does not exist for a legal search the items preprinted on the Vehicle Report Inventory (i.e., battery, spare tire) that are not in plain sight shall be so indicated on the form.

All property in a vehicle at the time of theft or loss, which is identifiable through numbers, inscriptions, or special marks of identification which could be pawned or sold, shall be listed in the body of the report.

If serial nos. are unknown at the time of report, advise PR to contact investigators later with correct nos.

The PR should be informed that if this property is not recovered with the vehicle, an IR is required.

NOTIFICATIONS REQUIRED

- Responsible Investigative Area or unit when need for immediate investigation is indicated, e.g., CIFU when recovered vehicle has recent extensive, unexplained damage or evidence of blood or flesh on grill.
- CCD, Commercial Auto Theft Section when cargo is the object of commercial vehicle theft.
- Responsible Area Investigators when there is an indication that engine or VIN has been altered or obliterated (by phone during daytime hours).
- CCD when a truck of 5-ton capacity or larger, a commercial trailer, tractor cab or construction equipment is stolen or recovered (by phone).
- SID when photographs, casts, or a latent print investigation is required.
- Communications Division immediately and the VPU as soon as practical, when an officer has a signed recovery report.
- Owners of Impounded Vehicles. (See "Notice of Stored Vehicle" on Page 4 of this divider).
- VPU (enter or to change info in SVS).
- CID when the crime involves property in the care of an OPG.

VEHICLE REPORT COMPLETION GUIDELINES

The Vehicle Report consists of four (4) sections. The following are guidelines for completing each section. Please note the special instructions for recording the FCN, VPU and DR No. and Holds.

PAGE NO. 1 FACE SHEET

1. **Reporting Department.** Enter either Los Angeles Police Department or "LAPD."
 2. **Location Code.** Reporting agency's NCIC number (LAPD is always 1942).
 3. **Date/Time of Report.** Date/time report was completed.
 4. **Notice of Stored Vehicle Delivered Personally.** Impounding employee shall place an "X" in this box if the vehicle's Registered Owner is present at the time of impound and they are provided with a copy of the Notice of Stored Vehicle.
 5. **File Number.** LAPD DR No.
 6. **Location.** Geographic location where the vehicle is impounded or stolen from. Location may be either cross streets or a specific street address. This location shall be followed by the RD No.
 7. **Odometer Reading.** The miles indicated at the time of impound. If "not visible" or "illegible," the impounding employee shall make that notation in this box.
 8. **VIN Clear in SVS/LIC Clear in SVS.** Impounding employees shall check the VIN and license number via SVS and mark the appropriate "Yes" or "No" boxes to indicate if the license number or VIN showed "stolen" in the system.
 9. **Date/Time Dispatch Notified.** LAPD personnel shall indicate the date/time and serial number of the appropriate VPU or Records clerk that was notified for data entry.
- Note:** The FCN shall be written on the top, right-hand margin of the Vehicle Report, below the perforation.
10. **Year.** Year of vehicle being reported.
 11. **Make.** Make of vehicle being reported.
 12. **Model.** Model of vehicle being reported.
 13. **Body Type.** Body type for vehicle being reported (e.g., 2 Dr, 4 Dr, S/W, Conv, P/U, MC).
 14. **Color.** Color of vehicle being reported. If multiple colors, employees may use blk/wht, etc.

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15. **License Number.** The license number displayed on the vehicle being reported. Additionally, employees shall place an "X" in the appropriate box to indicate whether there were one or two license plates on the reported vehicle.
 16. **Month/Year.** The month and year of expiration of vehicle's license plates or registration tabs.
 17. **State.** The standard two character abbreviation for the state of the vehicle's registration.
 18. **Vehicle Identification Number.** The VIN for the reported vehicle. Particular care should be taken in recording this number especially when dealing with "5" and "S." A cursive "S" is acceptable if used by Department personnel.
 19. **Engine Number.** The reporting employee should enter the vehicle's engine number when possible. If the reporting employee is taking a stolen report, he/she shall ascertain if the vehicle had an original engine and enter that information in the appropriate space in the "Stolen/Embezzled Narrative" on page 2.
 20. **Appraised Value/Owner Valuation.** The reporting employee shall not enter a value of any vehicle. The Official Police Garage (OPG) will be responsible for this information.
 21. **Registered Owner/Legal Owner.** The reporting employee shall enter the Registered Owner and Legal Owner names that are listed on the DMV record. This report includes only two Notices of Stored Vehicle Forms. LAPD Form 15.23.00 (Vehicle Impound Notice) will be retained for use in notifying additional entities to a vehicle impound/storage when the need arises.
 22. **Stored – Impounded – Released – Recovered Vehicle/Component.** The officer or employee completing the report shall identify the type of vehicle report being made by checking the appropriate boxes (Impounded, released, recovered). If the report is a stolen or a stolen recovery report, particular care shall be exercised to designate whether it is an entire vehicle or vehicle component that was stolen or is being recovered.
 23. **Towing/Storage Concern.** Name, Address, and Phone Number of the OPG or other towing entity that is removing the vehicle.
 24. **Storage Authority/Reason.** The reporting employee shall enter the appropriate storage authority section and reason (e.g., 22651 (p) CVC – Unlicensed Driver, 22655.5 CVC – Evidence).
 25. **Towed To/Stored At.** If the vehicle will be stored at a location other than the tow company's address listed in box 23, the reporting employee shall enter the address of the storage facility. If it is being stored at the same address as listed in box 23, the employee may enter "Same."
 26. **Airbag?** The officer or employee completing the report shall indicate whether an airbag is installed in the vehicle. The number of airbags shall also be indicated by checking the appropriate box. If an airbag is missing from a recovered stolen vehicle, indicate in the narrative which airbag is gone. **CAUTION: DO NOT ATTEMPT TO INSPECT AIRBAGS AS THEY MAY DEPLOY AND CAUSE INJURY.**
 27. **Driveable?** The reporting employee shall indicate whether or not the vehicle appears driveable by placing an "X" in the appropriate box.
 28. **VIN Switched?** The impounding employee shall visually inspect the VIN plate to ascertain if it appears to have been altered, removed, and if it compares with the registration information/documents. The impounding employee shall then mark the appropriate boxes indicating the finding of his/her inspection.
 29. **Condition.** The officer or employee completing the report shall visually inspect the vehicle to determine whether or not it has been wrecked, burned, vandalized, or stripped. After making a determination, the officer or employee shall check the appropriate answers to the questions asked in this portion of the report. Specific damage shall be shown on the vehicle damage diagram and noted in the "Remarks" section. An officer or employee completing the report shall visually inspect the vehicle equipment specified in this section, and enter the appropriate response concerning the equipment, accessories, cargo, load, etc.
 - The "Burned Hulk per 431(c) VC" box should be checked "YES" if the vehicle being stored or impounded meets the definition in the Vehicle Code. This applies to any vehicle, which is a recovered burned, or is involved in a collision which results in a vehicle fire.
 - Section 431 (c) VC – "A non-repairable vehicle is a completely burned vehicle (burned hulk) that has been burned to the extent there are no more usable or repairable body or interior components, tire and wheels, or drive train components, and which the owner irreversibly designates as having little or no resale value other than its worth as scrap metal or as a source of a vehicle identification number that could be used illegally."
 - The "Surgical Strip per 431(b) VC" box should be checked "YES" if the vehicle being stored or impounded meets the definition in the Vehicle Code. A vehicle can only meet this definition if it is a recovered stolen vehicle.
 - o Section 431 (b) VC – "A non-repairable vehicle is a completely stripped vehicle (a surgical strip) recovered from theft, missing all of the bolts on sheet metal body panels, all of the doors and hatches, substantially all of the interior components, and substantially all of the grill and light assemblies, or that the owner designates as having little or no resale value other than its worth as a source of scrap metal, or as a source of a vehicle identification number that could be used illegally."
 30. **Release Vehicle To.** The impounding officer or employee shall indicate whether or not the vehicle is available for release by placing an "X" in one of the boxes:
 - The "R/O or Agent" box indicates the vehicle is okay to release.
 - Note in the narrative portion that the registration is current.
 - The "Agency Hold" box shall be used for all Department holds. No holds shall be placed upon a vehicle per Section 22850.3 VC, which was registered at the time of removal, but expired during the period of storage.

Note: If the vehicle is on Hold, the unit/division that the vehicle is being held for shall be indicated in the area below the "agency Hold" box. "Hold," "Hold for Prints," "30-Day Hold," or "Vehicle Forfeiture" shall be written (in red, preferably), at the top center margin of the report. This will alert OPG, records, and detective personnel.

 - The "22850.3 VC" box shall be used for "stored" vehicles that are okay to release.
 31. **Garage Principal/Agent Storing Vehicle.** The tow truck operator removing the vehicle shall sign in this space.
 32. **Date/Time.** The tow truck operator removing the vehicle shall indicate the date/time of his signing for the vehicle.
 33. **Name of Person/Agency Authorizing Release.** This box is to be filled out at the time a vehicle is released. The name of the Department employee authorizing the release of the vehicle shall be printed in this box.
 34. **I.D. No.** The I.D. No. of the person authorizing the release shall be entered in this box.
 35. **Date.** The date release authorization was given.
 36. **Certification.** The party releasing the vehicle shall have the party taking possession of the vehicle read this statement.
 37. **Signature of Person Authorizing Release.** Signature of Department employee authorizing the release of the vehicle.
 38. **Signature of Person Taking Possession.** Signature of person receiving the released vehicle and his/her driver license or other identification number. The person's name, address and phone number shall go in the Remarks section of the report.
 39. **Stolen Vehicle/Component-Embezzled Vehicle-Plate(s) Report.** The reporting employee shall mark the appropriate box indicating the type of report being made. If a stolen vehicle report is being taken, the reporting employee must circle whether an entire vehicle or a component is being reported stolen.
- Stolen/Lost license plates shall be reported on a Vehicle Report. Found plates shall be reported on the Property Report, Form 10.01.00.**

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NOTE: COMPLETION OF BOXES 40 THROUGH 49 ARE REQUIRED ONLY WHEN MAKING A "STOLEN" OR "EMBEZZLED" OR "PLATE" REPORT.

40. **Date/Time of Occurrence.** The date/time of the stolen/embezzled vehicle or lost/stolen plates occurred.
41. **Date/Time Reported.** Date/time of the stolen/embezzled vehicle or lost/stolen plates were reported.
42. **Name of Reporting Party.** The name of the person reporting the incident.
43. **Driver's License No./State.** The driver's license number and state of issuance for the person reporting the crime.
44. **Last Driver of Vehicle.** The name of the person who last drove the vehicle.
45. **Date/Time.** Date/time the vehicle was last driven.
46. **Address of R/P.** The reporting person's address.
47. **Telephone of R/P.** The reporting person's telephone number.
48. **Certification.** The party taking the report shall have the person making the report read this statement.
49. **Signature of Person Making Report.** The reporting person making a report of any crime shall sign in this box.
50. **Remarks.** This area is to be utilized for additional property inventory, vehicle damage, or any extra information that may be needed by investigative personnel. The vehicle damage diagrams at the bottom of this section shall be used to indicate the location(s) of damage to a recovered or impounded vehicle.
51. **Driver's Name.** Enter the name of the driver in this box.
52. **Arrested/Section.** The officer or employee completing the report shall indicate whether or not the driver was arrested by checking the appropriate box. The officer shall write in the section number for which the driver was arrested.
53. **Reported By.** The officer or employee completing the report shall enter the name of the complaining party when the storage results from a citizen's complaint if the complaining party's name is known. This information box is located so that the information does not appear on the Notice of Stored Vehicle.
54. **Cargo/Type.** The officer or employee completing the report shall indicate whether or not there was commercial cargo present by checking the appropriate box. The officer shall also indicate cargo/type that was present, e.g. electronic equipment, televisions, bulk hay, or dry goods.

Note: Existing procedures for personal property remains unchanged.

55. **Value.** The employee completing the report shall provide an estimated value of the commercial cargo and indicate whether a bill of lading is attached to the report. If possible, the estimated value should come from the bill of lading or from the shipper. The driver's estimate should be used as a last resort. Do not attach the original bill of lading to the report. Copies should be made and the original returned to the driver.
 - If serial numbers were assigned to the stolen cargo and they are not listed on the bill of lading, attempt to obtain those numbers from the shipper and list them in the "Narrative" portion of the report. Those numbers must be entered into the Stolen Property System.
56. **Signature of Officer Taking Report.** The reporting employee shall sign the report.
57. **I.D. Number.** Serial number of the reporting employee.
58. **Supervisor.** Serial number of supervisor approving the report.
59. **Required Notices Sent to Registered and Legal Owners per 22852 VC?** If the Notice of Stored Vehicle attachments or 15.23.00s have been sent to the R/O and L/O, mark the appropriate box.
60. **Date Notified.** Date notices were sent to R/O and L/O.

PAGE NO. 2 NARRATIVE

STOLEN/EMBEZZLED NARRATIVE

- 1-27. Reporting employees shall answer each question (1-27 on Page 2) when completing a stolen or embezzled vehicle report.

28. **Suspect Name.** Whenever there is a suspect description or a suspect in custody, the appropriate suspect information shall be noted (including booking number and charge, when applicable).

RECOVERY NARRATIVE

When recovering a stolen or embezzled vehicle:

29. **Name, Date, and Case Number of Reporting Agency.** The reporting employee shall indicate the agency name, date of report and OCA No. for the recovered vehicle.

30-35. The reporting employee shall answer each question as indicated. In box 31, the reporting employee shall include the RD No.

COMPONENT RECOVERY

36-37. The reporting employee shall indicate the description and serial number of the vehicle component that was recovered when completing a "Recovered Component" report.

NARRATIVE

This area shall be used for any narrative continuation that may be needed.

NOTICE OF STORED VEHICLE INSERTS

The Vehicle Report consists of two Notice of Stored Vehicle Inserts which are constructed of NCR paper and are completed simultaneously with the Vehicle Report.

- In impound or stored vehicle situations, one copy is to be mailed to the R/O and one to the L/O.
- The reverse side of these inserts must be completed by the Department employee prior to mailing. Department personnel may use a stamp with the agency/division information if they have one.
- If there is no L/O for the vehicle, this space may be used for buyers or other persons of record.
- If additional persons need to be notified, the Department employee shall use a Vehicle Impound Notice, Form 15.23.00.

VEHICLE REPORT - YELLOW COPY

The final stage of the Vehicle Report is the full page yellow copy.

- The yellow copy shall be provided to the tow driver when impounding or storing a vehicle.
- When a Department employee is taking a crime report (e.g., stolen/embezzled vehicle) the yellow copy shall be provided to the reporting person as proof of making a police report.

IMPOUNDS

Reasons for Impound.

- **Evidence of a Crime, 22855.5 VC.** Before a vehicle may be impounded as evidence, it must meet the following criteria:
 - o It must have evidentiary value;
 - o No other authority for an Impound may exist; and,
 - o Discovery of the vehicle must be made from an area to which the officer has gained legal access.

Note: If a vehicle wanted for investigation cannot be impounded under authority of 22855.5 VC, contact the concerned investigator for advice.

- **Vehicle Code Impound Authorities**
 - 22511.8 Handicapped Pkg., in violation of 22507.8(b) (off st.).
 - 22651 Removal of Vehicles
 - a. Obstructs traffic on/in bridge, viaduct, causeway, tube or tunnel.
 - b. Obstructs traffic, creates hazard on highway (22653(a))

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CVC, private property).

- c. Stolen or embezzled – on highway.
- d. Blocking driveway, impractical to move.
- e. Blocking fire hydrant, impractical to move.
- f. Unattended on freeway (4 hours).
- g. Driver Incapacitated.
- h. Driver arrested and taken forthwith.
- i. Any foreign-registered vehicle, or any California-registered vehicle without current registration, issued five or more parking citations over five or more days, no response from owner.
- j. Illegally parked, no evidence of registration displayed.
- k. Pkd or left standing 72 hrs.
- l. Pkd in viol of signs-cleaning, repair, etc.
- m. Pkd in viol of signs-equip. movement.
- n. Pkd or left standing in tow away zone.
- o. Pkd unattended on hwy, regist. expired over six (6) months.
- p. Driver cited for 12500, 14601, 14601.1, 14601.2; no passenger with driver's license.

- 22651.5 Alarm Ringing 20 mins. after ofcrs. arrival, residential area and/or a school area.
- 22652 Handicapped Pkg, in viol. of 22507.8(a) (street).
- 22653a Stolen or Embezzled – private property.
- 22653b TC Private Prop. – Owner not avail.
- 22654a Obstruction Disaster Area (no tow charge if legally pkd.)
- 22655 Hit and Run vehicle on highway (impound for 24 hours for inspection).
- 22656 Railroad Right-Of-Way, parked on or within 7 ½ feet of tracks.
- 22669a Abandoned Vehicles, remove from highway or from public or private property. (California Certified Appaiser).

Note: When a vehicle is impounded as a result of the driver's arrest, "22651(h) VC" shall be entered as the reason for impound. (NOT "driver arrested")

Impounding Vehicle Involved in TC. Employees shall impound a vehicle involved in a traffic accident when:

- The vehicle is on a traffic way, cannot readily be moved, and is obstructing traffic, 22651(b) VC, and
- The driver of the vehicle is injured to the extent that he is unable to care for the vehicle or provide for its care.

It is the responsibility of the tow truck operator to remove all broken glass and other debris from the street at the scene of the accident.

Illegally Parked Vehicle. An employee may impound an illegally parked vehicle when it:

- Obstructs the normal movement of traffic;
- Is left standing upon a street or highway; and,
- Is impracticable to move the vehicle to a legal parking space in the near vicinity. A police vehicle shall not be used to move an illegally parked vehicle except as provided in Department Manual Section 4/223.40.

A citation shall be issued when an illegally parked vehicle is impounded or moved. (Note in body of citation that the vehicle was moved).

HOLDS ON VEHICLES

- When a vehicle is held for prints, the impounding officer shall enter the name, serial number and division of assignment of the person notified on the Vehicle Report.
- The tow truck operator shall be cautioned that the vehicle is held for prints or if there is a danger of destroying or contaminating other evidence.
- When an impounded vehicle may be "wanted" for investigation, the Agency Hold box shall be checked. If practicable,

telephonically notify investigators. If they cannot be notified, state so in the Vehicle Report.

Note: Do not hold for CCD unless specifically requested. Hold for Area Detectives.

- When the vehicle is impounded for 22651 (o) or (p) VC, hold the vehicle for Area detectives and notify the VPU.

IF VEHICLE IS BEING HELD ON A 30-DAY HOLD

- If the vehicle is being held for 30 days, the employee shall use storage authority 14602.6 VC, and indicate at the very top of the report "30-DAY HOLD," preferably in red ink.
- Employees should complete the 30-Day Hold Vehicle Impound Checklist, Form 15.23.05.

FIELD RELEASING VEHICLES

When feasible, recovered stolen vehicles which do not require a hold shall be released to the owner, or the owner's agent, without impounding.

- **Feasibility Factors.** A supervisor shall determine if a vehicle is to be released without impound, based upon Police call load, if car owner can be contacted immediately, can arrive within 15 minutes, is willing to receive vehicle, etc.
- **Reports.** Verify ID, obtain receiving person's signature on Recovery Report. Give the receiving person a Victim's Report Memo and advise of necessity for caution.
- **Notification.** Immediately notify Communications to broadcast cancellation, and as soon as practicable phone the VPU.
- **Latent Prints.** When there is information or evidence regarding a possible suspect, consideration must be given to the desirability of attempting to lift fingerprints prior to releasing the vehicle.
- **Special Instruction.** The recovering employee shall not leave the vehicle unattended except under unusual or emergency conditions. To preclude removal of the vehicle during the employee's unanticipated absence, upon initial contact the owner shall be instructed not to remove the vehicle if the employee is not at the scene.

MANUAL DR NO.

If the impound is unrelated to a crime, and the automated DR numbering system is unavailable, the impounding employee should confer with records personnel to assign a manual DR number to the Vehicle Report. Employees impounding vehicles under any of the conditions listed in the **Vehicle Code Impound Authorities** section of this field notebook divider shall use manual vehicle impound DR numbers.

VESSEL REPORTING

Complete the Vessel Report, Form 12.08.00, following the same instructions used to complete the CHP 180.

Procedure. The Vessel Report shall be used to report vessels that are stolen, embezzled, lost, recovered, found or impounded:

- Boats.
- Separate boat engines.
- Separate boat transmissions.

Note: Reporting employees shall only complete the first eight shaded checkboxes under the inventory section when completing a stolen/embezzled vessel report. The remaining inventory checkboxes shall only be used for stored, impounded or recovered vessel investigations.

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The impounding employee shall document the incident number on all impound reports either at the bottom of the first page and/or as the last line of the narrative of the Vehicle/Vessel Report.

Any questions related to the completion of these forms shall be directed to the divisional Auto Theft Unit or the patrol watch commander.