

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

December 8, 2021

**SUBJECT: OFFICIAL POLICE GARAGE VEHICLE RELEASE PROCEDURES – ESTABLISHED; AND, LOS ANGELES POLICE DEPARTMENT VEHICLE RELEASE, FORM 15.23.07 – ACTIVATED**

**PURPOSE:** This Order establishes Department Manual Section 4/780.55, *Official Police Garage Vehicle Release Procedures*, in order to create a more thorough tracking system for the Department and Official Police Garages (OPG). This Order also activates the Los Angeles Police Department Vehicle Release, Form 15.23.07. This new form will be used in conjunction with the California Highway Patrol Vehicle Report (CHP 180) form, which is what the Department currently utilizes to release a vehicle from an OPG.

**PROCEDURE:**

- I. **OFFICIAL POLICE GARAGE VEHICLE RELEASE PROCEDURES – ESTABLISHED.** Attached is the newly established Department Manual Section 4/780.55, *Official Police Garage Vehicle Release Procedures*.
- II. **LOS ANGELES POLICE DEPARTMENT VEHICLE RELEASE, FORM 15.23.07 – ACTIVATED.** The Los Angeles Police Department Vehicle Release, Form 15.23.07, has been activated.

**Use of Form.** This form shall be used for the release of a vehicle when a registered owner, legal owner, or agent of the legal owner (e.g., reposessor) requests the release of a vehicle at an Area/division.

**Completion.** This form shall be completed by the Department employee releasing the vehicle. The Department employee receiving the request shall direct the requestor to an on-duty Area Auto Detective or his or her designee for the release of any vehicle. During off-hours, front desk officers shall be guided by the Area watch commander and night watch detective supervisor (Department Manual Section 4/225.60).

**Distribution.**

1 – Original, to person requesting release.

1 – Copy, faxed or emailed to the Area Auto Detective or Detective Supervisor once completed by the OPG releasing the vehicle.

**2 – TOTAL**

**FORM AVAILABILITY:** The Los Angeles Police Department Vehicle Release is attached for immediate use and duplication and is available for use in E-Forms on the Department's Local Area Network (LAN).

**AMENDMENTS:** This Order adds Section 4/780.55 to the Department Manual. Additionally, the Forms Use Link applicable to the Los Angeles Police Department Vehicle Release has been updated.

**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.



MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Established by Special Order No. 24, 2021**

**780.55 OFFICIAL POLICE GARAGE VEHICLE RELEASE PROCEDURES.** *Department employees shall use the following procedures when utilizing the Los Angeles Police Department Vehicle Release, Form 15.23.07, when a registered owner, legal owner, or agent of the legal owner (e.g., reposessor) requests the release of a vehicle at an Area/division.*

**Note:** *This form shall be used in conjunction with the California Highway Patrol Vehicle Report (CHP 180) form.*

**Department Employee's Responsibilities.** *The Department employee receiving the request shall direct the requestor to an on-duty Area auto detective or his or her designee for the release of any vehicle. During off-hours, front desk officers shall be guided by the Area watch commander and night watch detective supervisor.*

**Area Auto Detective's Responsibilities.** *The Area auto detectives or their designee shall:*

- *Review all associated reports to determine the suitability of the vehicle release. This shall include, but is not limited to:
  - *Obtaining approval from the responsible investigative unit, if applicable; and,*
  - *Verifying the vehicle's Department of Motor Vehicle's current registration and/or legal ownership information;**
- *Obtain a valid driver's license or United States government-issued identification (e.g., legal owner, registered owner, or agent) from the requestor. The validity of the driver's license shall be verified in the system, and a copy attached to the release form. If the requestor does not have a valid driver's license, a person with a valid driver's license shall be present to lawfully drive the vehicle once it is released;*
- *Determine the requestor's entitlement to the vehicle (e.g., legal owner, registered owner, or agent);*
- *If the requestor is an official vehicle reposessor, obtain from the reposessor, if applicable, a valid agency photo identification, as well as documentation indicating the reposessor's (or reposessor's employer's) "agent" relationship with the legal owner;*
- *Make a photocopy of all requisite reposessor identification for the CHP 180 form;*
- *Authorize the release via the CHP 180 and complete the "Release" box procedures;*
- *Authorize the release via the Los Angeles Police Department Vehicle Release and issue a copy to the requestor;*
- *Ensure that the Official Police Garage (OPG) employee who completes the OPG section of the Los Angeles Police Department Vehicle Release faxes or emails the completed form back to the involved Area auto detective (a copy of the form shall be retained until the completed form is obtained from OPG).*

**Area Watch Commander's Responsibilities.** *Area watch commanders shall direct the requestor to the on-duty Area auto detective or his or her designee, or the night watch detective supervisor, for a release of the vehicle.*

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*During off-hours if the night watch detective, on-call detective, or auto coordinator or his or her designee is unavailable, the watch commander may release the vehicle for California Vehicle Code Sections 22651(O) and 22651 (P), as stipulated in Department Manual Section 4/780.60. For all other vehicle releases, absent exigent circumstances, the watch commander should defer the vehicle release approval until regular detective business hours or until he or she can obtain advisement telephonically from any of the above.*

*Should circumstances require an after-hours release approval, an attempt should be made to contact the concerned OPG to determine if they are conducting after-hours releases. If OPG cannot be reached or is unavailable to release the vehicle, the vehicle release approval can be given to the requestor by the watch commander with the advisement that the vehicle will only be released during OPG's business hours (7:00 am to 7:00 pm).*

**DEPARTMENT MANUAL  
FORM USE LINK  
Activated by Special Order No. 24, 2021**

**15.23.07 LOS ANGELES POLICE DEPARTMENT VEHICLE RELEASE, FORM 15.23.07.**

*15.23.07-01 Use of Form.* This form shall be used for the release of a vehicle when a registered owner, legal owner, or agent of the legal owner (e.g., reposessor) requests the release of a vehicle at an Area/division.

*15.23.07-10 Completion.* This form shall be completed by the Department employee releasing the vehicle. The Department employee receiving the request shall direct the requestor to an on-duty Area auto detective or his or her designee for the release of any vehicle. During off-hours, front desk officers shall be guided by the Area watch commander and night watch detective supervisor (Department Manual Section 4/225.60).

**15.23.07-80 Distribution.**

*1 – Original, to person requesting release.*

*1 – Copy, faxed or emailed to the Area auto detective or detective supervisor once completed by the Official Police Garage releasing the vehicle.*

**2 – TOTAL**



# LOS ANGELES POLICE DEPARTMENT VEHICLE RELEASE

*Section A, B, and C shall be completed by LAPD personnel releasing the vehicle.*

A	Los Angeles Police Department Employee Authorizing the Vehicle Release		
_____	_____	_____	
Print Name	Serial Number	Date	
_____	_____		
Signature	Contact Number		

B	Vehicle Authorized To Be Released		
_____	_____	_____	
Vehicle Make	Vehicle Model	Color	
_____	_____		
License Plate Number	Last Six Numbers of the VIN		

C	Individual/Agency Vehicle Released To		
_____	_____	_____	
Printed Name	Signature	Date	
_____	_____		
Repossessing Agency	Agency Identification		

D	Official Police Garage Releasing the Vehicle		
_____	_____	_____	
Printed Name of OPG Representative	Signature	Date	
_____			
Printed Name of OPG Garage			

*Note: Please ensure the vehicle is being released to the person identified in Section C.*

Additional Information/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Fees accrue on a daily basis. Contact the Official Police Garage to obtain the most current fees.*