

Procedure

4.12

**EFFECTIVE
DATE
2-1-03**

**Eugene
Police Department**



Releasing Impounded Vehicles

4.12.1 PURPOSE AND SCOPE

CD 12-001 modifies the scope of this policy by adding Municipal Code citations and adds A.6. and B.5, effective 2-15-12. This Command Directive also notes a change in A.3: the responsibility for management of all vehicles seized for forfeiture.

This policy contains procedures for release of most vehicles towed or impounded by department personnel.

PART I - Responsibilities and Procedures for all Personnel

- a. Responsibility/authority to release vehicles
- b. Procedures

4.12.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

a. **Authority to release vehicles**

1. *Evidence impounds:* The officer assigned the case is responsible for releasing the vehicles impounded as evidence. If s/he is not available, his/her supervisor or the Watch Commander may authorize release. The assigned officer is responsible for notifying the owner of the vehicle of its pending release and coordinating its removal from the evidence impound lot. If the owner cannot be notified, have the vehicle towed to a City contracted commercial towing facility for safekeeping.
2. *Safekeeping impounds:* The owner will contact the involved tow company directly. No release authorization is necessary from this department.
- 3.
4. *Forfeiture impounds:* The Eugene Police Department Finance Section is responsible for the management of all vehicles seized for forfeiture.

Parking impounds: The Eugene Municipal Court will authorize the release of vehicles impounded for parking violations. If the Court is closed, owners may post bail at Records and a Records Specialist may release the vehicle.

5. *Traffic offense impounds:* A Records Specialist may authorize release following procedures outlined in General Order 602.5.
6. *Prohibited Camping impounds:* A records Specialist may authorize release following procedures outlined below.

b. Procedure

1. In cases where a release authorization from the department is needed, a vehicle may be released only upon display of identification and proof of ownership, or proof that the person is entitled to legal possession of the vehicle.
 - a. Adequate identification means a driver's license, a state identification card, military I.D., passport, or similar government-issued photo identification.
 - b. Proof of ownership means a title or a legal document indicating ownership.
2. Refer any person without either proper identification or proof of ownership to a supervisor.
3. Complete the release form, obtain the person's signature, and give one copy of the release form to him or her.
4. Route completed evidence release forms to Records for the appropriate computer entry.
5. If the vehicle was impounded for Prohibited Camping, Eugene Municipal Code exempts the person from paying any administrative fee.