

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

AUTHORITY: Sheriff Randy L. Hill

EFFECTIVE DATE: January 1, 2017

Number of Pages 1 of 2

SECTION 34.0 VEHICLE INVENTORY

TITLE

Kingman County Sheriff's Office's Policy establishing the procedures for conducting an inventory of vehicles under the custody or control of the Kingman County Sheriff's Office.

PURPOSE

The purpose of this policy is to provide deputies with guidelines for determining when and how a motor vehicle inventory should be conducted.

POLICY

A motor vehicle inventory is an administrative measure designed to protect motor vehicles and their contents while in sheriff custody; to protect the agency against claims of lost, stolen or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. It is the policy of this law enforcement agency to safeguard the above property and interests and to conduct motor vehicle inventories only in accordance with the following procedures.

PROCEDURES

Legal Authority to Inventory

Deputies may conduct a motor vehicle inventory without a warrant or probable cause when:

1. The vehicle has been lawfully seized or impounded pursuant to the arrest of the driver, when towing the vehicle for violations, or for related enforcement or safety reasons as defined by state law (KSA 8-1570) and
2. When Deputies conduct the inventory within the scope of this policy as an administrative procedure.

Scope of Inventory

The contents of all motor vehicles that are lawfully seized and/or impounded by the Kingman County Sheriff's Office shall be subject to inventory in accordance with the provisions outlined in the legal authority section of this policy.

An inventory should be conducted as soon as reasonable after the vehicle has been seized or impounded.

The owner and/or operator of the vehicle shall be asked to remove, if possible, all valuables from the vehicle prior to impoundment. If such items cannot be removed they shall be inventoried.

A motor vehicle inventory may extend to all areas of the vehicle in which personal property or hazardous material may reasonably be found, including, but not limited to the passenger compartment, trunk and glove compartment.

All closed containers found within the vehicle shall be opened for the purposes of the inventory. Closed and locked containers shall not be forced open but shall be logged on the vehicle tow and inventory report as such. If a key or lock combination is available, locked containers may be opened and inventoried.

Vehicles which are locked and inaccessible to police personnel may be transferred to the custody of a tow company without a vehicle inventory if the keys to such vehicle are not reasonably available to police personnel.

Property Control

All items of value in a lawfully seized and/or impounded vehicle shall be itemized on a tow storage/vehicle inventory report.

Personal items of any arrested party that remain with the lawfully seized and/or impounded vehicle shall be documented on the tow storage/vehicle inventory report.

Legally possession of hazardous materials, that is safely contained, shall noted and the tow company shall be advised. Unlawful or unsafe hazardous material, the deputy shall notify supervisor and proper authorities.

No animal(s) shall be left in a vehicle. Every reasonable attempt to work with the owner or operator of the vehicle to find proper housing in a timely manner shall be exhausted by before housing with a veterinary.

Contraband and/or evidence discovered during the course of a motor vehicle inventory shall be seized by the Deputy and a new case opened if the evidence was not part to of the original arrest.