

# JACKSONVILLE POLICE DEPARTMENT

Policy: 10-17

Effective: 01-01-09

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## INVENTORY: IMPOUNDING VEHICLES

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**PURPOSE:** To establish a policy and procedure to conduct and document the inventory of impounded vehicles to protect the Jacksonville Police Department against claims or disputes over lost or stolen property and officers and the public from dangerous items that could pose a threat to the community.

**POLICY:** When a vehicle is taken into custody or control by a Jacksonville Police Officer, it shall be the policy of the Jacksonville Police Department that the arresting officer shall be responsible for documenting an inventory of the vehicle on a Vehicle Impoundment Report. An inventory of a vehicle will include the contents of, and any damage to, the vehicle at the time of impoundment.

### PROCEDURES:

- A. All vehicle inventories will be documented on the Vehicle Inventory Report with the original to be filed in the Warrants Office, a copy given to the driver/owner of vehicle, and a copy given to the wrecker driver.
- B. The vehicle inventory shall be conducted, by a sworn police officer, of all spaces within the vehicle and the trunk or bed of the vehicle and shall include all containers therein. Closed and locked containers will follow policy as outlined in Policy 10-11: Search: Motor Vehicles, Section XII. Current rules of search and seizure under the Fourth (4<sup>th</sup>) Amendment will apply.
- C. If valuables are located inside the vehicle and are to be stored separately from the vehicle, the officer conducting the inventory will record a description of the item, the condition of the item, and the location where the item is stored in the incident report and on the Vehicle Impoundment Report.
- D. If a vehicle is damaged during an inventory, a description of the damage and how it occurred will be included in the incident report and on the Vehicle Impoundment Report.



John C. Franklin  
Chief of Police