



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE VEHICLE TO BE PROCESSED AT EVIDENCE BAY		PROCEDURE NUMBER PG430.1	
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 07/01/17	REVIEW DATE 05/01/21
REPLACES PG430.1 "Vehicle to be Processed at Evidence Bay", issued 06/01/04			
RELATED DIRECTIVES	REFERENCES CALEA 1	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

To establish guidelines when seizing a vehicle to be processed at the Park Police Evidence Bay.

II. POLICY

A vehicle may be seized and taken to the evidence bay if authorized by the shift supervisor or by a member of Investigative Services.

III. PROCEDURES

- A. Any vehicle seized for the purpose of processing will be handled with extreme caution to prevent contamination.
- B. The designated towing service shall be contacted to tow the vehicle to the evidence bay.
- C. The vehicle shall be followed to the evidence bay to maintain chain of custody.
- D. The officer following the vehicle to the bay shall secure the vehicle inside the evidence bay.
- E. The officer shall complete the evidence bay log numbers one through five. Investigative Services shall complete numbers six and seven.

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- F. The officer securing the vehicle shall sign the towing ticket, and return a copy to Investigative Services. Investigative Services will forward the ticket to Management Services.
- G. The officer shall complete a vehicle report and release. The officer's report shall include the reason seized. It shall also include any cross reference numbers and the name of the tow truck company.
- H. The processing officer is responsible for notifying the owner when the processing is complete, and will arrange for releasing the vehicle from the evidence bay.
- I. It is still the responsibility of the officer initiating the vehicle report to notify the owner of the vehicle, that it has been seized and is awaiting processing.

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