



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



**DIVISION DIRECTIVE**

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

**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.

## **VEHICLE TO BE PROCESSED AT EVIDENCE BAY**

### **PG430.1**

- E. The officer shall complete the evidence bay log numbers one through five. Investigative Services shall complete numbers six and seven.
- 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.

**End of Document**