



CONFISCATED VEHICLES – PROCESSING/STORAGE

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I. PROCESSING PROCEDURES

The following procedures are to be followed when any type of conveyance is seized and stored at the Jessup facility lot:

1. Complete a confiscated conveyance storage report (which must include the following vehicle information; make, model, tag number/state of registration, and the vehicle identification number). Leave the form and the vehicle key(s) with Motor Fuel Testing Lab personnel or at a designated location. The Motor Fuel Testing Lab personnel will maintain a ledger of stored vehicles and physical control of vehicles keys. Only keys to operate the vehicle are to be turned over to lab personnel. All other keys are to be submitted with personal property.
2. The transporting agent/inspector is responsible for ensuring the completion of the storage form and that the completed storage form is submitted at the Motor Fuel Testing Lab at the time of storage.
3. Photographs of the complete exterior of all seized vehicles must be taken with additional photographs of any existing vehicle damage. Photographs of the interior should be taken only if there is reportable damage.
4. A file will be maintained at the lab on each confiscated conveyance, which will include the storage form (white copy). This file will be kept at the lab until the conveyance is released or sold, at which time the form will be forwarded to the division administrator. Motor Fuel Testing Lab personnel will forward the YELLOW and PINK copies of the form to the division administrator within two (2) business days.
5. The primary investigator is to supply their supervisor with color photographs of the vehicle. Each photograph must have the following information attached: case number, defendant's name, and date of arrest.
6. The primary investigator's immediate supervisor will ensure that all needed information is included. The storage form and photographs are to be submitted to the Annapolis Office for inclusion in the appropriate vehicle confiscation folder.
7. An inventory of the vehicle will be conducted within two (2) business days of the vehicle being stored at the Jessup lot. The primary investigator's immediate supervisor will ensure that the seized vehicle is properly inventoried within the required time frame.

II. STORAGE PROCEDURES

1. All food items and personal property must be removed from the vehicle. All items of value removed from the vehicle or taken from the defendant must be itemized on the property held form.
2. E-Z Pass equipment must be removed from the vehicle, recorded on the property held form, and forwarded to the FED property room in Annapolis (along with other personal property).
3. All vehicles are to be backed into a parking space.
4. Registration tags and registration cards are to be left with the vehicle. If the owner requests return of the registration tags, notification must be made to the division administrator. The division administrator will arrange for the removal and return of the registration tags.
5. Vehicle releases will be coordinated through the division administrator, who will complete the appropriate paperwork (lien request, etc.) prior to any vehicle being released and make arrangements with the vehicle's owner or representative for the release.
6. The division administrator will maintain an inventory of all seized vehicles and dispose of the vehicles as mandated.
7. A designated Motor Fuel Testing Lab employee will check seized vehicles on a monthly basis in an effort to assure that they are in operating condition. The designee will report the results of the check to the division administrator.

III. CANCELLATION: None.



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