

GENERAL ORDER
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EFFECTIVE: March 1, 2008
REVISED: 1 January 2010
1 January 2011
20 June 2011
SUBJECT: Vehicle Impound Release Fees
ISSUED BY: Fernando Solorzano

I. PURPOSE

To establish appropriate protocols for the release of a lawfully impounded vehicle during the course of any investigation by the CSU Long Beach Police Department.

II. BACKGROUND

The University Police Department has evolved into a full-services law enforcement agency in recent years. Services that were long ago infrequent and had little or no demand upon human and other departmental resources have grown substantially, many requiring significant aggregate amounts of time from sworn and non-sworn personnel.

Additionally, the majority of the services that have increased by the largest margins have been post-investigation services from violator-generated activities. The University Police Department recognizes the trend of responsible agencies in California and across the United States to more effectively manage its resources by making modest and specific fee schedules for Departmental services resulting from violator activity.

For the CSU Long Beach Police Department, the demands of personnel in association with the investigation, impound and release of suspected violator vehicles is a specific service that has attained recovery fee status.

III. POLICY

It shall be the policy of the CSU Long Beach Police Department to assess a **Vehicle Impound Fee** as follows:

- DUI and 30-day impounds (even if the vehicle is released prior to 30 days).....\$120.00
- All other violation-driven impounds.....\$60.00

The appropriate fee is to be paid by the owner or other legally authorized individual requesting a release of the vehicle. This fee shall:

- Be paid prior to the authorization to release the vehicle is provided
- Be paid once per vehicle, per impound or storage
- These fees remain separate from any other fees, fines or charges by any other agency or service, public or private
- **No fee will be charged to any victim whose vehicle has been impounded or stored**

IV. PROCEDURES

- (a) When an individual who is the legal or registered owner, or a lawfully authorized agent of the legal and/or registered owner arrives at the University Police Department to request a release of an impounded vehicle, the following shall be done:
- (1) The Watch Commander shall be summoned to review the request, and confirm, via Dispatch, that:
- a. The individual intending to take possession of the vehicle is currently licensed and is free of any suspensions or revocations;
 - b. The vehicle is legally registered in a manner sufficient to operate it on a highway;
 - c. With the exception of a fee assessed due to DUI, the Watch Commander may, at their discretion and based on the totality of circumstances, consider a reduction of the required fee.
 - i. No reduction in fees assessed as the result of a DUI arrest is to be granted.
 - ii. Fees associated with other types of impounds may be reduced up to 50% of the original amount.
 - iii. Any reduction to the fee must be notated in the call log maintained by Dispatch. Contained in this notation must be an explanation of why the fee was reduced and the amount of fee collected. If the explanation of the reduction is lengthy, or supported by documents/evidence, then a supplemental report must be filed.
 - d. The individual has payment in the exact amount the applicable fee, in the form of
 - i. United States Currency
 - ii. A Cashier's Check
 - iii. ATM/Debit (if LiveScan is open)
- (b) Upon confirming all of these provisions have been met, the Watch Commander will prepare a Department-stamped copy of the original Vehicle Impound Report (CHP 180), and sign it as an original for release to the named individual.
- (1) A copy of this completed release will be placed into the Original Case File in the Records Division.
- (c) The Dispatcher will then accept the payment of the applicable Vehicle Impound Release Fee, witnessed by the Watch Commander.
- (1) If the LiveScan register is open, the fee may be deposited directly into the register, with no manual receipt being generated
- (2) If the fee is paid in other than cash, the following will be recorded onto the Vehicle Release Form:

- (1) A copy of an appropriate Photo-Identification by a recognized governmental agency (California Driver's License, etc).
 - (2) The full name, address and telephone number of the person acquiring the release.
 - (3) A copy of a receipt of the fee paid.
- (d) The Dispatcher will then provide the agent of the vehicle an original receipt for the paid fee, along with the Vehicle Impound Release. The Dispatcher will then ensure the third copy of the receipt is left in the receipt book.
- (1) If, for any reason, the third copy of the receipt is illegible or otherwise unavailable, the dispatcher will record the receipt number in CAD.
- (e) The Watch Commander will place the fee into a business envelope, seal and place it into the Drop Safe located in the Watch Commander's Office (unless the transaction was received directly into the LiveScan register). Should the safe not be available at the time of a fee being received, the Watch Commander will deliver the fee to the Department Secretary's Office, for deposit into the designated Department account. The envelope will have on the face the following information:
- (1) "Vehicle Impound Release Fee"
 - (2) The amount of the fee
 - (3) Date and Time of release
 - (4) The applicable Department Case number
 - (5) The CAD log number.

V. AUDITING

The Chief of Police shall designate two individuals to perform bi-annual audits of the Vehicle Impound Release Fee process to include:

- (a) Accuracy in the recording of the amount of fees paid and deposited
- (b) Appropriate recording of the fee payment in CashNet
- (c) Appropriate completion of the Vehicle Impound form(s), including those stored in the Original Case File in records.

APPROVED

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