

# VILLAGE OF HANOVER PARK POLICE DEPARTMENT

**2011 Lake Street  
Hanover Park, IL 60133**

## Notice of Seizure

This vehicle (make) \_\_\_\_\_ (model) \_\_\_\_\_ (year) \_\_\_\_\_ is being seized because there is probable cause to believe that the vehicle has been used in violation of Article V Sec. 62-5-001 of the Village of Hanover Park Municipal Code in that:

- ☐ the driver was driving with a suspended or revoked driver's license - \$500.00 penalty
- ☐ the driver was driving under the influence of alcohol or drugs - \$500.00 penalty
- ☐ the driver was driving when a warrant has been issued for his arrest for driving with a suspended or revoked driver's license or driving under the influence - \$500.00 penalty
- ☐ the driver was driving with no valid driver's license - \$500.00 penalty
- ☐ the driver was illegally transporting alcoholic liquor - \$500.00 penalty
- ☐

**For the release of the vehicle, you must post a \$500.00 cash bond** at the Hanover Park Police Department, 2121 West Lake Street, Hanover Park, IL and pay all towing and storage fees.

### Preliminary Hearing

The owner of record of any vehicle which is seized pursuant to Article V Sec. 62-5-001 of the Village of Hanover Park Municipal Code has the right to appeal the seizure of this vehicle to contest the validity of the probable cause to seize the vehicle. An appeal for a preliminary hearing must be in writing and filed with the Chief of Police within twenty-four (24) hours of the time that the vehicle was seized. If the vehicle is seized for a No Valid Driver's License violation when the driver possessed a valid Temporary Visitor's Driver's License (TVDL) and failed to produce valid proof of insurance, the vehicle owner must request a hearing within 24 hours of the seizure and produce valid proof that the vehicle was insured at the time the vehicle was seized, to prevail at the Preliminary Hearing.

A hearing on said appeal will be held within forty-eight (48) hours from the time the vehicle was seized excluding Saturdays, Sundays, and holidays. If after a hearing it is determined that the driver was not in violation of the above offense, the vehicle will be returned without penalty or fees.

### Plea and Final Hearing

A notice of a Plea Hearing will be mailed within ten days after the seizure to the Owner of the vehicle. At that hearing the Owner will be required to plead guilty or not guilty. If the owner fails to appear or pleads guilty, the case will be disposed of at that time. If a not guilty plea is entered, a Final Hearing will be set within 45 days of the seizure.

I do hereby certify that I personally handed a copy of the above notice to:

(Name) \_\_\_\_\_ (DOB) \_\_\_\_\_ who is the person who was found to be in control of said vehicle at the time of the alleged violation.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Printed Name and I.D. #

# Hanover Park Police Department

2011 West Lake Street, Hanover Park, IL 60133

Phone: 630.372.4400 - Fax: 630.372.4420

Case #: \_\_\_\_\_

## Tow Report

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location Towed From: \_\_\_\_\_

Reason for Tow:

☐ Abandoned ☐ Wrecked ☐ Traffic Hazard ☐ Disabled

☐ Impound: ☐ DWLS ☐ DUI ☐ No Valid DL ☐ DWLR ☐ Other: \_\_\_\_\_

**(62-5-001)**

Hold: **Yes / No** Reason for Hold: ☐ DUI 12-Hour ☐ Investigation ☐ Other: \_\_\_\_\_

Date/Year:	Car/Number:			
Damage, if any:				
		Phone:		
Effects in Vehicle:				

The information concerning the condition of the vehicle and the personal effects contained therein, as listed above, are true and correct. \_\_\_\_\_

(Tow Truck Operator)

(Date)

I hereby authorize said towing agency to tow the above described vehicle to the specified location. The information concerning the condition of the vehicle and the personal effects therein, as listed above, are true and correct. \_\_\_\_\_

(Driver/Owner)

(Date)

The foregoing information is true and correct to the best of my knowledge. I hereby authorize the towing of this vehicle. \_\_\_\_\_

(Officer)

(ID #)

(Date)

Approval of Supervising Officer \_\_\_\_\_

(Officer)

(ID #)

(Date)

Appendix - B

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# Hanover Park Police Department

## Vehicle Impound Synopsis Sheet

REPORT NUMBER: \_\_\_\_\_

DATE OF OFFENSE: \_\_\_\_\_

TIME OF OFFENSE: \_\_\_\_\_

PLACE OF OFFENSE: \_\_\_\_\_

DATE OF ARREST: \_\_\_\_\_

PLACE OF ARREST: \_\_\_\_\_

**VEHICLE:**

MAKE

MODEL

YEAR

REGISTRATION / YR

**DEFENDANT: NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HAIR / EYES: \_\_\_\_\_ / \_\_\_\_\_

VEHICLE OWNER (NAME & DOB): \_\_\_\_\_

CHARGES

CHARGE TYPE\*

CHAPTER & SECTION

\* MISDEMEANOR (M) ORDINANCE VIOLATION (OV)

A. SYNOPSIS / FACTS / PROBABLE CAUSE

VERIFICATION

State of Illinois )

County of Cook ) SS

I, the undersigned police officer, on oath state that I have examined the above synopsis of this case, of which I have personal knowledge and the contents are true and correct.

\_\_\_\_\_  
Police Officer

Signed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**VILLAGE OF HANOVER PARK  
POLICE DEPARTMENT**

**Vehicle Seizure**

**Cover Sheet**

(Check all enclosed)

☐ Vehicle Owner of Record: (name /f/m) \_\_\_\_\_

☐ Driver: (name /f/m) \_\_\_\_\_

☐ Copy of Warrants for: \_\_\_\_\_

☐ Copy of Police Tow Report

☐ Copy of Arrest Report

☐ Notice of Seizure

☐ Towed / Impounded Vehicle Inventory Log Entry

☐ Vehicle Impound Synopsis Sheet

☐ Copy of Traffic Citation(s)

☐ Other – Describe: \_\_\_\_\_

Officer: \_\_\_\_\_ I.D. # \_\_\_\_\_ Officer: \_\_\_\_\_ I.D. # \_\_\_\_\_

☐ Administrative Fee Posted      Date \_\_\_\_\_

☐ Appeal Filed      Date \_\_\_\_\_

☐ Hearing      Date \_\_\_\_\_

☐ Notice of Hearing      Date \_\_\_\_\_

Appendix - D

275-P

Revised 07/27/2005

HANOVER PARK POLICE DEPARTMENT  
AUTHORIZATION TO RELEASE IMPOUNDED VEHICLE

REPORT # \_\_\_\_\_

LIC #	VEHICLE YR	VEHICLE MAKE	VEHICLE MODEL

OWNER NAME	ADDRESS

- ☐ ADMINISTRATIVE FEE \$500
- ☐ OTHER ADMINISTRATIVE PENALTY \$ \_\_\_\_\_  
PURSUANT TO FINAL HEARING
- ☐ RELEASED PURSUANT TO HEARING – NO PENALTY
- ☐ APPEAL HEARING
- ☐ FINAL HEARING

I, \_\_\_\_\_ HEREBY AUTHORIZE THE RELEASE OF  
THE ABOVE DESCRIBED VEHICLE, TO THE VEHICLE OWNER OR OWNER'S DESIGNEE.

\_\_\_\_\_ HRS.  
AUTHORIZED SIGNATURE                      DATE                      TIME

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HANOVER PARK POLICE DEPARTMENT  
AUTHORIZATION TO RELEASE IMPOUNDED VEHICLE

REPORT # \_\_\_\_\_

LIC #	VEHICLE YR	VEHICLE MAKE	VEHICLE MODEL

OWNER NAME	ADDRESS

- ☐ ADMINISTRATIVE FEE \$500
- ☐ OTHER ADMINISTRATIVE PENALTY \$ \_\_\_\_\_  
PURSUANT TO FINAL HEARING
- ☐ RELEASED PURSUANT TO HEARING – NO PENALTY
- ☐ APPEAL HEARING
- ☐ FINAL HEARING

I, \_\_\_\_\_ HEREBY AUTHORIZE THE RELEASE OF  
THE ABOVE DESCRIBED VEHICLE, TO THE VEHICLE OWNER OR OWNER'S DESIGNEE.

\_\_\_\_\_ HRS.  
AUTHORIZED SIGNATURE                      DATE                      TIME

**VILLAGE OF HANOVER PARK**  
**POLICE DEPARTMENT**  
**REQUEST FOR APPEAL OF VEHICLE SEIZURE**  
**(Must be filed within 24 hours of seizure)**

I, \_\_\_\_\_, do hereby state that I am the owner of record of (year of vehicle) \_\_\_\_\_, (make of vehicle) \_\_\_\_\_, (model of vehicle) \_\_\_\_\_, (license) \_\_\_\_\_ State \_\_\_\_\_

I further state that said vehicle was seized on \_\_\_\_\_  
Date of Seizure

I further state that said vehicle was seized at \_\_\_\_\_  
Location of Seizure

I believe that there was no violation of the Municipal Code of Hanover Park by the driver or vehicle justifying the seizure because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

_____ Print	_____ Name	_____ Address
_____ City	_____ State	_____ Phone

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Received by : \_\_\_\_\_  
Employee Date Time

Result of Appeal Hearing: ☐ Vehicle Not Released  
☐ Vehicle Released Reason: \_\_\_\_\_  
\_\_\_\_\_

Appeal Hearing Conducted By: \_\_\_\_\_  
Printed Name Signature  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Report #:  
**VILLAGE OF HANOVER PARK**  
**POLICE DEPARTMENT**

2011 Lake Street  
Hanover Park, IL 60133

**Notice of Plea Hearing Regarding Seizure and Impoundment**

Re:

*(Year, Make, Model, and License of Vehicle)*

To:

*(Owner of Record)*

As the owner of record of the above vehicle, you are hereby given notice that the above vehicle has been seized and impounded by the Hanover Park Police Department as it was used in violation of Article V., Section 62-5-001 of the Municipal Code of Hanover Park in that:

- ☐ The driver was driving with a suspended, revoked, or no valid driver's license
- ☐ The driver was driving under the influence of alcohol or drugs
- ☐ The driver was driving when a warrant has been issued for his arrest for driving with a suspended or revoked driver's license, or driving under the influence of alcohol or drugs.
- ☐ The driver was illegally transporting alcoholic liquor.
- ☐ \_\_\_\_\_

To release the vehicle if you have not already done so, a bond in the amount of the administrative penalty of \$500.00 must be posted at the Hanover Park Police Department, 2121 West Lake Street, Hanover Park, IL.

You are hereby advised that a Plea Hearing has been scheduled for \_\_\_\_\_ at \_\_\_\_\_ p.m. in Room 214 of the Village Hall.

If you enter a plea of not guilty at the Plea Hearing, a final hearing date will be scheduled.

**If you have posted the \$500 bond and you do not wish to contest the impoundment, you DO NOT need to attend the Plea Hearing. The bond you have posted will be used to pay the administrative penalty.**

If you enter a guilty plea at the Plea Hearing, the cash bond if previously posted shall be applied to the penalty. If you have not posted a cash bond, you will receive an invoice for the penalty and your vehicle held for 30 days or until paid.

**Failure to claim the vehicle within 30 days of the hearing will result in the disposal of the vehicle as an unclaimed vehicle under the Illinois Vehicle Code.**

**VILLAGE OF HANOVER PARK  
ADMINISTRATIVE ORDINANCE HEARING  
VEHICLE SEIZURE/IMPOUNDMENT**

Village of Hanover Park, a                     )  
municipal corporation,                     )  
                    Petitioner,                     )  
                    v.                                 )  
\_\_\_\_\_  
                    Respondent.                     )

Report Number \_\_\_\_\_  
Address: \_\_\_\_\_

Hearing Officer \_\_\_\_\_ Hearing Clerk \_\_\_\_\_  
Village Prosecutor \_\_\_\_\_ Respondent's Attorney \_\_\_\_\_

**ORDER**

This matter comes on for Hearing, due Notice having been given, and the Hearing Officer being fully advised, it is hereby ordered that:

- ☐ This matter dismissed without prejudice
- ☐ This matter dismissed with prejudice
- ☐ Summons mailed/posted
- ☐ Judgment or finding of liability to enter:
  - ☐ By default
  - ☐ Upon contested hearing
  - ☐ Defendant admitting liability
- ☐ Strike/Discharge pending dates
- ☐ Fines assessed as follows:     \$\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Hearing Officer: \_\_\_\_\_

**NOTICE**

This administrative order is authorized by Village of Hanover Park ordinance and State of Illinois statute. You have the right to appeal this decision pursuant to the Illinois Administrative Review Law, *735 ILCS 5/3-101, et seq.*, by filing a proper lawsuit against the Village of Hanover Park and other necessary parties within 35 days of a final order. If you fail to pay fines, the Village may proceed to collection. Any vehicle impounded will be subject to being disposed of as an unclaimed vehicle after 30 days from the date of this decision.

**CERTIFICATE OF SERVICE**

I certify that copies of this decision and order were given to the respondent in person or sent to the respondent at the last known address of the respondent by first class mail with proper prepaid postage.

Date: \_\_\_\_\_ Hearing Clerk \_\_\_\_\_