

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 402-I

REFERENCE STANDARDS: 83.2.1 84.1.2

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SUBJECT: Recovered Stolen Autos Evidence Processing

## I. ADMINISTRATION

- A. The Deputy Chief of Support Services is responsible for maintaining records regarding the inventory of recovered vehicles.
- B. Recovered vehicles should only be released to the registered owner of that vehicle in order to safeguard the property and department's reputation.
- C. Upon recovering a stolen auto in Hanover Park, the officer making the recovery is responsible for the documentation and notifications regarding the recovery. The on-duty patrol shift supervisor shall be notified of any vehicle recovered in another jurisdiction that was stolen from Hanover Park. The supervisor will direct any further action pertaining to the recovery to include, at a minimum, notification to the registered owner and documentation of the recovery.
- D. The officer should also initiate the evidence recovery process by requesting an Evidence Technician to respond to the scene and coordinate this function by providing the necessary information to investigating officers.

## II. PROCESSING FOR EVIDENCE

- A. Recovered stolen autos should be promptly processed for evidence.
- B. If possible, process the vehicle at the scene prior to relocating it.
- C. Whenever a vehicle is towed to this station, a cursory examination of the vehicle and the immediate surrounding area should be completed at the recovery site in the event that any evidence is dislodged or disturbed. (83.2.1)
- D. An officer shall accompany any recovered auto that is towed to the station.

- E. If the recovered vehicle has been exposed to weather extremities, i.e.: rain, snow, high humidity, etc., it should be towed to the police evidence processing garage or other suitable location for later processing.
- F. When a vehicle is secured in the garage, signs should be arranged to indicate that the vehicle is evidence and should not be tampered with to avoid contamination of any possible evidence prior to the vehicle being processed. (84.1.2)

### III. DOCUMENTED REPORTING

- A. All recovered stolen vehicles towed or otherwise relocated to the police department are considered evidence. Once the evidence process has been completed, the vehicle is to be relocated by the towing service to their facility for storage.
- B. Officers shall complete the following reports to properly maintain the chain of custody, safeguard the property and reputation of the department, and facilitate the prompt disposition of the property:
  - 1. Complete a Property Inventory report listing the vehicle as an exhibit. This form must be signed by the legal owner in order for the vehicle to be released.
  - 2. List the vehicle in the Towed/Relocated Vehicle log maintained in the Records Unit. This will include a complete vehicle description and status of eligibility to release the vehicle.
  - 3. Completion of an Incident/Offense report, Motor Vehicle Theft report or Supplemental report indicating the vehicle recovery, chain of custody, and contacting of support personnel, i.e. Evidence Technician, Detectives.
  - 4. Complete a Tow Report and Property Inventory of the vehicle's contents.
  - 5. Notifying the Records Clerks of the recovery of a stolen vehicle from Hanover Park so the proper LEADS entry may be completed. This should also be indicated in the report narrative.