

6-0-601-01

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST February 19, 2009
		4. UNIT NUMBER	7. REQUESTING ELEMENT ISB- FSSD
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9 TO THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT-S NAME	14. COMPLAINANT-S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

**VEHICLES IMPOUNDED AS EVIDENCE**

Members are reminded of the contents of General Order 601.01, Recording, Handling, and Disposition of Property Coming into the Custody of the Department; Special Order 01-05, Recovered Stolen Vehicles; and General Order 602.01, Automobile Searches and Inventories as they relate to vehicles impounded as evidence and towed to the Forensic Science Services Division (FSSD), 3521 V Street NE for processing and evidence recovery.

**General Order 601.01 states, in part:**  
**Part I, Section A.3:**

In all cases of property which comes into the possession of this department, it is the responsibility of the member who first handles the property to ensure that the property is properly recorded and processed in accordance with the procedures set forth in this order.

**Part I, Section A.5:**

Members shall ensure all property, which comes into their possession, is properly safeguarded until relieved of the responsibility.

**Special Order 01-05 states, in part:**  
**Part IV, Section A.2.h:**

The recovering member, regardless of assignment, is responsible for preparation of the reports, even in instances when a vehicle is impounded at a facility other than the recovering member's assigned organizational element.

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SENDER-BADGE ORG. ELM. Inspector Cleora Sharkey Forensic Science Services Division	AUTHORIZED BY-BADGE ORG. ELM. A/C Michael Anzallo Investigative Services Bureau	BUREAU HEAD APPROVAL Cathy L. Janier Chief of Police
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME 02/20/2002 0845 hrs
	FILE
	TELETYPE NUMBER TT#02-057-09 02-057-09

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Part IV, Section A.2.i, which states, in part:

The completion of the PD Form 81 and entries on the Property Book shall be made as soon as practicable, but in all instances prior to the completion of the recovering member's tour of duty.

In order to maintain the integrity of vehicles considered evidence, a strict chain of custody must be maintained at all times; therefore, members requiring vehicles to be towed to the Forensic Science Services Division's facility for processing must accompany the tow crane, complete the PD 81, and remain with the vehicle until a member of FSSD officially relieves them of the vehicle. Additionally, the name of the member authorizing the impoundment shall be included in the narrative section of the PD 81. The chain of custody shall also be clearly noted in the narrative section of the PD 81. Members are to prevent anyone (including tow crane drivers) from unnecessarily entering the vehicle to avoid contamination of potential evidence.

Once vehicles have been secured at the FSSD facility, members must contact the assigned evidence technician and provide insight and guidance into the vehicle's evidentiary value. If a consent to search or search warrant is necessary, evidence technicians will not begin processing until the document is secured. A copy of the document must be delivered and/or faxed (202-576-3323) to the FSSD for inclusion in the technician's case file.

As a matter of course, vehicles will not be released from the FSSD facility without the expressed permission of the Commander, Forensic Science Division. Once processing is complete, vehicles are towed to the Blue Plains Impound Lot for final disposition. Copies of the evidence report will be forwarded to the district/member indicated on the PD 81.