

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

September 16, 2019

Policy Number 8.14

VEHICLES, KEYS, AND PROPERTY IN POLICE CUSTODY

POLICY

Personnel of the Honolulu Police Department shall be guided by the following policy in the disposal of vehicles, keys, and property relative to motor vehicles that are taken into police custody. The towing policy shall be observed whenever any vehicle is to be towed.

PROCEDURE

I. ARREST SITUATIONS

When a vehicle being driven by someone taken into police custody is not connected to a crime:

- A. An officer at the scene shall assist the driver in locating someone to remove the vehicle and shall list the names of all parties who were contacted.
 - 1. If the driver cannot locate anyone to remove the vehicle and gives his or her consent, the vehicle shall be parked and secured where it will not violate any traffic laws for a reasonable period. Its location shall be recorded in the police report.
 - 2. The keys shall be treated as prisoner property;
- B. If the vehicle cannot be secured for any reason, the driver shall have the option to have it towed. The location of the storage lot shall be recorded in the police report;
- C. If the driver refuses to allow the vehicle to be towed in spite of a traffic law violation, the officer shall:
 - 1. Warn the driver of the violation;

2. Take appropriate law enforcement action (which may be a citation and/or towing); and
 3. Document the warning and the action taken in the police report; and
- D. The arrestee should be advised that items of value can be processed as prisoner property.

II. SEIZED VEHICLES

- A. When a vehicle is seized under the provision of Chapter 712A, Hawaii Revised Statutes (HRS), a copy of the report shall be forwarded immediately to the Forfeiture Detail, Narcotics/Vice Division.
- B. The vehicle shall be transported to the nearest police facility.
1. At the Alapai headquarters:
 - a. The element responsible for the seizure of the vehicle shall submit the keys to the Evidence Room, Records and Identification Division; and
 - b. The Alapai parking facility policy shall be observed.
 2. At other facilities, the vehicle shall be secured in a designated area and the keys shall be held as evidence.
 3. "Forfeiture tags" shall be placed on the vehicle's windshield.
- C. Unless there is a court order, prosecutor's memo, or investigator's release, the vehicle/keys shall not be released.

III. EVIDENCE VEHICLES

- A. A vehicle seized as evidence shall be transported to the nearest police facility.
 - 1. At the Alapai headquarters:
 - a. The keys shall be submitted to the Evidence Room, Records and Identification Division; and
 - b. The Alapai parking facility policy shall be observed.
 - 2. At other facilities, the vehicle shall be secured in a designated area and the keys shall be held as evidence.
 - 3. "Evidence tags" shall be placed on the vehicle's windshield.
- B. The vehicle/keys shall not be released unless there is a court order, prosecutor's memo, authorization of the investigator-in-charge of the case, corporation counsel decision, or administrative review for release to its owner or an agency.

IV. DISPOSITION OF ITEMS FOUND IN VEHICLES

- A. Evidence items shall be properly processed.
- B. Items of value can be processed as prisoner property unless impractical (e.g. perishable or bulky items).
- C. If there is any uncertainty about the ownership of any item found in the vehicle, an incident report shall be completed by the employee discovering the item.

V. REMOVAL OF SEIZED AND EVIDENCE VEHICLES

- A. Vehicles seized under Chapter 712A, HRS, and transported to the Alapai headquarters shall be removed within ten calendar days by the Forfeiture Detail, Narcotics/Vice Division.
- B. Evidence vehicles transported to the Alapai headquarters shall be removed within ten calendar days by the investigative element responsible for the disposition of the case.

- C. If a vehicle cannot be removed within ten calendar days, the responsible element commander shall request an extension to the deadline, via channels, to the Alapai parking coordinator by:
1. Justifying the need for an extension; and
 2. Providing an estimated date for the vehicle's removal.



SUSAN BALLARD
Chief of Police

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board for one week

Policy first issued
June 20, 1997