
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.7.5</b>	
Subject:		Distribution:
<b>Inventory Search</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 98-61</b>
References:		
<b>CALEA: 1.2.4; PLEAC: 1.2.3</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

To establish policy, guidelines and procedures to properly deal with motor vehicles and other containers taken into custody.

## **POLICY**

It shall be the policy of this Department that motor vehicles or other containers taken into custody are to be properly inventoried and the motor vehicle, container and any valuables found be properly secured in order to assure: **(PLEAC 1.2.4) (CALEA 1.2.3)**

- A.** The protection of the owner's property while it remains in police custody.
- B.** The protection of police personnel from potential danger.
- C.** The protection of employees of this Department against claims and disputes over lost or stolen property.

## **DEFINITION**

- A.** Custody shall include:
  - 1. Any motor vehicle that is left to the responsibility of Police to secure either at the scene or impounded.
  - 2. Any motor vehicle or container lawfully investigated to determine ownership.

## **PROCEDURE**

- A.** It shall be the responsibility of the investigating officer:

1. To inventory the contents of any motor vehicle or container that lawfully comes into our custody.
2. To properly tag all items including the motor vehicle or container for identification.
3. To secure that motor vehicle or container and any valuables found therein so they may be properly returned to the owner.
4. Submit a Supplementary Report upon completion of these tasks.

**RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.