



PATROL GUIDE

Section: Property - General		Procedure No: 218-13	
INVENTORY SEARCHES OF AUTOMOBILES AND OTHER PROPERTY			
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PURPOSE

To protect property, ensure against unwarranted claims of theft, and protect uniformed members of the service and others against dangerous instrumentalities.

PROCEDURE

Whenever any property comes into the custody of this Department an inventory search will be conducted as follows:

IF THE CONTENTS TO BE INVENTORIED ARE IN AN AUTOMOBILE

UNIFORMED MEMBER OF THE SERVICE

1. Search the interior of the vehicle thoroughly.
 - a. This search should include any area that may contain valuables including, but not limited to:
 - (1) Glove compartment
 - (2) Console
 - (3) Map pockets in or on doors and rear or side of seats
 - (4) Areas under the seats and in and around the seat stuffing and springs
 - (5) Under the floor mats
 - (6) Under and behind the dashboard
 - (7) Inside the ashtrays
 - (8) In the air vents where accessible
 - (9) Under the hood
 - (10) Trunk.
2. Force open trunk, glove compartment, etc. only if it can be done with minimal damage, unless:
 - a. Reasonably suspect that the item contains weapons, explosives, hazardous materials or contraband
 - b. The contents are in plain view
 - c. The contents can be inferred from the outward appearance of the container (e.g., gun cases, toolboxes [which may contain burglar's tools] etc.)
 - d. Consent of the owner to break open the locked item.
3. Remove all valuables from the vehicle and invoice on a separate **PROPERTY CLERK INVOICE (PD521-141)**.

ADDITIONAL DATA

OPERATIONAL CONSIDERATIONS

Any closed container may be opened and its contents inventoried. If any of the above items listed in step "1" are locked, the uniformed member of the service concerned should make every attempt to obtain the keys from the driver, owner, or passenger.

*Property of little value that is left inside the vehicle (e.g., old clothes, cassette tapes, and vehicle parts, etc.) should within reason, be listed in the uniformed member's **ACTIVITY LOG (PD112-145)** and cross referenced to the invoice number covering any valuables removed.*

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**ADDITIONAL
DATA
(continued)**

Property that is not inventoried from an automobile but is possessed or under the control of an arrested individual, may be inventoried and all items found therein may be invoiced as prisoner's property. If a locked container such as a brief case or safe is inventoried, it should not be forced open if to do so would cause more than minimal damage, unless the circumstances described in step "2", subdivisions "a", "b", "c", or "d" are present.

**FORMS AND
REPORTS**

**PROPERTY CLERK INVOICE (PD521-141)
ACTIVITY LOG (PD112-145)**