OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29 **September 9, 2008**

SUBJECT: 30-DAY HOLD VEHICLE IMPOUND CHECKLIST, FORM 15.23.05 AND RESPONSE STATEMENT REPORT, FORM 04.03.02 - ACTIVATED

PURPOSE: This Order activates the 30-Day Hold Vehicle Impound Checklist, Form 15.23.05 and the Response Statement Report, Form 04.03.02. Recently, it was noted that similar versions of two forms, the 30-Day Hold Vehicle Impound Checklist and the Response Statement Form used throughout the Department, are not official Department forms. For consistency and continuity, these forms are standardized and have been assigned formal Department form numbers.

PROCEDURE:

I. **30-DAY HOLD VEHICLE IMPOUND CHECKLIST, FORM 15.23.05 - ACTIVATED.** The 30-Day Hold Impound Checklist is activated.

A. **Use of Form.** This form shall be used as a checklist to ensure all the requirements for a 30-day hold have been met.

B. **Completion.** Completion of the form is self-explanatory.

C. **Distribution.**

1 - Original, shall be attached to the Vehicle Report, CHP 180 Form.

1 - TOTAL

II. **RESPONSE STATEMENT REPORT, FORM 04.03.02 - ACTIVATED.** The Response Statement Report is activated.

A. **Use of Form.** This form shall be used to document the amount of hours spent by officers investigating a Driving-Under-the-Influence traffic collision incident.

B. **Completion.** Completion of the form is self-explanatory.

C. Distribution.

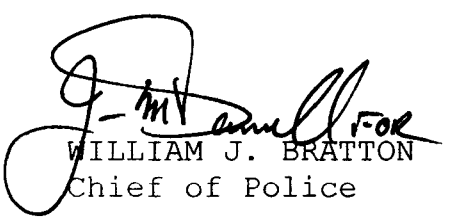
1 - Original, shall be attached to the Traffic Collision Report.

1 - TOTAL

FORM AVAILABILITY: The 30-Day Hold Vehicle Impound Checklist and the Response Statement Form will only be available in "LAPD Forms" on the Department's Local Area Network.

AMENDMENTS: This Order adds Department Manual Sections 5/04.03.02 and 05/15.23.05.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30



WILLIAM J. BRATTON
Chief of Police

Attachments

DISRTIBUTION "D"