

**CHAPTER 1**  
**CHP 180, VEHICLE REPORT**  
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## CHAPTER 1

### CHP 180, VEHICLE REPORT

#### 1. GENERAL.

a. The authority to remove, impound, and seize a vehicle is found primarily in the California Vehicle Code (CVC), California Constitution, and various case law decisions. For the purposes of this manual, only an officer of the California Highway Patrol (CHP) may direct a vehicle to be removed, impounded, or seized. A CHP 180, Vehicle Report, shall be completed for every vehicle which is stored or impounded. This includes each vehicle in a combination (i.e., truck tractor and trailer or vehicle pulling a trailer carrying a boat).

b. Vehicles carried as cargo (e.g., vehicle on a car carrier, vehicle on bed of slide bed tow truck) are considered property; however, the license number, vehicle identification number (VIN), and description shall be documented in the "Remarks" section of the CHP 180.

(1) A boat on a trailer would be considered cargo and the boat's hull identification number and/or California Fleet vessel number shall be documented in the Remarks section of the CHP 180.

c. The CHP 180 shall be written legibly to ensure distinct clarity through all copies of the form. When recording a VIN or engine number, care should be taken to distinguish between letters of the alphabet and numbers. Letters of the alphabet shall be legibly written in large script to avoid being mistaken for numerals. For example, the letter S shall be written as "S" (refer to Annex A).

d. A CHP 180 is not required for a vehicle when a tow truck, motor club, or any other emergency roadside service provider has been called at the request of the vehicle owner and the owner or agent retains control of the vehicle.

e. A CHP 180 shall be completed as thoroughly and accurately as possible.

(1) The officer shall sign the completed CHP 180 prior to releasing the vehicle to the tow operator and shall require the tow operator to sign the CHP 180.

(2) The officer shall provide the yellow copy of the signed CHP 180 to the tow operator.

(3) The original CHP 180 shall be retained at the Area office.

(a) A Communications Network message containing removal/impound authority, ownership information, and location of the removed/impounded vehicle, shall be completed and a copy shall be attached to all CHP 180s.

f. A CHP 180 may be amended to indicate a more appropriate removal/impound authority by the following procedure:

(1) The incorrect removal/impound authority shall be lined out and the correct removal/impound authority written in.

(2) A brief memorandum describing the reason for the amendment shall be prepared and a copy attached to the CHP 180 (refer to Annex B).

(3) If notification to the registered owner (RO) or legal owner (LO) is required, the Department shall notify the RO or LO in writing of the removal/impound authority amendment (refer to Annex C).

(4) The Department shall notify and submit in writing a letter to the tow company the amended removal/impound authority (refer to Annex D).

g. Section 22852 California Vehicle Code – Notice to Owner: Post-Storage Hearing. This section mandates the agency removing/impounding and storing a vehicle to notify the RO and LO on record the opportunity for a post-storage hearing to determine the validity of the storage.

(1) A Notice of Stored Vehicle (22852 CVC), the CHP 180 half-pages 2 and 3, shall be mailed or personally served to the RO and LO within 48 hours, excluding weekends and holidays.

(2) A post-storage hearing shall be conducted within 48 hours of the request and may be conducted in writing, person, or telephonically (refer to Chapter 4, Post-Storage Hearings, of this manual).

(3) A failure of the RO, LO, or their agent to attend a scheduled hearing satisfies the post-storage hearing requirement pursuant to Section 22852(d) CVC.

h. Section 22853 California Vehicle Code - Notice to Department of Justice. This section requires public agencies to immediately notify the Department of Justice, Stolen Vehicle System (DOJ-SVS) if vehicle owners cannot be identified or notified. This requirement is fulfilled by entry of the vehicle storage into the DOJ-SVS.

(1) If the vehicle is a California registered vehicle, written notice to DOJ is not required. This includes Notice of Stored Vehicle (22852 CVC), CHP 180, half-page, if it is returned unclaimed.

(a) If the Notice of Stored Vehicle (Section 22852 CVC) is returned unclaimed, attach it to the CHP 180 and retain it in the Area's CHP 180 file.

(2) If the vehicle is registered in a foreign jurisdiction, and the Notice of Stored Vehicle (Section 22852 CVC) is returned unclaimed or the vehicle is not returned to the owner within 120 hours, the storing agency shall send a written notice to the DOJ-SVS (P.O. Box 903387, Sacramento, CA 94203-3870). This may be accomplished by printing "Owner cannot be identified or notified" to the right of the CHP 180, half page, Notice of Stored Vehicle (22852 CVC), Notice to Department of Justice, and mail the front and back of the Notice of Stored Vehicle (22852 CVC) to DOJ-SVS.

(3) If the vehicle is removed from private property and stored, and ownership is unknown or cannot be ascertained and the vehicle is not returned to the owner within 120 hours, the storing agency shall send a written notice to the DOJ-SVS (P.O. Box 903387, Sacramento, CA 94203-3870). This may be accomplished by printing "Owner cannot be identified or notified" to the right of the CHP 180, half page, Notice of Stored Vehicle (22852 CVC) and mail it to the DOJ-SVS.

i. All completed CHP 180s shall be retained for the period of time specified on the Records Retention Schedule which can be found on the CHP Intranet. To locate the current Records Retention Schedule, open the Intranet Explorer browser from your computer desktop; select AC Staff, Administrative Services; and select Records Retention Schedule.

j. A CHP 180 which has been completed for a vehicle impounded as evidence pursuant to Section 22655.5 CVC shall be retained for two years unless court proceedings require the reports to be retained longer. In that event, the Area shall ensure that all court proceedings, criminal as well as civil, are adjudicated before removing a CHP 180 from the Area files.

## 2. VEHICLE APPRAISAL PROCEDURES.

### a. Departmental Appraisers.

(1) Section 22855(a) CVC authorizes the Commissioner to designate any officer employed by the Department to make vehicle appraisals.

b. Appraised Value.

(1) Section 22670 CVC requires the Department to estimate the value of all vehicles stored for lien sale purposes.

(2) In making an estimate regarding a vehicle's value, the storing officer should be guided by the following:

(a) The general condition and age of a vehicle.

(b) The absence of integral parts from a vehicle.

(3) Value categories. The following is a general criteria for estimating value:

(a) A vehicle appraised at \$500 or less: A vehicle which is missing one or more major drive train components or is in such deteriorated condition that it appears to be worth less than \$500.

(b) A vehicle appraised from \$501 and up to \$4,000: A vehicle, due to age or apparent depreciation, may be worth between \$501 and \$4,000. Officers should take into consideration the value of salvageable parts.

(c) A vehicle appraised at over \$4,001: A vehicle which has an apparent value over \$4,001.

(d) A vehicle with a written-in appraised amount \$\_\_\_\_\_: Officers should be able to corroborate the written-in appraised value (e.g., luxury/exotic vehicle, high value after market equipment, bodywork, paint, wheels, stereo).

(4) Officers shall only appraise those vehicles which have been removed/impounded or stored by members of the Department.

(5) If the officer does not enter an estimated value of a vehicle in the Valuation By box of the CHP 180 within three days, the tow operator, under penalty of perjury, is required to make such appraisal pursuant to Section 22670(b) CVC.

3. VEHICLE INVENTORIES.

a. An inventory shall be conducted after the vehicle is in lawful custody. Lawful custody occurs when a vehicle is removed, impounded, or stored by a member of the Department.

(1) Departmental employees shall inventory the contents of all vehicles removed, impounded, or stored even if nothing of value is found. Additionally, any employee who actively participates in the inventory of a vehicle shall be noted by name and identification number, in the Remarks section of the CHP 180.

(2) A vehicle inventory is intended to protect an owner's property and the Department against claims of lost, stolen, or vandalized property.

(3) If the driver or other occupants in the vehicle request possession of property from inside the vehicle (e.g., purse, clothing, backpack), the officer conducting the inventory may pat the item down for weapons for the officer's safety before handing it over.

(4) The inventory shall list all property contained in legally accessible areas of the vehicle's passenger compartment, glove compartment, console, trunk, and any other compartment or box which may contain property (e.g., utility compartment, tool compartment, or under the seat of motorcycles). All property located should be opened and inventoried in the Remarks section of the CHP 180.

(a) If the glove compartment, console, trunk, or box is locked and there is no key or mechanical/electrical mechanism to open the area, departmental employees **shall not** force the lock to inventory its contents. However, departmental employees shall note that particular area was locked with no means to open it in the Remarks section of the CHP 180.

(5) The inventory shall be conducted in compliance with case law and General Order (GO) 100.91, Search and Seizure Policy, to ensure admissibility of any evidence which may be located.

b. Any contraband or evidence which is discovered during the inventory shall be seized and placed in property/evidence in accordance with Highway Patrol Manual (HPM) 70.1, Evidence Manual, and GO 100.91.

(1) A description of the item seized, as well as its original location, shall be noted in the Remarks section of the CHP 180 and included in the CHP 202, Driving Under the Influence Arrest-Investigation Report, or CHP 216, Arrest-Investigation Report.

(2) Any items of evidence discovered during a vehicle inventory are admissible in a court of law. The admissibility has been affirmed by the

United States Supreme Court (*Colorado v. Bertine* [1978] 107 S.Ct. 738) and the California Court of Appeals, Fifth District (*People v. Steely* [1989], 258 Cal. Rptr. 699, [Cal.App. 5 dist. 1989]).

#### 4. VEHICLE RELEASE.

a. The release of a removed/impounded vehicle is contingent upon the statutory requirements established by the removal/impound authority.

(1) The specific removal/impound release provisions may be found in Chapter 2, Storage/Impound and Release Procedures, of this manual.

(2) The RO and LO of record, or their agent has the right to a post-storage hearing to determine the validity of the vehicle's storage.

(3) When a vehicle is released from storage/impound, copies of all pertinent documents shall be attached to the original CHP 180 and retained at the Area level, in accordance with HPM 11.1, Administrative Procedures Manual, Chapter 11, Records Management.

(a) These documents include, but are not limited to: current registration, ownership papers, Department of Motor Vehicle driver license printout, copy of the actual driver license, court documents, current proof of insurance, etc.

(4) When the RO, LO, or agent's authority is in question, a notarized, written certification should be requested from the RO or LO stating the person is their agent.

(5) When the RO, LO, or agent's identity is in question, a legally recognized photo identification should be requested.

(6) The departmental employee releasing the vehicle shall sign the Signature of Person Authorizing Release box of the CHP 180 and provide a copy of the signed CHP 180 to the RO, LO, or agent for presentation to the storing tow company.

#### b. Section 22850.3 California Vehicle Code - Vehicle Removal: Release to Owner.

(1) Section 22850.3 CVC **is not** a vehicle removal authority. This section provides another method to ensure that a vehicle which has been stored

pursuant to Section 22850 CVC has met registration requirements prior to its release.

NOTE: A vehicle that has been stored for Section 22651(o) CVC is not required to meet the release requirements of Section 22850.3 CVC.

(2) If a vehicle has been stored for other than Section 22651(o) CVC, the following procedures shall be followed if the vehicle is not currently registered.

(a) If the RO or person in control of the vehicle is present at the time of the storage:

- 1 Note the correct registration information, including the expiration date.
- 2 Issue a CHP 215, Notice to Appear, for the registration violation.
- 3 Officers may mark the Release Vehicle To: RO or Agent box on the CHP 180.
- 4 Officers should mark the Release Vehicle To: Agency Hold and 22850.3 CVC boxes on the CHP 180 and note in the top margin of the CHP 180 "Registration Violation - To be cleared through CHP only."

NOTE: In the event that both Agency Hold and 22850.3 CVC boxes are marked, an officer should obtain the approval of a supervisor when possible, or as the local Area's Standard Operating Procedures mandate. This requirement may be waived at the discretion of the Area commander.

(b) If the RO or person in control of the vehicle is not present at the time of the storage:

- 1 Mark the Release Vehicle To: Agency Hold and 22850.3 CVC boxes.
- 2 Note in the top margin of the CHP 180, Registration Violation - To be cleared through CHP only.
- 3 At the time of the vehicle's release, obtain proof of current registration. If all other conditions for the vehicle's release have also been satisfied, the vehicle shall be released.
- 4 Make a copy of the signed CHP 180 and provide it to the RO, LO, or agent for presentation to the storing tow company.

(3) At the time of the vehicle's release, the Area command may issue a

CHP 215, if the RO or agent is unable to obtain current registration because two days immediately following the impoundment fall on a weekend or holiday.

c. Release to a Repossessor.

(1) A reposessor includes any person that engages in the business or accepts employment to locate or recover collateral, including but not limited to collateral registered under provisions of the CVC which is subject to a security agreement (Section 7500.2 of the Business and Professions [B&P] Code).

(a) A repossession agency does not include the following (Section 7500.3 B&P):

- 1 Banks.
- 2 Licensed lending institutions.
- 3 Attorneys performing legal duties.
- 4 Legal owners of collateral which are subject to a security agreement.
- 5 Federal, state, or municipal officers or employees performing official duties.
- 6 A qualified certificate holder or registrant when performing services for, or on behalf of a repossession agency.

(2) When a vehicle is removed/impounded/stored by the Department, the employee who releases the vehicle shall ensure the reposessor presents a valid repossession agency license, pursuant to Section 7502 B&P, or is exempt from licensure pursuant to Section 7500.2 and 7500.3 B&P.

(a) To determine whether a person or agency holds a valid repossession agency license, their license status may be verified online at the Department of Consumer Affairs Web site at [www.dca.ca.gov](http://www.dca.ca.gov).

(b) A list of licensed repossession agencies may be obtained from the Department of Consumer Affairs, Bureau of Security and Investigative Services, 2420 Del Paso Road, Suite 270, Sacramento, CA 95834, or at

(916) 322-4000 or (800) 952-5210, or online at [www.bsis.ca.gov](http://www.bsis.ca.gov). Copies of the California Association of Licensed Repossessors may also be obtained online at [www.dca.ca.gov](http://www.dca.ca.gov).

(3) To release a vehicle to a reposessor, the reposessor shall pay all towing and storage fees and present a copy of the assignment, a valid repossession agency license, a government-issued photographic identification card (e.g., driver license), and any one of the following:

- (a) A certificate of repossession.
- (b) A security agreement.
- (c) The vehicle's title showing proof of legal ownership.

NOTE: Any of these documents may be originals, copies, facsimile copies, or transmitted electronically. The impounding agency shall not require any documents to be notarized.

(4) A repossessed vehicle is exempt from registration for the sole purpose of transporting the vehicle from the point of repossession to the storage facility of the reposessor, and from the storage facility to the LO or to a licensed motor vehicle auction, provided the reposessor transports the appropriate documents authorizing the repossession with the vehicle. The reposessor must make those documents available to law enforcement upon request (Section 4022 CVC).

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## ANNEX A

### CHP 180, VEHICLE REPORT, COMPLETION GUIDE

#### PAGE ONE

**REPORTING DEPARTMENT:** The identity of the reporting department; e.g., California Highway Patrol (CHP), Los Angeles Police Department, shall be entered by the officer or employee completing the report.

**LOCATION CODE:** Enter the reporting Department's National Crime Information Center (NCIC) identifier (e.g., an officer or employee of CHP South Sacramento Area completing the report shall enter "9252" [a four digit number]). When taking a stolen report as a courtesy for another department or CHP Area, use the NCIC identifier for the Area or Department with original jurisdiction (e.g., if the CHP South Sacramento Area is taking a stolen report for a theft that occurred in the CHP North Sacramento Area, the officer completing the report shall enter the CHP North Sacramento Area's NCIC identifier "9250" instead of CHP South Sacramento Area's identifier). This will facilitate the forwarding of a copy of the report to the Area or Department having jurisdiction where the theft occurred. Except as noted, the officer or employee completing the report shall make entries in the appropriate sections.

**DATE / TIME OF REPORT:** Enter the date and time the report was taken or made. Record the time using the 24-hour clock.

**NOTICE OF STORED VEHICLE DELIVERED PERSONALLY:** If the registered owner (RO) is present when the vehicle is stored, the officer or employee shall check this box and give a copy of the Notice of Stored Vehicle (22852 CVC) to the RO personally. The officer shall complete the agency address information in the location provided on the reverse side of the Notice of Stored Vehicle (22852 CVC).

**FILE NO.:** File numbers for stored/impounded vehicles will normally be entered by clerical personnel (e.g., an officer taking the stolen report shall enter the stolen vehicle case number [**S** number] assigned by the communications center).

**LOCATION TOWED / STOLEN FROM:** Enter the location from which the vehicle was towed or stolen. If the vehicle was towed or stolen from a street or highway, enter the name of the street or highway from where it was towed or stolen, as well as the nearest cross street or highway. If the vehicle was towed or stolen from private or public property, enter the street address or a brief description of the location.

**ODOMETER READING:** Enter the vehicle's odometer reading at the time of the vehicle's storage/impound. The entry should be to the nearest tenth of a mile.

**VIN CLEAR IN SVS? / LIC. CLEAR IN SVS?:** Check the appropriate response (Yes or No) after determining the status of the vehicle's license and/or Vehicle Identification Number (VIN).

**DATE / TIME DISPATCH NOTIFIED:** Enter the date and time that the appropriate communications center was advised of the vehicle's status (i.e., stored, impounded, stolen, recovered, etc.).

**LOG NO.:** Enter the number provided by the communications center which identifies the vehicle as stolen or recovered. The log number sequentially identifies a stolen or recovered vehicle (e.g., S12-075 would be the 75<sup>th</sup> vehicle stolen in 2012, and R12-002 would be the second vehicle recovered in 2012).

**YEAR:** Enter the vehicle's year of manufacture.

**MAKE:** Enter the vehicle manufacturer's name.

**MODEL:** Enter the vehicle's model type.

**BODY TYPE:** Enter the appropriate vehicle body type.

**COLOR:** Enter the color of the vehicle.

**LICENSE NO.:** The officer or employee completing the report shall exercise particular care in recording license plate numbers. For example, dashes or symbols shall be shown as they appear on the license plates. Check the appropriate box indicating whether the vehicle has one or two license plates.

**MONTH / YEAR:** Enter the month and year of expiration of the vehicle's license plate or registration tabs and verify registration status.

**STATE:** Enter the standard abbreviation for the state in which the vehicle is registered.

**VEHICLE IDENTIFICATION NO.:** Enter the VIN in the spaces provided. **The VIN shall be taken from the VIN plate whenever possible**, rather than from the registration documents. Particular care shall be exercised in recording the VIN, since complete and accurate VIN numbers are absolutely essential to determine correct identification and registration information. Letters of the alphabet shall be legibly written in large block letters to avoid being mistaken for numerals (e.g., the letter S shall be written as a capital "S").

**ENGINE NO.:** If possible, enter the vehicle's engine number. If the officer or employee is taking a stolen report, they shall ascertain if the vehicle is equipped with its original engine, and shall enter that information in the appropriate space in the Stolen/Embezzled Narrative on the reverse side of page one.

**VALUATION BY:** Check the appropriate valuation box on vehicle storages and impounds.

**REGISTERED OWNER / LEGAL OWNER:** Obtain the names and addresses of the RO and LO by requesting a registration check from the appropriate communications center. This will provide the most up-to-date RO and LO information available. The reporting officer or employee shall not rely on registration cards found in the vehicle. The information obtained shall be printed legibly, since it appears on the Notice of Stored Vehicle and will serve as the address information label when the notice is mailed. If the LO is the same as the RO the "Same as RO" box may be checked.

**STORED - IMPOUNDED - RELEASED - RECOVERED VEHICLE / COMPONENT:** Identify the type of vehicle report being made by checking the appropriate boxes (i.e., stored, impounded, etc.). If the report is a stolen or a stolen recovery report, particular care shall be exercised to designate whether it is an entire vehicle or a vehicle component that was stolen or is being recovered. This can be accomplished by circling either vehicle or component.

**TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE):** Enter the name, address, and phone number of the tow company that is storing the vehicle.

**STORAGE AUTHORITY / REASON:** Enter the appropriate storage authority (California Vehicle Code Section) and the reason for the storage. The reason shall be entered in lay terms so that the Notice of Stored Vehicle (22852 CVC) can be easily understood by the party receiving it (i.e., 22651(h) CVC - Driver Arrested, or 22655.5 CVC - Impounded for Investigation).

**TOWED TO / STORED AT:** If the vehicle will be stored at a location other than the tow company's address listed in Towing/Storage Concern, enter the address of the other storage facility's location in this box. Enter "Same" if it is being stored at the same address as listed in Towing/Storage Concern.

**AIRBAG?:** Indicate whether an airbag is installed in the vehicle. The number of airbags shall also be indicated by checking the appropriate box. If an airbag is missing from a recovered stolen vehicle, indicate in the Narrative on the reverse side of page 1 which airbag is gone. CAUTION: DO NOT ATTEMPT TO INSPECT AIRBAGS THEY MIGHT DEPLOY CAUSING INJURY.

**DRIVEABLE?:** Indicate whether or not the vehicle is driveable by checking the appropriate box. If the officer is unable to determine whether the vehicle is driveable or not, the Unknown box shall be checked.

**VIN SWITCHED?:** Visually inspect the VIN to ascertain if it appears to have been altered, if it has been removed, or if it compares with the registration information or registration documents. After making the appropriate determination, the officer or employee shall check Yes or No.

**CONDITION:** Visually inspect the vehicle to determine whether or not it has been wrecked, burned, vandalized, or stripped. After making the appropriate determinations, the officer or employee shall check the appropriate answers to the questions asked in this portion of the report. Specific damage shall be shown in the Vehicle Damage Diagram and noted in the Remarks section of the CHP 180. If the vehicle is a stolen recovery, the officer or employee completing the report shall enter the required information in the Stolen/Embezzled Narrative. The officer or employee completing the report shall visually inspect the vehicle equipment specified in this section of the CHP 180, and enter the appropriate response concerning the equipment, accessories, cargo, load, etc.

The BURNED HULK per 431(c) CVC box should be checked YES if the vehicle is completely burned to the extent that it is nonrepairable and has little or no resale value other than its worth as scrap metal or as a source for a VIN which could be used illegally.

The SURGICAL STRIP per 431(b) CVC box should be checked YES if the vehicle is a nonrepairable and completely stripped (surgical strip) vehicle recovered from theft (i.e., missing all of the bolt-on sheet metal body panels, all of the doors and hatches, substantially all of the grill and light assemblies, or that the owner designates has little or no resale value other than its worth as a source of scrap metal).

**RELEASE VEHICLE TO:** Check the appropriate box or write in the proper instructions concerning release of the vehicle. The 22850.3 CVC box is to ensure the vehicle registration requirements are met prior to the vehicle's release.

**GARAGE PRINCIPAL OR AGENT STORING VEHICLE (SIGNATURE):** The officer or employee completing the report shall have the tow operator sign the CHP 180.

**DATE / TIME:** The officer or employee completing the report should have the tow operator enter the date and time of their signature.

**NAME OF PERSON / AGENCY AUTHORIZING RELEASE:** The name of the person and agency authorizing the release shall be printed in this box. If there is an agency hold on the vehicle, only an officer employed by that agency can authorize the release. If an agency other than the storing agency places a hold on the vehicle, the vehicle's release may be authorized by telephone. If there is no agency hold on the vehicle, the storage facility owner or their agent's name should be entered.

**I.D. NO.:** The identification (I.D.) number of the person authorizing the release.

**DATE:** The date that the authorization for release was given.

**CERTIFICATION:** The person/agency releasing the vehicle shall have the party taking possession of the vehicle read this statement.

**SIGNATURE OF PERSON AUTHORIZING RELEASE:** The party authorizing the vehicle's release should sign the CHP 180 in this box. If there is an agency hold on the vehicle, only an officer employed by that agency can sign the authorization for release.

**SIGNATURE OF PERSON TAKING POSSESSION:** The party taking possession of the released vehicle.

**STOLEN VEHICLE / COMPONENT - EMBEZZLED VEHICLE - PLATE(S) REPORT:** The officer or employee completing the report shall check the appropriate box.

**DATE / TIME OF OCCURRENCE:** The date and time the vehicle or vehicle component was stolen, embezzled, or the license plate was lost or stolen.

**DATE / TIME REPORTED:** The date and time the report was taken.

**NAME OF REPORTING PARTY (R/P):** The name of the reporting party shall be legibly printed.

**DRIVER LICENSE NO. / STATE:** The driver's license number and the issuing state of the party reporting the stolen vehicle/component, embezzled vehicle, or plate(s) report.

**LAST DRIVER OF VEHICLE:** The name of the last driver shall be entered.

**DATE / TIME:** The date and time the vehicle was last driven shall be entered.

**ADDRESS OF R/P:** The reporting party's address shall be listed.

**TELEPHONE OF R/P:** The reporting party's telephone number shall be entered.

**CERTIFICATION:** The officer taking the report shall have the person making the report read this statement.

**SIGNATURE OF PERSON MAKING REPORT:** The officer completing the stolen vehicle/component, embezzled vehicle or plate(s) report shall have the reporting party sign the report.

**REMARKS SECTION:** The officer or employee shall utilize this section to record the property inventory, vehicle damage, the arrestee's name, the name and ID number of any employee who actively participates in the inventory of the vehicle or any other pertinent information.

**DRIVER'S NAME:** Enter the name of the driver.

**ARRESTED / SECTION?:** Indicate whether the driver was arrested or not and the officer shall write in the section number for which the driver was arrested.

**REPORTED BY:** Enter the name of the complaining party when the storage results from a citizen's complaint, if the complaining party's name is known. This information box is so located that the information does not appear on the Notice of Stored Vehicle (22852 CVC).

**CARGO / TYPE?:** Indicate whether there was cargo present by checking the appropriate box. The officer shall also state the type of cargo present (e.g., electronic equipment, televisions, bulk hay, or dry goods).

**VALUE \$:** Provide an estimated value of the cargo. The officer shall also indicate whether a BILL OF LADING is attached to the report. If possible, the estimated value should come from the bill of lading or from the shipper. The driver's estimate should be used as a last resort. Do not attach the original bill of lading to the report. Copies should be made and the original returned to the driver. If serial numbers were assigned to stolen cargo and they are not listed on the bill of lading, attempt to obtain those numbers from the shipper and list them in the Narrative on the reverse side of page 1 of the CHP 180. The serial numbers shall be entered into the Stolen Property System.

**VEHICLE DAMAGE DIAGRAM:** The officer or employee completing the report shall shade or mark the vehicle diagrams in the appropriate locations to indicate damage. While there is no set method of showing damage, the officer or employee should establish a consistent method of marking to facilitate interpretation of the markings which depict specific damage.

**VEHICLE DAMAGE DIAGRAM (continued):** In addition to the damage indicated in the Vehicle Damage Diagram, the damage should be noted in the REMARKS section and the vehicle's CONDITION section of the CHP 180.

**SIGNATURE OF OFFICER TAKING REPORT:** The officer or employee completing the report shall sign the CHP 180.

**I.D. NO.:** The I.D. number of the officer or employee completing the report shall be entered.

**SUPERVISOR:** The completed report **shall** be reviewed by a supervisor for legibility, accuracy, and completeness. When the supervisor is satisfied the report is legible, accurate, and complete; they shall indicate approval by writing in their initials.

**REQUIRED NOTICES SENT TO REGISTERED AND LEGAL OWNERS PER SECTION 22852 CVC:**  
A member of the office clerical staff shall check the appropriate box indicating whether or not the required notices have been sent to the LO or RO.

**DATE NOTIFIED:** A member of the office clerical staff shall enter the date the required notices, pursuant to Section 22852 CVC, were sent.

**REVERSE SIDE OF PAGE ONE (STOLEN / EMBEZZLED NARRATIVE)**

1. **AREA:** Indicate the area where the vehicle was located.
2. **TAKEN FROM:** Indicate the area the vehicle was taken from.
3. **REGISTRATION IN VEHICLE?:** Indicate whether the registration was in the vehicle.
4. **WAS NEIGHBORHOOD CHECKED FOR VEHICLE, WITNESSES, CLUES, OTHER CRIMES?:**  
Indicate whether or not a neighborhood check was completed.
5. **PAYMENTS CURRENT?:** Indicate whether or not the vehicle payments were current.
6. **DOORS LOCKED?:** Indicate whether or not the vehicle doors were locked.
7. **KEYS IN VEHICLE?:** Indicate whether or not the keys were in the vehicle.
8. **ALL KEYS ACCOUNTED FOR?:** Indicate whether all keys for the vehicle were accounted for.
9. **WHEN WAS THE VEHICLE LAST SERVICED?:** Enter the approximate date the vehicle was last serviced.
10. **WHERE?:** Enter the location the vehicle was last serviced.

11. **IS THIS THE USUAL MECHANIC?:** Indicate whether or not the usual mechanic performed the service on the vehicle.
12. **RECENTLY LEFT IN PARKING GARAGE OR PARKING VALET SERVICE?:** Indicate whether or not the vehicle was recently left in a parking garage or parking valet service.
13. **IF YES, WHERE?:** Enter the location of the parking garage or valet service last used.
14. **VEHICLE EQUIPPED WITH ORIGINAL ENGINE?:** Indicate whether or not the vehicle was equipped with the original engine.
15. **ORIGINAL TRANSMISSION?:** Indicate whether or not the vehicle was equipped with the original transmission.
16. **ORIGINAL PAINT?:** Indicate whether or not the vehicle had the original paint.
17. **IF ANSWER TO 14, 15, OR 16 IS NO, PROVIDE ADDITIONAL INFORMATION, SERIAL NO., ORIGINAL COLOR, ETC.:** The officer or employee completing the report shall provide pertinent information regarding the engine, transmission, or color of the vehicle.
18. **HAS VEHICLE BEEN PREVIOUSLY INVOLVED IN AN ACCIDENT?:** Indicate whether or not the vehicle was involved in an accident.
19. **IF YES, HAS DAMAGE BEEN FIXED?:** Indicate whether or not the collision damage was repaired.
20. **PARTS DAMAGED:** Name the damaged vehicle parts.
21. **FACTORY EQUIPPED RADIO?:** Indicate whether or not the vehicle had a factory equipped radio.
22. **IF NO, MAKE AND SERIAL NO.:** Enter the make and serial number of the non-factory installed radio.
23. **DOES VEHICLE HAVE LOCKING GAS CAP?:** Indicate whether or not the vehicle had a locking gas cap.
24. **IS VEHICLE FULLY INSURED?:** Indicate whether or not the vehicle was fully insured.
25. **NAME / ADDRESS OF INSURANCE COMPANY:** Enter the name and address of the insurance company in the space provided.
26. **NAME / ADDRESS OF NEAREST RELATIVE NOT LIVING WITH R/P:** Enter the name and address of the nearest relative not living with the reporting party (R/P).
27. **IDENTIFYING MARKS, BUMPER STICKERS, ADD ON EQUIPMENT, ETC.:** List any identifying marks on the vehicle, or add-on equipment.

- 28. SUSPECT NAME, DRIVER LICENSE NO. / STATE, ADDRESS, HEIGHT, WEIGHT, EYES, HAIR, MISC.:** Enter the suspect's name, if known, in the space provided. The driver license number and state, address, and a description of the suspect shall also be entered in the appropriate spaces.
- 29. NAME, DATE AND CASE NUMBER OF REPORTING AGENCY:** Enter the name, date, and case number of the reporting agency.
- 30. AREA RECOVERED:** Indicate whether the area the vehicle was recovered from was rural or urban.
- 31. DESCRIPTION OF RECOVERY AREA:** Enter a description of the recovery area (e.g., vehicle was located in open field).
- 32. RECOVERY:** Identify whether the recovery of the vehicle was complete or partial/vehicle components missing (e.g., missing transmission, airbags).
- 33. ANY EVIDENCE LOCATED:** Indicate whether or not evidence was located.
- 34. WITNESSES, CLUES AND OTHER CRIMES:** Enter any information regarding witnesses, clues, and other crimes.
- 35. HAVE MISSING, IDENTIFIABLE PARTS BEEN ENTERED IN SVS?:** Indicate whether or not the missing vehicle parts were entered into the Stolen Vehicle System (SVS).
- 36. DESCRIPTION:** Enter a brief description of the recovered vehicle component(s). If additional space is required to list recovered components, utilize the NARRATIVE section.
- 37. SERIAL NO.:** Enter the serial number of the recovered vehicle component(s). If additional space is required to list the serial numbers of recovered components, utilize the NARRATIVE section.
- NARRATIVE:** The officer or employee shall use the NARRATIVE to record any additional information not covered in the numbered sections, including evidence located during the investigation.

**NOTICE OF STORED VEHICLE (22852 CVC), FRONT SIDE, PAGES TWO AND THREE**

Pages two and three of the CHP 180 are two copies of the Notice of Stored Vehicle (22852 CVC), and are duplicates of the top portion of page one. One copy of the Notice of Stored Vehicle (22852 CVC) is to be mailed to the RO, the other to the LO.

The RO and LO information shall be verified by the appropriate member of the clerical staff.

The Notice of Stored Vehicle (22852 CVC) may be discarded if the CHP 180 is a stolen or embezzled report.

**NOTICE OF STORED VEHICLE (22852 CVC), FRONT SIDE, PAGES TWO AND THREE (continued)**

If the CHP 180 is a stolen or embezzled recovery report and there is no LO of record, the R/P's name and address may be entered in the space for the LO. The Noticed of Stored Vehicle (22852) may be utilized to make the required notice of recovery to the R/P.

**NOTICE OF STORED VEHICLE (22852 CVC), REVERSE SIDES OF PAGES TWO AND THREE**

- A. ATTENTION VEHICLE OWNER:** This information provides notice to the RO or LO the right to a post storage hearing to determine the validity of the impound.
- B. CERTIFICATION:** A member of the office clerical staff shall write in their name/title, Area location, and date of mailing when the Notice of Stored Vehicle (22852 CVC) is mailed.
- C. NOTICE TO DEPARTMENT OF JUSTICE:** This notice is required pursuant to Section 22853 CVC and shall be completed in the following circumstances:
- Section 22853(a) California Vehicle Code - When a California registered vehicle is removed from a highway or from public property for storage and the officer/agency is unable to ascertain the name of the owner or for any other reason is unable to provide notice to the owner, as required by Section 22852 CVC, the Department of Justice, Stolen Vehicle System (DOJ-SVS) shall be notified. The DOJ-SVS notification requirement is fulfilled when a stored vehicle is entered into the DOJ-SVS as a stored or impounded vehicle. **This form should not be sent to the DOJ.**
  - Section 22853(b) California Vehicle Code - When a vehicle is not registered in California and is removed from a highway or from public property for storage and the officer/agency is unable to ascertain the name of the owner or for any other reason is unable to provide notice to the owner, as required by Section 22852 CVC, the DOJ-SVS shall be notified. **If the vehicle is not returned to the owner within 120 hours, the Notice of Stored Vehicle (22852 CVC) shall immediately be forwarded to DOJ.**
  - Section 22853(c) California Vehicle Code - When a vehicle is removed from private property for storage and the officer/agency is unable to ascertain the name of the owner or for any other reason is unable to provide notice to the owner, as required by Section 22852 CVC, and the vehicle is not returned to the owner within 120 hours, the **Notice of Stored Vehicle (22852 CVC) shall be immediately forwarded to DOJ.** Entry of the vehicle into the SVS is not required.

**PAGE FOUR – YELLOW SHEET**

Page four (yellow sheet) is a copy of the CHP 180.

This copy shall be provided to the tow company after the tow operator has signed page one of the CHP 180.

If the CHP 180 is a record of a Stolen Vehicle / Component, Embezzled Vehicle, or Plate(s) Report, page four may be provided to the R/P.

## ANNEX B

### AMENDING A CHP 180, VEHICLE REPORT - SAMPLE MEMORANDUM

State of California

Business, Transportation and Housing Agency

#### Memorandum

Date: [Date]

To: South Sacramento Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
South Sacramento Area

File No.: 252.012345.180memo

Subject: AMENDMENT TO CHP 180, VEHICLE REPORT

On       Date      , a CHP 180 was completed for the impoundment of a Vehicle  
Description,       License or VIN      , State for Section incorrect section  
of the California Vehicle Code (CVC).

In accordance to Highway Patrol Manual 81.2, Vehicle Procedures Manual, Chapter 1,  
CHP 180, Vehicle Report, incorrect CVC section has been lined out on the original  
CHP 180 and replaced with Section correct CVC section.

NAME, Rank  
Position

*Safety, Service, and Security*  
CHP 51 (Rev. 03-11) OPI 076



*An Internationally Accredited Agency*

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**ANNEX C**

**AMENDING A CHP 180, VEHICLE REPORT – SAMPLE REGISTERED OWNER/  
LEGAL OWNER LETTER**

State of California—Business, Transportation and Housing Agency

EDMUND G. BROWN Jr., Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

P. O. Box 942898  
Sacramento, CA 94298-0001  
(916) 843-3340  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)



[Date]

File No.: 252.012345.180ltr

Mr./Mrs./Ms. Registered Owner / Legal Owner  
Street Address  
City, CA Zip Code

Dear Registered Owner / Legal Owner's Name :

On     Date     , your     Vehicle Description     ,     License or VIN      
was impounded/stored under Section     incorrect CVC section     of the California Vehicle Code  
(CVC). The impound/storage authority has been amended to Section     correct CVC section      
CVC.

Should you have any questions, please feel free to contact the South Sacramento Area office at  
(916) 555-8822.

Sincerely,

A.B. SEVANTE, Captain  
Commander

*Safety, Service, and Security*



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**ANNEX D**

**AMENDING A CHP 180, VEHICLE REPORT - SAMPLE TOW COMPANY LETTER**

State of California—Business, Transportation and Housing Agency

EDMUND G. BROWN Jr., Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

P. O. Box 942898  
Sacramento, CA 94298-0001  
(916) 843-3340  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)



[Date]

File No.: 252.012345.180towltr

Tow Company  
Street Address  
City, CA Zip Code

Dear Tow Company Representative :

On        Date        , a        Vehicle Description        ,        License or VIN         
was towed by your company at the direction of the California Highway Patrol under  
Section incorrect section of the California Vehicle Code (CVC). The impound/storage  
authority has been amended to Section correct section CVC.

Should you have any questions, please feel free to contact the South Sacramento Area office at  
(916) 555-8822.

Sincerely,

A.B. SEVANTE, Captain  
Commander

*Safety, Service, and Security*



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