



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: VEHICLE IMPOUND FEES</b>		<b>NO: J-2700</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> March 8, 2005	<b>REVIEWED:</b> 06/22/2018	<b>REVISED:</b> 00/00/00	<b>UPDATED:</b> 02/27/2008
<b>REFERENCE: CVC 22850.5, CVC 22852, CVC 14602.6, Kern County Ordinance 4.32.040</b>			

**POLICY**

The Sheriff is authorized by state law and county ordinance to charge a fee equal to his/her administrative costs for the recovery, storage, impound, and release of vehicles seized pursuant to the provisions of section(s) 22850.5 and 22852 of the California Vehicle Code. It is the policy of the Kern County Sheriff's Office to charge administrative fees for the release of certain impounded vehicles. This policy applies to all vehicles impounded under county jurisdiction. Fees charged for vehicles impounded within contract cities shall be charged according to established city ordinances.

**DIRECTIVE A: Impound Release Fees**

The fees for the release of impounded vehicles are set by County Ordinance and may not be changed or increased without the approval of the Kern County Board of Supervisors. The fees shall be charged as follows:

- The fee for release of an impounded vehicle without a post-storage hearing is \$100.00.
- The fee for release of an impounded vehicle after a post-storage hearing is requested verbally is \$100.00.
- The fee for release of an impounded vehicle after a post-storage hearing is requested in writing is \$165.00.
- If any person requests a post-storage hearing in writing but fails to attend the hearing, the requirement for a post-storage hearing has been met and the \$165.00 fee shall be charged. (CVC22852(d))

All fees will be collected prior to the release of the vehicle. If the registered/legal owner(s), or their agent, are unable to pay the fees, the vehicle will not be released.

All fees collected shall be in the form of cash in US currency, personal check, or cashier's check. Money orders and third-party checks will not be accepted. Checks must be made payable to the "Kern County Sheriff."

**Exceptions to the Fees**

No fee will be charged under this policy to any person who presents verifiable proof, or it can be independently proven, that the vehicle was reported stolen at the time that it was impounded. (CVC22850.5(a))

No fee will be charged to the legal owner/lien holder(s) of any impounded vehicle, or their agent, unless they request a post-storage hearing in writing. (CVC22850.5(4)). If this occurs, the fee for release of the vehicle shall be \$165.00.

- The California Vehicle Code defines “legal owner” as “a motor vehicle dealer, bank, credit union, Acceptance Corporation, or other licensed financial institution legally operated in this state or is another person, not the registered owner, holding a security interest in the vehicle.” (CVC14602.6(f)(1))

**DIRECTIVE B: Mailings or Personal Service of Required Notices** (CVC22852 et seq.)

Anytime a vehicle is impounded pursuant to Section 14602.6 of the California Vehicle Code, the Sheriff’s Support Technician or Specialist designated will, within 2 working days:

- Mail or cause to be mailed, in accordance with Directive 3-10 of the Kern County Sheriff’s Office Report Writing Manual and Section 22852 of the California Vehicle Code, the appropriate “Vehicle Recovery/Storage Report” forms (Sheriff Form 508) to the registered owner(s) (green copy) and legal owner(s) (yellow copy), and shall;
- Include a “Notice of Fees/Stored Vehicle Fees” (Figure J-2700-1) in the “Vehicle Recovery/Storage Report” mailing to both the registered and legal owner(s).
  - The NOTICE OF FEES form is available on SheriffNet.
- If any of the required notices are personally served on the registered or legal owner(s) of the vehicle, the deputy, or other person, personally serving the notice shall also deliver to the person a copy of the “Notice of Fees/Stored Vehicle Fees” referenced above.

**DIRECTIVE C: Release of Impounded Vehicles without a Post-Storage Hearing**

Vehicles impounded pursuant to CVC 14602.6 may be released without a hearing after the mandatory impound period of 30 days has expired. If the registered owner(s) wishes to redeem their impounded vehicle after the 30 days, the Sheriff’s Support Technician assigned shall:

- Collect a fee of \$100.00 from the registered owner(s) or the person that the vehicle is being released to;
- Prepare a receipt and process the fee payment in accordance with the established policy and procedure for their station;
- Take the necessary steps to lawfully release the vehicle;
- Attach a copy of the completed receipt to the original “Vehicle Recovery/Storage Report” form.

**DIRECTIVE D: Post-Storage Hearings**

The owner(s) or owner’s agent(s) of an impounded vehicle may request a post-storage hearing within 10 (ten) days of receiving the “Vehicle Recovery/Storage Report” form. They may

J-2700-2

<b>EFFECTIVE:</b> March 8, 2005	<b>REVIEWED:</b> 06/22/2018	<b>REVISED:</b> 00/00/00	<b>UPDATED:</b> 02/27/2008
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request a hearing verbally, in writing, in person, or by phone. Once a request for a post-storage hearing is made, it must be conducted within 2 working days of receipt of request, excluding weekends and holidays.

Upon receipt of a request for a post-storage hearing, the Sheriff's personnel receiving the request shall:

- Notify the officer responsible for scheduling and conducting post-storage hearings of the request.
- Prepare or cause to be prepared a "Post-Storage Hearing Report". (Refer to Figure J-2700-2.
  - The Post Storage Hearing Report form is available on SheriffNet.
- Provide the hearing officer with a copy of the Vehicle Recovery/Storage Report, any related reports or documents, and the "Post-Storage Hearing" form to review.
- The officer assigned to schedule and conduct post-storage hearings shall contact the person requesting the hearing and shall conduct the hearing as soon as practical within the time mandated by the California Vehicle Code.
  - The post-storage hearing officer shall not be the officer who impounded the vehicle or who ordered that the vehicle be impounded. (CVC22852(c))

The officer who conducts the post-storage hearing shall, after interviewing the person requesting the hearing, make one of three findings:

- "Impoundment of vehicle determined to be valid and vehicle ordered held for 30 (thirty) days."
- "Impoundment of the vehicle determined to be valid but vehicle may be released prior to the expiration of the 30 (thirty) day hold."
- "Impoundment determined to be not valid and vehicle is to be immediately released."

The officer making the findings shall then:

- Mark the appropriate box on the "Post-Storage Hearing" form and write in the section marked "Additional Comments" the reasons for the findings;
- Calculate and enter the scheduled release date in the box provided;
- Sign and date the "Post-Storage Hearing" form and return it to the office services person assigned for further processing.

J-2700-3

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**DIRECTIVE E: Collecting Fees and Releasing Impounded Vehicles**

Upon receiving the “Post-Storage Hearing” form back from the officer conducting the hearing, the office personnel assigned shall review the findings and take the appropriate action as noted:

**1. If the box marked:**

“Impoundment of vehicle is determined to be valid, vehicle ordered held for 30 days” is checked by the hearing officer, the Sheriff’s Support Technician assigned will:

- Not release the vehicle;
- Check mark the appropriate amount in the “amount of fees due” box on the form;
- Provide a copy of the completed form to the registered owner(s) or their agent;
- Attach the original “Post-Storage Hearing” form to the “Vehicle Recovery/Storage Report” and file it appropriately.

If the registered owner(s) returns in 30 days to redeem their vehicle, the technician handling the case will check the “Post-Storage Hearing” form and confirm the amount of fees due. They will then:

- Collect the appropriate fee from the person claiming the vehicle;
  - \$100.00 if the hearing was requested verbally
  - \$165.00 if the hearing was requested in writing
- Prepare a receipt and process the fee payment in accordance with the established policy and procedure for their station;
- Take the necessary steps to lawfully release the vehicle;
- Attach a copy of the completed receipt to the original “Vehicle Recovery/Storage Report form;
- Re-file the “Post-Storage Hearing” form and “Vehicle Recovery/Storage Report”
- Deposit the fees into the appropriate departmental accounts consistent with commonly accepted station practice and/or Sheriff’s Office policy and procedure.

**2. If the box marked:**

“Impoundment of vehicle was determined to be valid but may be released prior to the expiration of the 30 (thirty) day hold” is checked hearing officer, the Sheriff’s Support Technician assigned will:

- Check mark the appropriate amount in the “amount of fees due” box on the form;
- Collect the fee from the person claiming the vehicle;
  - \$100.00 if the hearing was requested verbally
  - \$165.00 if the hearing was requested in writing
- Prepare a receipt and process the fee payment in accordance with the established policy and procedure for their station;
- Take the necessary steps to lawfully release the vehicle;

J-2700-4

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- Attach a copy of the completed receipt to the original “Vehicle Recovery/Storage Report form;
- Re-file the “Post-Storage Hearing” form and “Vehicle Recovery/Storage Report”
- Deposit the fees into the appropriate departmental accounts consistent with commonly accepted station practice and/or Sheriff’s Office policy and procedure.

**3. If the box marked:**


“Impoundment of vehicle determined to be not valid and the vehicle is ordered released” is checked by the hearing officer, the Sheriff’s Support Technician assigned will:

- Confirm that the “Fee Waived” box is marked;
- Take the appropriate steps to lawfully release the vehicle;
- Re-file the “Post-Storage Hearing” form and “Vehicle Recovery/Storage Report” appropriately.

J-2700-5

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Figure J-2700-1, NOTICE OF FEES

Kern County  
SHERIFF

**NOTICE OF FEES**

**STORED VEHICLE FEES**

**ATTENTION VEHICLE OWNER:**

Pursuant to Kern County Ordinance 4.32.040 and section 22850.5 of the California Vehicle Code, the Kern County Sheriff's Department may charge a fee equal to its administrative costs relating to the removal, impound, storage, and/or release of vehicles impounded by this department. Any administrative fees due, must be paid to the Sheriff **before** your vehicle can be released. Payment may be made by personal check, cashier's check or cash in US currency. Make all checks payable to the "Kern County Sheriff." An additional \$14.00 fee will be charged for all returned checks. **Money orders and third party checks will not be accepted.**

- **Release without administrative hearing: \$100.00**
- **Release after an administrative hearing: \$165.00**

You may request an administrative hearing to determine the validity of the impoundment of your vehicle. If it is determined that your vehicle was towed in error, the Sheriff's Department will waive any fees due and release your vehicle to you or your agent.

- If you have **VERIFIABLE** proof that your vehicle was reported stolen **at the time that it was seized**, you will not be charged an administrative fee to recover your vehicle. (CVC22850.5(a))
- Legal owners/lien holders will not be charged an administrative fee for the recovery of vehicles unless the lien holder or their agent requests a post-storage hearing. (CVC22850.5(4))

If you have any questions in regards to the fees listed above and/or wish to request a post storage hearing, you may call the station responsible for storing your vehicle listed on the reverse side of **GREEN** or **YELLOW** form you received with this notice; or, you may complete the information below and return it by mail or in person to the Kern County Sheriff's Station responsible for storing your vehicle.

**Please include a phone number where you may be reached if you return this form by mail.**

Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

My name is \_\_\_\_\_ I am the registered/legal owner of the vehicle seized in this case. I request a post-storage hearing to determine the validity of the impoundment of my vehicle.

Signed: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_

J-2700-6

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Figure J-2700-2, Post Storage Hearing Report

<h2 style="margin: 0;">Kern County Sheriff's Department</h2> <h3 style="margin: 0;">Post Storage Hearing Report</h3>					
CASE NUMBER	HEARING DATE	HEARING OFFICER (Please Print)		POST-STORAGE HEARING REQUESTED: <input type="checkbox"/> VERBALLY <input type="checkbox"/> IN WRITING	
FULL NAME OF CLAIMANT			DRIVER'S LICENSE OR I.D. NUMBER		<input type="checkbox"/> REGISTERED OWNER <input type="checkbox"/> LEGAL OWNER
VEHICLE LICENSE NUMBER	STATE	YEAR	MAKE	MODEL	
<b>FINDINGS:</b>					
<input type="checkbox"/> Impoundment of vehicle determined to be valid and vehicle ordered held for 30 (thirty) days.					
<input type="checkbox"/> Impoundment of vehicle determined to be valid but vehicle may be released prior to expiration of the 30 (thirty) day hold.					
<input type="checkbox"/> Impoundment determined to be not valid and vehicle is to be immediately released.					
HEARING OFFICER REMARKS:					
SIGNATURE OF HEARING OFFICER			DEPARTMENT ID		TODAY'S DATE
AUTHORIZED RELEASE DATE:			TOTAL FEES DUE: <input type="checkbox"/> \$100.00 <input type="checkbox"/> \$165.00 <input type="checkbox"/> WAIVED		

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*Kern County*

# SHERIFF

## NOTICE OF FEES

### STORED VEHICLE FEES

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**Please include a phone number where you may be reached if you return this form by mail.**

Case Number: \_\_\_\_\_

Date: \_\_\_\_\_

My name is \_\_\_\_\_ I am the registered/legal owner of the vehicle seized in this case. I request a post-storage hearing to determine the validity of the impoundment of my vehicle.

Signed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_





*Kern County*

# **SHERIFF**

## **Interoffice Memorandum**

**To:** Rangemaster  
**From:** Kern County Sheriff's Personnel Division  
**Re:** Qualification Completion Form

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**This packet will include a copy of Kern County Sheriff's Office DPPM J 2800, Qualification Completion Form, and Attachment A. To be completed by any certified law enforcement agency firearms instructor:**

This form is to certify that the below listed retiree from the Kern County Sheriff's Office has completed the required qualification course listed below pursuant to **Title 18 of the USCS § 926 C.**

**Retiree Name:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_

**Date of Retirement:** \_\_\_\_\_ **Date of Qualification:** \_\_\_\_\_

**Make/Model/Serial Number of Weapon:** \_\_\_\_\_

To successfully pass the course of fire, the retiree must shoot ten (10) rounds at seven (7) yards on a "B27 silhouette" or similar target. The course of fire is as follows:

- Shoot three (3) rounds with strong hand only 7 yard line (No time limit)
- Shoot four (4) rounds with both hands 7 yard line (No time limit)
- Shoot three (3) rounds with support hand only 7 yard line (No time limit)

In order to pass the course of fire, the retiree must score at least seventy percent (70%).

**CIRCLE ONE:      PASS              FAIL**

**Instructor Name:** \_\_\_\_\_

**Instructor Phone Number:** \_\_\_\_\_

**Instructor Mailing Address:** \_\_\_\_\_

**Instructor Law Enforcement Agency:** \_\_\_\_\_

Per DPPM J 2800 Procedure C:

- The course of fire will ensure the retiree can safely load, unload, and check the firearm to verify it is clear of all ammunition and shoot it with acceptable accuracy.
- The qualification course may include instruction concerning policy and law relevant to the retiree's CCW status.
- After the qualification course, the Range Master, or his/her designee, will note the qualification score (pass/fail), ensure it is entered into the Training Range Schedule/Maintenance program, and note on the Concealed Weapons Qualification and Authorization form whether the retiree did, in fact, qualify.

If a retiree fails the qualification course, he/she will be given one opportunity to complete the course again. Should he/she fail to qualify a second time, no CCW endorsement will be issued and existing CCW endorsements will be revoked.

- Applicants who fail to qualify under this policy may re-apply after one year or upon presentation of a certificate indicating successful attendance in a firearms training course.

If you have any questions, please contact the Kern County Sheriff's Office Personnel Division at 661-391-7750.

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Kern County

# SHERIFF

## Interoffice Memorandum

**To:** Rangemaster  
**From:** Sheriff's Office Personnel Division  
**Re:** Concealed Weapons Qualifications and Authorization

**KCSO RETIREE**

This is to certify that the Kern County Sheriff's retiree listed below has retired in good standing and is qualified, in accordance with 18 USC §926C to carry a concealed weapon in another state:

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Rank at Retirement:** \_\_\_\_\_ **Date of Retirement:** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Personnel Division Commander or Designee / Print Name

Date

To successfully pass the course of fire, the retiree must shoot ten (10) rounds at seven (7) yards on a "B27 silhouette" or similar target. The course of fire is as follows:

- Shoot three (3) rounds with strong hand only                      7 yard line (No time limit)
- Shoot four (4) rounds with both hands                                  7 yard line (No time limit)
- Shoot three (3) rounds with support hand only                      7 yard line (No time limit)

In order to pass the course of fire, the retiree must score at least seventy percent (70%).

**KCSO RANGEMASTER – COMPLETE THE FOLLOWING ON QUALIFICATION DATE**

This is to certify that \_\_\_\_\_ qualified with \_\_\_\_\_

(Name)

(Weapon Make/Model/Serial No.)

on \_\_\_\_\_ and may be issued a Concealed Weapons Permit in accordance with 18 USC §926C and KCSO DPPM

(Date)

J-2800. This qualification will expire on \_\_\_\_\_.

(Date)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Rangemaster Signature / Print Name

Date



*Kern County*

**SHERIFF**

***Concealed Weapons Qualifications and Authorization***

**To be completed by the retired member:**

I am requesting identification/certification to carry a concealed weapon under:

\_\_\_ Federal Law (18 USC § 926C)

\_\_\_ California State Law (Penal Code § 26300)

I agree and understand that for the purposes of any license issued under KCSOPPM J-2800 I am not a peace officer employee of the Sheriff or the County of Kern and that any actions I may take in connection with any identification/certification issued by the Sheriff will be in my capacity as a private citizen and not as a peace officer or employee of the County of Kern. I have also read, understand, and agree to the Sheriff's policy concerning the issuance and renewal of identification under this procedure and I will immediately surrender said Identification in the event that I am disqualified from receiving a firearm under federal law. I agree that I am responsible to provide and maintain any weapon or firearm that I may use in connection with an identification issued under this policy and that the County of Kern, including, but not limited to, the Sheriff and the Office Range Master, are not responsible for the condition, upkeep or inspection of my privately owned weapons.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_ Date of Retirement: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_