



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS PACIFIC  
UNIT 35001  
FPO AP 96373-5001

MCIPACO 5800.4  
PMO  
21 NOV 2012

MARINE CORPS INSTALLATIONS PACIFIC ORDER 5800.4

From: Commanding General, Marine Corps Installations Pacific  
To: Distribution List

Subj: MOTOR VEHICLE IMPOUNDMENT AND DISPOSAL PROCEDURES AND RESPONSIBILITIES

Ref: (a) DOD 4160.21-M (NOTAL)  
(b) MCO 5110.1D  
(c) MCBJO 11240.1C  
(d) MOU MCB Butler PMO/MCCS Chief Executive Officer of 02 Feb 10  
(e) MCIPACO 5800.2

Encl: (1) Abandoned Vehicle Notice (DD Form 2504)  
(2) Vehicle Impoundment Report (DD Form 2506)  
(3) Evidence/Property Custody Receipt (OPNAV 5580/22)  
(4) Notice of Vehicle Impoundment (DD Form 2507)  
(5) Property Release Letter to U.S. Government

1. Situation. To establish responsibility and procedures for the impoundment and disposal of abandoned, unclaimed and certain other categories of Privately Owned Vehicles (POVs) registered/owned by Status of Forces Agreement (SOFA) and non-SOFA personnel in Japan.

2. Cancellation. MCBJO 5800.3C.

3. Mission. In accordance with references (a) through (c), the Commanding General, Marine Corps Installations Pacific (MCIPAC), is authorized to take such action as is necessary to impound and dispose of abandoned/unclaimed privately owned vehicles found aboard Marine Corps installations on Okinawa.

4. Execution

a. Commander's Intent. Motor vehicles are frequently left abandoned in various locations on Okinawa. References (a) through (c) provide specific instructions for handling and disposing of such vehicles. This Order provides additional detailed guidance.

b. Concept of Operations

(1) Per existing Interservice Support Agreements, the United States Marine Corps operates the Joint Services Vehicle Impound Lot (JSVIL); therefore, the authority of the Commanding General, Marine Corps Base (MCB), Camp Smedley D. Butler, to impound and dispose of abandoned/unclaimed privately owned vehicles is extended to all locations on Okinawa.

(2) In accordance with reference (d), the Provost Marshal, MCB Camp Smedley D. Butler has contracted with Marine Corps Community Services (MCCS), to provide towing services for all vehicles that are impounded by the Provost Marshal's Office (PMO). As such, the registered owner of an impounded

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vehicle is liable to MCCS for all cost associated with impounding and deregistering the vehicle.

c. Tasks. The Provost Marshal, MCB, Camp Smedley D. Butler, is hereby delegated the authority and is directed to take such action as is necessary per references (a) and (b) for and in the name of the Commanding General, to impound and dispose of all vehicles meeting the criteria established in this Order.

d. Coordinating Instructions

(1) Impoundment Procedures. The following procedures are established relative to the impoundment of POVs.

(a) Immediate Impound. Vehicles will be immediately impounded without notice, when any of the following criteria is met:

1. The POV is illegally parked:

a. On a street or bridge, in a tunnel or is double-parked and interferes with the orderly flow of traffic.

b. On a sidewalk within an intersection, on a crosswalk, on a railroad track, in a fire lane or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant, or blocking a properly marked driveway of a fire station or aircraft alert crew facility.

c. When blocking an emergency exit door of any public place (e.g., installation theatre, club, dining hall, hospital, etc.).

d. In a "tow-away" zone that is so marked with proper signs.

2. The POV interferes with:

a. Street cleaning operations and attempts to contact the owner have been unsuccessful.

b. Emergency operations during a natural disaster or fire and must be removed from the disaster area during cleanup operations.

3. The POV has been used in a crime or contains evidence of criminal activity.

4. The POV is defective and is a menace and a safety hazard to others using the public roadways.

5. The POV is disabled by a traffic crash and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

6. When it is determined that the registered owner has departed Japan on Permanent Change of Station (PCS) orders.

7. The vehicle has been used in black marketing activities.

8. The operator is apprehended for Driving Under the Influence or Driving While Intoxicated.

9. The vehicle displays a Military or Japanese registration that has been expired in excess of thirty days.

10. The vehicle has been reported stolen.

11. The vehicle is suspected of being involved in a hit and run traffic accident.

12. The operator has been apprehended for reckless driving.

13. The vehicle has road tax, Japanese Compulsory Insurance (JCI), or Government of Japan (GOJ) Inspection that has been expired for five days or more or Property Damage Insurance (PDI) that has been expired for thirty days or more.

(b) Seventy-two Hour Notice. All other vehicles found in violation of military or Japanese registration laws and/or found abandoned will be given a 72-hour impound notice (enclosure (1)) and/or a citation requiring the owner to take the necessary corrective action within that period of time. During the 72-hour period, PMO will make contact with the owner's current unit representative (rank of E-6 or higher) to verify that the owner has executed PCS orders. The name, rank, and billet of the unit representative will be included with the paperwork at the time of the vehicle being impounded.

(c) Vehicle Inventory

1. Upon immediate impoundment of a vehicle, enclosures (2) and (3) will be completed. These documents will record an inventory of the vehicle contents, to include a description of all exterior and interior damages.

2. Upon completion of the inventory, the registered owner or the Power of Attorney (POA) holder will be notified to report immediately to the JSVIL to sign receipt for any items found in the vehicle.

a. For personal property that is not claimed, it will remain inside the vehicle and be disposed of along with the vehicle.

b. For government property that is not claimed within 120 days of impoundment, the Staff Noncommissioned Officer In Charge (SNCOIC) of the JSVIL will turn it in to either the respective unit's supply section, the Marine Corps Base Property Office, or the Headquarters and Service Battalion Supply, depending on whether the registered owner of the vehicle has been identified.

(d) Vehicles Registered to Non-SOFA Status Personnel

1. If, during the investigation process, the vehicle is determined to be registered to a non-SOFA status member, the Vehicle Identification Number will be given to the Japanese Police Liaison (JPL). The JPL will then make contact with the local Japanese Police (JP) to determine the identity of the rightful owner. After the owner is identified, the JP will make contact with the owner of the vehicle.

2. If the owner is determined to be on Okinawa, the JP will coordinate with the owner to make arrangements with a local towing company for the removal of the vehicle. The JP will notify the affected Military Police District (MPD) OIC of the date and time which the vehicle will be removed. Upon arrival at the affected MPD, the tow vehicle will be thoroughly searched by Military Police before it is allowed to proceed beyond the gate. Once the vehicle has been thoroughly searched and cleared to proceed, Military Police will escort the tow vehicle to the car, observe the tow hook up, and escort the tow vehicle directly off base.

3. If it is determined that the registered owner is no longer on Okinawa, the JP will coordinate with the owner to obtain a Special Power of Attorney (SPOA). If the owner has relatives living on Okinawa, the SPOA will grant his/her relatives the ability to coordinate with a local towing company on the owner's behalf in order to ensure the vehicle's safe removal from base. If the owner does not have relatives living on Okinawa, the SPOA will also grant the JPL the ability to coordinate with a local towing company on the owner's behalf in order to ensure the vehicle's safe removal from base. If the SPOA is for the JPL, it will indemnify the JPL, PMO, and other U.S. forces involved against damages that may occur during the removal of the vehicle. Any costs incurred to remove the vehicle from base will be the sole responsibility of the registered owner. Once coordination has been made to remove the vehicle, the JPL will notify the affected MPD OIC as noted in 4(d) above.

4. If contact has been made with the registered owner and the vehicle has not been removed from base within 60 days, the Camp Commander must contact the JPL in order to file a formal complaint with the JP.

(2) Processing Impounded Vehicles. Vehicles impounded per this Order will be processed as follows:

(a) Vehicles impounded in connection with drunk driving offenses or reckless driving will be held at the JSVIL until the operator has appeared in Traffic Court and the operator's Commanding Officer approves the release of the vehicle in writing. Exceptions to this policy are as follows:

1. If the operator is accompanied by dependents on Okinawa and has a licensed dependent, but does not have a second vehicle, the vehicle may be released to the licensed dependent upon approval of the operator's Commanding Officer.

2. If the operator is not the registered owner of the vehicle or POA holder, the vehicle may be released immediately upon request of the registered owner or POA holder.

(b) Vehicles impounded in connection with black marketing or involvement in other criminal activity are considered evidence and will be held at the JSVIL until the following requirements have been satisfied:

1. The investigating agency comes to the JSVIL within two weeks to conduct a vehicle inventory.

2. The investigating agency has completed all investigative action and has released the vehicle from evidence in writing.

3. The operator has appeared in Traffic Court and the traffic court action is completed.

4. The operator's Commanding Officer has completed pending judicial or nonjudicial action.

5. The operator's Commanding Officer approves the release of the vehicle in writing.

6. The operator has appeared in the Command Inspector General's office for adjudication in accordance with reference (e).

(c) Vehicles impounded for creating a traffic hazard or hindrance, defective, illegal modification or expired registration, GOJ/JCI, road tax or PDI will be released to the registered owner once the discrepancies for which it was initially impounded are resolved. If applicable, temporary license plates may have to be obtained before the vehicle is released.

(d) Recovered stolen POVs and POVs impounded as a result of a traffic accident and were not involved in any criminal activity (e.g., hit and run, fatality, manslaughter, etc.) will be released directly to the owner without a letter requesting release, once all investigative actions are complete.

(e) Vehicles whose owners have permanently left Okinawa and did not assign a POA holder prior to departure will be processed according to the following procedures:

1. JSVIL personnel will send a DD Form 2507, Notice of Vehicle Impoundment (enclosure (4)), via certified mail, to any lien holders and the Commanding Officer of the unit the registered owner was assigned to at the time of the vehicle being registered at the JSVRO of MCB Camp S. D. Butler. Delivery of the DD Form 2507 will serve to inform both the Commanding Officer as well as any lien holders that the vehicle has been impounded. Upon receipt of the DD Form 2507, the lien holder will have the opportunity to reclaim or release the vehicle.

2. Vehicles left unclaimed for a period of 120 days, from the day the certified mail was sent shall be released to the MCCS recovery lot. These vehicles will be disposed of by MCCS as they deem appropriate but cannot be registered for use on the public highways.

3. Vehicles impounded because of an expired POA will be processed according to the following procedures:

a. If the POA holder can provide proof of purchase for the vehicle, the vehicle will be returned as soon as the title is legally transferred.

b. If the POA holder cannot provide proof of purchase for the vehicle, they may be allowed thirty days to obtain a new POA from the last legally registered owner. The Provost Marshal will render a decision on a case-by-case basis as to whether or not the POA holder will be granted this extension. If the POA holder has blatantly failed to take proper action, e.g., operated the vehicle beyond 3 months past the expiration of the POA without properly registering it, they will not be granted this extension.

c. In all cases where the POA holder has failed to properly register or otherwise dispose of the vehicle within the time limit of the POA, the vehicle will be initially impounded until the case can be thoroughly resolved. The POA holder will also be given a traffic citation for violating vehicle registration regulations.

d. The registered owner is still responsible for all fees regarding towing and disposal and for removing the two vehicle license plates and returning them along with the registration papers to the JSVRO for deregistration of the vehicle.

(f) The JSVIL will accept vehicles from any registered owner or POA holder who desires to release a vehicle to the Government. In all cases where the registered owner or POA holder has surrendered a vehicle in this manner, the vehicle will be immediately processed for release to the MCCS, Recovery Lot. Anyone so desiring to release a vehicle to the Government will do so using enclosure (5).

### (3) Security and Accountability of Impounded Vehicles

(a) The Provost Marshal is responsible for the security and accountability of all vehicles impounded.

(b) Records will be maintained for a period of not less than two years following the disposal, release, or return of the vehicle and its contents to the owner.

(c) Vehicles impounded will be tagged separately for identification purposes.

(d) The two Japanese license plates will be removed from all vehicles released to the Government for disposal and turned over to the JSVRO for disposition.

(e) Military Police initiating an immediate impound and impound personnel have the authority to enter all vehicles, which are being impounded per provisions of this Order. Loose property found inside the vehicle will be inventoried and secured. Final processing of loose property will be in accordance with subparagraph 4(d) of this Order.

(f) The JSVIL will be constructed so as to prevent easy access and pilferage and will be inspected at least once daily by the SNCOIC of JSVIL to ensure that vehicles have not been tampered with.

5. Administration and Logistics

- a. Administration. Not applicable.
- b. Logistics. Not applicable.

6. Command and Signal

a. Command. The provisions and requirements of this Order are mandatory and apply to all members of the United States Armed Forces, dependents, and members of the civilian component assigned to MCIPAC installation commands and other tenants and activities operating on MCIPAC facilities and areas in Japan.

- b. Signal. This Order is effective the date signed.



D. E. DOWSE  
Chief of Staff  
Acting


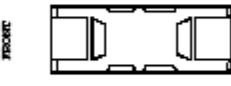
DISTRIBUTION: List B

ABANDONED VEHICLE NOTICE				1. DATE (YYYYMMDD)	2. TIME					
<b>3. VEHICLE DESCRIPTION</b>										
a. YEAR	b. MAKE	c. MODEL	d. VEHICLE IDENTIFICATION NUMBER	e. INSTALLATION DECAL NUMBER	f. VEHICLE LICENSE					
					(1) STATE	(2) NUMBER				
<b>4. LOCATION</b>										
<b>5.</b>										
<p>A law enforcement patrol has stopped and made a courtesy check to see if you need assistance.</p> <p>We urge removal of the vehicle as soon as possible.</p> <p>Should this vehicle remain abandoned at this location after three working days, impoundment action will be started.</p>				<p>If you cannot remove this vehicle, please contact the following law enforcement desk:</p> <table border="1"> <tr> <td>TELEPHONE NUMBER</td> <td>BUILDING NUMBER</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>Thank you for your cooperation.</p>			TELEPHONE NUMBER	BUILDING NUMBER		
TELEPHONE NUMBER	BUILDING NUMBER									
<b>6. REPORTED BY</b>										
a. NAME (Last, First, Middle Initial)					b. GRADE					

DD FORM 2504, MAY 2000

PREVIOUS EDITION IS OBSOLETE.



VEHICLE IMPOUNDMENT REPORT					
PART I - IDENTIFICATION					
<b>1. VEHICLE IDENTIFICATION</b>					
a. MAKE	b. MODEL	c. YEAR	d. COLOR	e. VEHICLE IDENTIFICATION NO.	
f. VEHICLE LICENSE (1) NUMBER	(2) STATE	(3) YEAR	g. MILEAGE	h. DECAL NO.	
<b>2. REGISTERED OWNER</b>			<b>3. VEHICLE OPERATOR</b>		
a. NAME (Last, First, Middle Initial)			a. NAME (Last, First, Middle Initial)		
b. ADDRESS (Street, Apartment Number, City, State and ZIP Code)			b. ADDRESS (Street, Apartment Number, City, State and ZIP Code)		
c. ORGANIZATION	d. TELEPHONE NUMBER (Include Area Code)		c. ORGANIZATION	d. TELEPHONE NUMBER (Include Area Code)	
PART II - DESCRIPTION					
<b>4. REASON FOR IMPOUNDMENT (X all that apply)</b>			<b>5. DAMAGE TO VEHICLE</b>		
<input type="checkbox"/> ACCIDENT <input type="checkbox"/> BURNED <input type="checkbox"/> DWI <input type="checkbox"/> OTHER (Specify)			<input type="checkbox"/> ABANDONED <input type="checkbox"/> ILLEGALLY PARKED <input type="checkbox"/> STOLEN		
			EXAMPLE 		a. SHADE DAMAGED AREA OF VEHICLE 
			b. X ALL THAT APPLY		
			Intact	Missing	
					ENGINE
					MIRROR(S)
					LUG WRENCH
					TAPE DECK
					LR WHEEL/TIRE
					RFWHEEL/TIRE
					WHEEL COVERS
			Intact	Missing	BATTERY
					JACK
					RADIO
					SPARE WHEEL/TIRE
					RR WHEEL/TIRE
					LF WHEEL/TIRE
					CB RADIO
<b>6. CONDITION OF VEHICLE WHEN IMPOUNDED (X all that apply)</b>					
<input type="checkbox"/> DOOR LOCKED <input type="checkbox"/> TRUNK LOCKED <input type="checkbox"/> KEYS IN CAR <input type="checkbox"/> OTHER (Specify)			<input type="checkbox"/> DOOR UNLOCKED <input type="checkbox"/> TRUNK UNLOCKED <input type="checkbox"/> KEYS MISSING		
<b>7. LOCATION OF VEHICLE</b>					
<b>8. CONDITION OF VEHICLE (Attach additional pages if more space is needed.)</b>					
<b>9. PERSONAL PROPERTY CONTAINED IN VEHICLE (Attach additional pages if more space is needed.)</b>					
<b>10. REMARKS (Attach additional pages if more space is needed.)</b>					
PART III - DISPOSITION					
<b>11. DATE IMPOUNDED (YYYYMMDD)</b>		<b>12. TIME IMPOUNDED</b>		<b>13. REPORTED BY</b>	
				a. NAME (Last, First, Middle Initial)	b. RANK
				c. DATE	
<b>14. TOWED AT</b>				<b>15. STORED AT</b>	
<b>16. WITNESSED BY</b>			<b>17. RELEASED BY</b>		
a. NAME (Last, First, Middle Initial)	b. RANK	c. DATE	a. NAME (Last, First, Middle Initial)	b. RANK	c. DATE
d. ORGANIZATION	e. SIGNATURE		d. ORGANIZATION	e. SIGNATURE	

<i>DEPARTMENT OF THE NAVY</i>			<b>EVIDENCE/PROPERTY CUSTODY RECEIPT</b>		1. CASE CONTROL NUMBER (CCN)	
2. RECEIVING ACTIVITY			3. LOCATION			
4. NAME, GRADE, AND TITLE FROM WHOM RECEIVED			5. ADDRESS (include ZIP code )			
<input type="checkbox"/> OWNER <input type="checkbox"/> OTHER			6. WORK PHONE			
7. LOCATION OF PROPERTY WHEN OBTAINED						
8. PURPOSE FOR WHICH OBTAINED			<input type="checkbox"/> EVIDENCE	9. TIME/DATE OBTAINED	10. LOG NUMBER	
<input type="checkbox"/> FOUND <input type="checkbox"/> IMPOUNDED			<input type="checkbox"/> OTHER			
11. ITEM	12. QUANTITY	13. DISPOSAL ACTION	14. DESCRIPTION OF ARTICLE, MODEL NUMBER, SER. NO, IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE			
15. NAME AND SIGNATURE OF WITNESS (if available)			16. NAME AND SIGNATURE OF RECEIVING PERSON			
<b>17. CHAIN OF CUSTODY</b>						
ITEM	DATE & TIME	RELEASED BY		RECEIVED BY		PURPOSE
		NAME		NAME		
		ORGANIZATION		ORGANIZATION		
		SIGNATURE		SIGNATURE		
		NAME		NAME		
		ORGANIZATION		ORGANIZATION		
		SIGNATURE		SIGNATURE		
		NAME		NAME		
		ORGANIZATION		ORGANIZATION		
		SIGNATURE		SIGNATURE		

<b>NOTICE OF VEHICLE IMPOUNDMENT</b>		1. DATE (YYYYMMDD)	
2. TO		3. FROM	
<p>This is to notify you that the Commander of the above-named installation has directed the removal and impoundment of the vehicle described below from the listed location for being in violation of the installation traffic code.</p>			
3. VEHICLE IDENTIFICATION		4. LOCATION FROM WHICH VEHICLE WAS REMOVED	
a. DATE REMOVED (YYYYMMDD)	b. YEAR		
c. MAKE	d. MODEL		
e. VEHICLE IDENTIFICATION NUMBER	f. DECAL NUMBER		
5. LOCATION WHERE VEHICLE IS STORED			
g. VEHICLE LICENSE			
(1) NUMBER	(2) STATE	(3) YEAR	
<p>6. YOU MAY DO ONE OF THE FOLLOWING:</p> <p>a. Notify the Installation Law Enforcement Office listed below of your intent to reclaim. You must show intent to reclaim the vehicle within 15 days after receipt of the notice.</p> <p>OR</p> <p>b. Sign the waiver of interest/release on the back and return it within 15 days of receipt of this notice to the Installation Law Enforcement Office (include the ownership certificate if in your possession).</p>			
(1) INSTALLATION LAW ENFORCEMENT OFFICE TELEPHONE NUMBER		(2) INSTALLATION LAW ENFORCEMENT OFFICE ADDRESS	
<p>Your failure to take action on Item 6.a. or 6.b. above will constitute a waiver of interest in the vehicle and will result in disposal of the vehicle in accordance with DoD 4160.21-M, "Defense Utilization and Disposal Manual."</p>			
7. AUTHORIZING OFFICIAL			
a. TYPED NAME (Last, First, Middle initial)		b. SIGNATURE	

**PROPERTY RELEASE TO U.S. GOVERNMENT**

Know all men by these presents that I, \_\_\_\_\_, do hereby unconditionally give to the United States Government all of my right, title, and interest in and to the following described personally owned property:

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The above described personally owned property, of which I was the sole and exclusive owner, is located at the Joint Services Vehicle Impound Lot. I hereby authorize the Government to dispose of said property in any manner it may deem suitable, and hereby release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me which could otherwise be asserted because of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Signature of Witness