

**[ LTO MEMORANDUM, June 05, 2009 ]**

**IMPLEMENTATION OF OPERATIONAL GUIDELINES AND PROCEDURES FOR THE GENERAL SERVICES SECTION (GSS) MOTOR VEHICLE CUSTODIAN**

In view of the Audit Observation Memorandum of the Commission on Audit dated 03 March 2009 that there are apprehended motor vehicles being turned over by deputized agents and other law enforcement units to non MV Custodian of LTO Central Office. Moreover, there are motor vehicles being turned over by law enforcement officer to the security guard without the necessary impounding receipt of motor vehicle (IRMV) and temporary operators permit (TOP). These motor vehicles are being parked/stored inside the LTO compound/impounding area and being released without charging the necessary fines/penalties. This practice deprived the government of revenues and much needed parking space or impounding slot which could have been used for the legitimate impounded motor vehicles.

With the recommendation of the COA to transfer the custody of the impounded motor vehicles of LTO Central Office to the General Service Section (GSS) and in order to strengthen the control over the custody of impounded motor vehicles, hereunder are the Operational Guidelines and Procedures for the GSS motor vehicle custodian:

**1. RECEIVING OF IMPOUNDED MOTOR VEHICLE**

1.1 The apprehending officer (AO) shall accomplish the Impounding Receipt of Motor Vehicle (IRMV) at the impounding area which shall be validated by the Motor Vehicle Custodian (MVC). The AO shall accomplish the following:

1. owner of the vehicle
2. complete address of the owner
3. complete name of driver
4. complete address of driver
5. telephone number
6. license number
7. DLR number
8. MV plate number
9. make of MV
10. type of body
11. year model
12. date and time
13. print name and signature in AO box

1.2 The MVC shall supervise/order the stenciling of the chassis and motor numbers on the MVIR form thus counter checking

with the AO for possible additional violations to be indicated in the TOP.

1.3 The MVC together with the assigned security guard shall then inspect the motor vehicle and accomplish the following in the IRMV:

1. chassis and motor numbers
2. vehicle checklist
3. accessories inside mv
4. general condition of mv
5. agency/office
6. "mv turned over to" boxes

1.4 The MVC shall ensure that the IRMV is properly filled-out before he/she signs in the "mv turned over to" box of the IRMV. No motor vehicle shall be accepted in the impounding area without the accomplished IRMV and TOP.

1.5 The MVC shall maintain file copies of the following, for encoding and for his/her submission to the Chief, LES together with the daily report on impounded motor vehicles.

1. 3<sup>rd</sup> copy (yellow copy) of IRMV
2. chassis and motor numbers on MVIR form
3. Xerox copy of TOP

1.6 For security purposes, the security guard will be furnished a copy of the following:

1. IRMV
2. TOP

1.7 In cases when MVC is off duty, the security guard may be allowed to receive impounded vehicles in accordance with procedures 1.2 to 1.3 and shall turn over the same on the first office hour of the following working day to the MVC.

## **2. RELEASING OF IMPOUNDED MOTOR VEHICLE**

2.1 No impounded motor vehicles will be released without the following documents given by the registered owner/driver.

1. Official Receipt for fine/penalty (xerox copy) plus presentation of original copy for counter checking.
2. IRMV with TOP (xerox copy)
3. Endorsement signed by the Assec's Office (xerox copy) with original stamped "For Release", signed by the Chief, LES/Chief Custodial Section indicating the date and time.
4. TAS resolution (xerox copy)

The above documents shall be retained by the MVC for filing.