

TRAINING TASK: TOW POLICY

TASK # 13

Purpose

To learn procedures for towing impounded, illegally parked, or abandoned vehicles.

Preceding Task:

Traffic Enforcement and Stops
Parking Enforcement
Communications

I. Statute and City Ordinances

- A. Chapter 404 of City Ordinances

II. Policy and Procedure

- A. G.O. 61.4.1 Assistance to Highway Users
- B. G.O. 61.4.2 Hazardous Roadway Conditions
- C. G.O. 61.4.3 Abandon and Junk Vehicles
- D. Training Bulletin: Police Procedure #2 Towed Vehicles

III. Operational Procedure

- A. Tow Procedures
 1. Contact dispatch and provide vehicle information and type of tow
 2. Complete the ticket and have subject sign release if warranted
 3. Complete inventory whenever vehicle is towed and a tow ticket is filled out except owners request and accident where driver is not transported to hospital
 4. Assist tow truck driver and citizens
 5. Only vehicle keys go with towed vehicle
 6. Item of substantial value place in property room
- B. Abandoned/Junk vehicle--know definition
 1. Can tow if unattended on public street
 2. Attempt to contact owner if possible
 3. If Vehicle is towed it must be photographed and attach photo with tow ticket
- C. Tow policy
 1. Officers authorized to impound vehicles: