

DEPARTMENT GENERAL ORDER 08-03

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 402.15.00

DATE: March 05, 2008

TOW LOG

I. PURPOSE.

Members of this command tow dozens of vehicles each year for a variety of reasons. The following directive will provide administrative guidelines on how such tasks are to be addressed as they relate to both vehicle entries and releases.

II. GENERAL.

In those instances where a parking controller or sworn member of this department tows a vehicle, ECDC communications personnel will attempt to match the descriptive information provided on the vehicle (license number or vehicle identification number) with that available in the computer. The employee will subsequently record the tow via the appropriate report form and a state of Missouri "Authorization to Tow" sheet.

Upon completion of the tow, the officer will have on duty records personnel enter the vehicle as towed into the REJIS system. If no records personnel are available, the officer will have ECDC enter the vehicle and subsequently FAX a copy of the entry to this agency. The REJIS entry will then be attached to the pertinent paperwork.

III. VEHICLE ENTRIES.

Once the report data has been forwarded along, records personnel shall then complete an "Impounded Vehicle" form which will contain a comprehensive description of the tow, towing company, date, time, report number, and the name and department serial number (DSN) of the employee completing the form. After hours, or on weekends, sworn officers may perform this function.

A separate section of the "Impounded Vehicle" form will delineate any hold information that may have been placed on the vehicle. This shall include the name of the officer requesting the hold, the reason for the hold, and the date.

Following the completion of the "Impounded Vehicle" form, it will then be placed into the "Active Impound" Log. This log shall be kept in the records section of this agency and personnel assigned to that division will be responsible for maintenance of the file.

IV. VEHICLE RELEASES.

At the time a towed vehicle is to be released, records personnel will handle the task during normal business hours, Mon thru Fri. After normal business hours, a police officer may complete the release. In either case, the computer entry shall be cancelled from the REJIS system and a copy attached to the impound form. Finally, the employee will remove the "Impounded Vehicle Form" from the Tow Log and complete the release section of the form which will include:

1. The date and time of release.
2. Name of employee handling the release.
3. Name, address, and phone number of the individual taking custody of the vehicle.
4. Reference number of the computer cancellation.
5. Total amount due the tow company.
6. Amount of monetary charges collected at this department (if any).

In the event that a vehicle may have been held in the city impound lot, records or police personnel will collect all towing and storage fees prior to the release of the vehicle. A copy of the "Impounded Vehicle Form" and collected tow monies shall then be forwarded to the Office of the Chief of Police for payment to the appropriate tow agency.

Should a vehicle have been towed for an accumulation of parking fines, and city hall be closed, records or police personnel will advise the registered owner or his agent to contact the Traffic Violations Bureau on the next business day to satisfy the outstanding balance due. An officer will then issue the registered owner a summons for "Failure to Appear" and provide a court date. The vehicle owner will then be directed to proceed to the contractual towing service to regain possession of their vehicle. Once all procedures have been complied with, the inactive "Impounded Vehicle form" shall be placed in the appropriate towed auto file.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

