




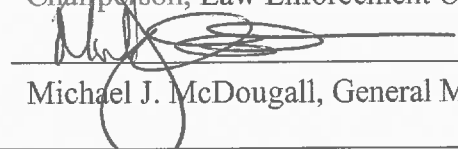
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9-1-1 FIRE
 POLICE
 MEDICAL



Michael J. McDougall
 General Manager

**COMMUNICATIONS OPERATIONS
 LAW ENFORCEMENT POLICY**

Policy No. 4750	Date Issued: June 1, 1996
Section: 4700 – Specific Procedures	Date Revised: February 1, 2007
Accreditation Standards: None	
SUBJECT: VEHICLE TOWS	
APPROVED:	
	Chairperson, Law Enforcement Users Subcommittee
APPROVED:	
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1.0 Policy

Law enforcement personnel routinely have occasion to request towing services for a variety of reasons during the course of their duties. Additionally, tows may be requested for citizen drivers, owners/agents or other allied agencies. When possible, law enforcement personnel staff will attempt to honor specific owner/agent requests (preference tows), however, due to public safety considerations or investigative reasons, law enforcement personnel may request a no preference (rotation) tow.

2.0 General Procedure

- 2.1 Only the driver/owner/agent of any vehicle to be towed shall express a preference.
 - 2.1.1 Exception: an on-scene officer, due to public safety considerations, may use the most readily available resource.
- 2.2 A non-preference, rotation tow list shall be maintained in CAD for each User agency.

- 2.3 Any towing company not on the rotation list shall only be dispatched:
 - 2.3.1 Upon request of the driver/owner/agent.
 - 2.3.2 By a patrol supervisor if a rotational tow company does not have the equipment necessary for the towing.
 - 2.3.3 You may dispatch the next rotational tow company in any case, including preference requests, if the response time is excessive (more than 25 minutes) or if unable to reach the first rotational tow company.
 - 2.3.4 Notify the first company called and give reasons for the cancellation.
 - 2.3.5 Call the next rotation tow company for the tow.
- 2.4 Dispatchers should advise the tow company if the request is a rotational tow or owner's request.
- 2.5 In all cases it is important to specify the type of vehicle being towed so the towing company dispatches the correct type of tow truck.

3.0 Preference Expressed (Owner's Request)

- 3.1 The driver/owner/agent may express a preference by company name.
- 3.2 When the driver/owner/agent requests a tow truck of a certain insurance company, dispatchers may use the rotational tow list to find the first company that accepts the insurance carrier.
- 3.3 Obtain and relay the following information to the tow company:
 - 3.3.1 Location of vehicle.
 - 3.3.2 Vehicle description/type of vehicle.
 - 3.3.3 License plate number, if known.
 - 3.3.4 Nature of problem.

4.0 No Preference Expressed (Rotation Tow)

- 4.1 Call the next tow company on the rotational list.
- 4.2 Obtain and relay the following information to the tow company:
 - 4.2.1 Location of vehicle.
 - 4.2.2 Reason for tow: accident, arrest, disabled vehicle, etc.
 - 4.2.3 Vehicle description/type of vehicle.

5.0 Repossessions

- 5.1 Obtain the following information:
 - 5.1.1 Name and telephone number of repossession company.
 - 5.1.2 Location of repossession.
 - 5.1.3 Vehicle description: year, make, model, color of vehicle, license plate or VIN.
- 5.2 Run the license plate or VIN for a hot check and registration (to confirm the vehicle has not been reported as stolen).
- 5.3 When required by jurisdictional agency procedures, log all necessary information. The vehicle will be entered into SVS as a repossessed vehicle.

6.0 Private Property Tows

- 6.1 When a vehicle is towed from private property at the authorization of the property owner, the tow company is responsible for reporting the tow to the local law enforcement agency as soon as possible.
- 6.2 Obtain the following information from the Reporting Party:
 - 6.2.1 Name and telephone number of the tow company providing the private property tow.
 - 6.2.2 Location the vehicle was towed from.
 - 6.2.3 Vehicle description: year, make, model, color of vehicle, license plate or VIN.
- 6.3 Run the license plate or VIN for a hot check and registration (to confirm the vehicle is not reported as a stolen vehicle).
- 6.4 When required by jurisdictional agency procedures, log all necessary information. The vehicle will be entered into SVS as a towed/stored vehicle.

7.0 Vehicles Towed by Parking Control and Community Service Officers

- 7.1 Parking Control and Community Service Officers may request a rotation tow for a booted vehicle, a vehicle with expired registration over one year, abandoned vehicle abatement and other similar circumstances.
- 7.2 Obtain the following information from the officer:
 - 7.2.1 Location of vehicle.

7.2.2 Vehicle description: year, make, model, color of vehicle, license plate or VIN.

7.3 Run the license plate or VIN for hot check and registration. If the vehicle is being towed for expired registration, confirm the expiration is over one year.

7.4 Call for a rotation tow for parking control. Advise the tow company if the request is from an officer other than a peace officer.

7.5 Log all necessary information and assign a case number. The officer will need the case number, FCN number and the name of the tow company. The vehicle will be entered into SVS as an impound using the appropriate tow authority, if applicable: 22651(i) CVC - booted vehicle; or 22651(o) CVC - expired registration.

8.0 SVS Entries for Towed Vehicles

8.1 All towed vehicles will be correctly entered into SVS.

8.1.1 Exception: vehicles involved in a traffic collision of routine nature with both parties present and not arrested do not have to be entered into SVS.