



<b>CHAPTER 25: TRAFFIC ANCILLARY SERVICES</b>	<b>POLICY # 25.4 VEHICLE TOWING</b>
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Date Implemented: 11/01/2019	Review Date:

**POLICY**

This policy establishes procedures and guidelines for the towing and removal of vehicles by the Police Department. The Police Department's responsibilities include the qualifying and administration of eligible private wrecker services for those purposes.

**PROCEDURE**

**Physically Arrested Persons**

If driver and/or owner is arrested and vehicle IS NOT to be held for evidentiary purposes:

- The vehicle should, whenever possible and reasonable, be released to a responsible person designated by the arrested person.
- The vehicle should, whenever possible and reasonable, be left properly parked at the scene of the arrest. The vehicle shall be locked securely, and the driver is responsible for notification to a person to have the vehicle removed.
- If the vehicle cannot be secured, legally parked at the scene, or is a traffic hazard, the arresting officer shall have the Communications Center contact the wrecker service used by the Police Department.
- Officers will complete a tow slip containing the vehicle information and owner's information. The officer will note any items of value that are in the vehicle, condition, and damage to vehicle (if any) prior to towing. The original copy of the tow slip will be given to the wrecker driver. The carbon copy will be submitted to the Chief of Police.

If driver and/or owner is arrested and the vehicle is to be held for evidentiary purposes, the officer will:

- Have the vehicle held for evidentiary purposes.
- Request to have Communications Center notify a wrecker.
- Officers will complete a tow slip containing the vehicle information and owner's information. The officer will note any items of value that are in the vehicle, condition, and damage to vehicle (if any) prior to towing.

The original copy of the tow slip will be given to the wrecker driver. The carbon copy will be submitted to the Chief of Police.

### **Stolen Vehicles**

If a vehicle is reported and confirmed as being stolen, the vehicle will be towed according to the procedures listed in this policy.

The recovering officer will have the Communications Center notify the reporting agency of the towing company's lot that the vehicle can be retrieved.

### **Parked Vehicle Involved in Auto Accident**

If a parked vehicle is involved in an accident without the owner's knowledge, and it is necessary to remove it, the officer will attempt to contact the owner before removing the vehicle.

If contact is not made, the officer will contact the Communications Center to notify a wrecker. Fill out proper tow sheets (have vehicle held till owner is notified).

### **Abandoned Vehicles**

The officer shall attempt to determine the ownership, or the vehicle reported abandoned or found abandoned on public property or public roadways.

The officer shall attempt to contact the owner to determine whether the owner can have the vehicle removed.

The officer shall remove vehicles that are abandoned on the public roadways according to KRS 189.450, if no contact can be made with the registered owner.

If vehicles are abandoned on private property, the officer shall inform the property owner that the Police cannot remove the vehicle because it is on private property, but the property owner can have it removed.