


POLICY 124.0	TOWED VEHICLES, VESSELS, AIRCRAFT	
	REVISSED: 05/98, 06/02, 07/06, 01/09, 09/11, 06/16	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 07/06, 01/09, 09/11, 06/16

A. PURPOSE:

The purpose of this policy is to establish procedures for the towing of vehicles, vessels, and aircraft. The proper placement and release of vehicle, vessel or aircraft holds, and to assure proper owner notifications when holds are released.

B. POLICY:

It is the policy of the Fort Lauderdale Police Department that, when necessary, motor vehicles are towed in accordance with Florida State Statute and City Ordinance. No vehicles will be towed from private property involving civil or code enforcement issues unless an order has been issued by the Special Master. It is also the policy of the Fort Lauderdale Police Department to safeguard and properly document the contents of the towed conveyances.

C. TOW REQUESTS

When a member requests a tow via dispatch, the member will be required to indicate in the remarks section of the CAD the date and time the tow company was notified of the request and the date and time the tow company arrived on scene.

D. TOW SLIPS

1. Tow Slips

- a. The Investigator (sworn or civilian employee) shall remain with the vehicle, vessel or aircraft until the wrecker arrives.
- b. The Investigator shall supply his own tow slip, wrecker drivers are not required to carry them.
- c. Since the Auto Theft Squad no longer inspects towed vehicles at the wrecker compound, it is extremely important that the V.I.N. be accurately entered on the tow form.
- d. Complete the entire Tow Slip form and document the following information:

Time;

Date;

Location;

Requesting member and CCN;

Reason for removal or tow;

Towing service;

Location of the vehicle, vessel or aircraft; and

Notification (or attempts) of registered owner; and

Documented inventory of contents.

2. Crime Scene Vehicles/Evidence

- a. Any vehicle, vessel, or aircraft that is identified as a crime scene, and must be towed for investigative purposes shall be held as evidence and not be charged a towing or storage fee. Members towing vehicles, vessels or aircraft as evidence, must mark the tow slip "Evidence" box of the form. Upon the completion of the investigation the hold shall be released and storage fees commence to the registered owner of the vehicle, vessel or aircraft.

3. Vehicle, Vessel or Aircraft Inventories

- a. In the course of duty on a day-to-day basis, it is necessary for the protection of the Investigator and the Department to inventory vehicles, vessels or aircraft being towed and/or stored. Vehicles, vessels or aircraft which are towed as a result of an accident, abandonment, seizure, incident to an arrest, or otherwise detained in storage, and not in the possession of the owner, become the responsibility of the impounding Investigator. The Investigator is liable for the vehicle, vessel or aircraft its parts and contents. The contents of the vehicle, vessel or aircraft include, but are not limited to, all packages and containers located within the passenger compartment, the trunk, or any other secured area of the vehicle (i.e., glove box, console, under seat, etc.) To insure that liability does not attach for property located within any vehicle, vessel or aircraft or any package/container, the contents of said vehicle or package/container, whether locked, opened or closed, shall be ascertained and inventoried.
- b. Vehicle vessel or aircraft inventories are to be done jointly by the Investigator and wrecker driver.
- c. All items shall be listed on the inventory under "Unusual Accessories." If more space is needed, use the narrative section of the form. (Note: each individual item need not be inventoried, i.e., toolbox with miscellaneous tools, or suitcase with clothing, etc.)

- d. The offense report shall list all items seized from the vehicle, vessel or aircraft as evidence. Any items of questionable ownership shall be placed into Evidence for release upon proof of ownership.
 - e. All items of value seized from the vehicle, vessel or aircraft shall be placed into Evidence for safekeeping and returned upon proof of ownership.
4. Holds
- a. All holds must be approved by a supervisor.
 - b. When a "hold" is placed on a vehicle, vessel or aircraft the Investigator shall indicate the specific reason for the "hold". If another division requests a "hold", the name of the person making the request shall be included in the report. When a "hold" is placed on behalf of another section (Auto Theft, Hit & Run, Burglary, etc.) the Investigator shall insure that a copy of the offense report is immediately forwarded to the proper squad.
 - c. A "hold" on a vehicle may be released by:
 - (1). The arresting or impounding Investigator.
 - (2). The division or section for which the "hold" was placed.
 - (3). Supervisory personnel.
 - d. Holds will automatically be released after five 5 calendar days, excluding holidays and weekends, unless a written hold extension is requested by the follow up investigator to the wrecker operator. §323.001(1)(2) Fla. Statute.
 - e. It is the responsibility of the individual who releases the hold to notify the owner that the hold has been released. A supplement to the original case will be prepared indicating the name, address and date of birth of the person notified, including the time and date notified. When circumstances prohibit verbal or in person notification a Notification of Hold Release will be sent to the registered owner of the vehicle by return receipt certified mail. The division handling the case will ensure that the Notification of Hold Release is completed. A copy of the Notification of Hold Release shall be included with the case supplement.
5. Tow Book
- a. Whenever an Investigator tows an abandoned vehicle, vessel or aircraft he must call FLPD Teletype Operators as soon as is practical and have the vehicle, vessel or aircraft entered in the Tow Book. Investigators must tell the complaint operator to mark the tow "ABANDONED."

- b. When a vehicle, vessel or aircraft is towed as a result of police activity such as an accident investigation or an arrest, AND the OWNER of the vehicle, vessel or aircraft is not present, the investigator will attempt to notify the owner of the location of the vehicle, vessel or aircraft. Details of such notification will be included in the narrative of the police report. When the owner cannot be notified, the Investigator will call FLPD Teletype Operators as soon as possible and have the vehicle, vessel or aircraft entered in the Tow Book.

**FORT LAUDERDALE POLICE DEPARTMENT
NOTIFICATION OF HOLD RELEASE**

DATE ____/____/____

CASE NUMBER_____

Registered Owner _____

Address _____

This is to inform you that the hold on your vehicle, vessel or aircraft has been removed.

Year _____ **Make** _____ **Model** _____ **Color** _____

Tag Number_____ **VIN Number** _____

Please contact the towing company listed below.

**WESTWAY TOWING, 3681 W. Oakland Pk Blvd., Lauderdale Lakes, Fl 33311
954-731-1115**

They will provide you with information of how to retrieve your vehicle.

Thank you for your cooperation,

Name_____ **CCN** _____

**City of Ft. Lauderdale Police Department
1300 West Broward Boulevard
Fort Lauderdale, Fl. 33312
(954) 828 - 5700**