

MEDINA POLICE DEPARTMENT

GENERAL ORDER

ORDER NO: 98-01-02

SUBJECT: Vehicle Towing/Impound
and Inventory Report

EFFICTIVE DATE: 5 January 1998

RESCINDS ORDER NO:

DISTRIBUTION: All Department Personnel

PURPOSE: To establish procedure for towing of vehicles from the streets and highways of the Village of Medina. A written directive which governs the removal, towing, impoundment and seizure of vehicles removed or towed at the direction of a Village of Medina police officer.

- I. **POLICY:** It is the policy of the Medina Police Department that vehicles will be towed, impounded and inventoried in accordance with applicable laws and subject to the following provisions.
- II. **DEFINITIONS:** "Vehicles" – A car, truck, motorcycle, bus, mini-bike, go-cart or any device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power or used exclusively upon stationary rails or tracks.
- III. **PROCEDURES:**
 - A. Vehicles may be towed at the direction of a Medina police officer under the following circumstances:
 1. Vehicles may be towed if they are being operated on public street while the registration is suspended or revoked.
 2. Vehicles may be towed if they are being operated on a public street and have an expired registration.
 3. Vehicles may be towed when the operator is placed under arrest for DWAI, DWI or DWAI (drugs).
 4. Vehicles may be towed when the operator is placed under arrest for unlicensed operation or aggravated unlicensed operation in the first, second or third degree.
 5. Vehicles may be towed if they are parked illegally and/or pose a hazard to the normal and safe operation of other motor vehicles.

6. Vehicles may be towed when the driver is taken into custody and/or when there is sufficient probable cause to believe that the vehicle has been used in the commission of a crime.
 7. Vehicles may be towed when they are involved in a motor vehicle accident and circumstances require it's removal from the crash site.
 8. Vehicles may be towed if they are "wanted" in connection with a crime and dispatch confirmation is obtained.
 9. Vehicles may be towed if they are recovered "stolen vehicles" and dispatch confirmation is obtained.
 10. Vehicles may be towed if they are "abandoned" on any street within the Village boundaries.
- B. Request and verify registration and license checks through DMV.
- C. The on-duty supervisor is to be notified and approve all vehicular tows and impounds. The Chief of Police is to be notified if the impound is a result of a motor vehicle fatality.
- D. Request that dispatch contact the "on call" towing service.
- E. Perform an on-site inventory of the vehicle, if practical. If it is not safe or prudent to perform an on-site inventory, the vehicle is to be towed first with the inventory to be conducted upon arrival at the shop, impounded site or other safe location. An officer is required to maintain physical custody of a vehicle until the inventory is completed.
1. The exterior and interior of the vehicle shall be visually inspected and any imperfections shall be noted.
 2. The complete interior of the vehicle, including all unlocked compartments, shall be inspected and all inventory within same is to be listed on the inventory report.
 3. Any valuables located within the vehicle shall be collected for safekeeping and listed on a Property Custody Report.
 4. Any evidence or contraband shall be removed from the vehicle after the completion of technical work. Same will be listed on a Property Custody Report.
- F. A Vehicle Towing/Impoundment Report, along with other appropriate reports will be completed with a copy issued to both the vehicle operator and the towing service.
1. All appropriate keys will remain with the vehicle.
 2. Take physical custody of the vehicle's license plates if the registration is suspended or revoked.
 3. List all conditions of release on the Towing Report.

G. All impounded vehicles shall be towed to and stored at the shop of the approved towing service or at another site as designated by the police department.

By order of:

Jose L. Avila
Chief of Police