4740  OWNER REQUESTS FOR TOWS

B. Procedure

1. When a specific tow has been requested through an agent by a stranded motorist, the agent shall request the tow via the Communications Section.

2. When a motorist involved in a traffic collision requests a specific tow and is present to supervise the removal of the vehicle or knows where the vehicle is to be taken, the agent shall request the tow.

3. If the motorist must leave the scene immediately (such as a doctor involved in a traffic collision while enroute to an emergency), his vehicle may be removed to a private storage facility at his request when he knows where his vehicle is to be taken.

4. In a traffic collision, the agent shall write the name of the tow company and the words, "owner's request," in the "vehicle towed by" block on the front of the Colorado State Patrol Traffic Accident Report.

5. In the above circumstances, the agent does not have to complete the vehicle impound/recovery report.

6. An agent shall impound a vehicle involved in a traffic collision when the vehicle is on a highway or on private property (other than that of the vehicle owner) in an inoperable condition and the driver of the vehicle is injured to the extent that he is unable to care for the vehicle or provide for its care.

7. If the vehicle is on a highway or private property in an operable condition, and the driver of the vehicle is injured to the extent that he is unable to care for the vehicle or provide for its care, the vehicle shall be impounded.

8. Vehicles involved in major injury or fatal accidents shall be sealed and dollyed from the scene, held, and placed in storage at the OPG so that mechanical inspections may be performed.

4741  IMPOUNDING VEHICLES IN SITUATIONS INVOLVING ARRESTS OR ISSUANCE OF MISDEMEANOR TRAFFIC SUMMONSES

B. Procedure

1. An agent may cause a vehicle to be impounded and removed to the OPG in the following circumstances:

   a. When the driver of a vehicle is arrested for DUI/DWAI, the agent is encouraged to impound the vehicle unless a properly licensed
driver is present who may lawfully drive the vehicle from the scene.

b. When the driver of a vehicle is found to have his driving privileges suspended/revoked, said driver shall not be allowed to drive from the scene. Agents are encouraged to tow any vehicles driven by suspended drivers unless a properly licensed driver is present who may lawfully drive the vehicle from the scene.

c. When the driver of a vehicle does not have a valid driver’s license and also does not have proof of insurance, the agent is encouraged to impound the vehicle unless a properly licensed driver is present who may drive the vehicle from the scene.

d. When the driver of vehicle does not have a valid driver’s license and the car is registered to another person and the agent is unable to verify that the driver has permission to drive the vehicle, the agent is encouraged to impound the vehicle.

2. An agent shall cause an arrestee's vehicle to be impounded and removed to the OPG in the following circumstances:

   a. When the vehicle must be processed for evidence.

   b. When the arrestee's vehicle is in such a place as to create a traffic hazard.

   c. The vehicle is illegally parked in its present position.

   d. The vehicle will be in violation of a parking regulation if allowed to stay at the particular location for longer than 24 hours.

   e. It is not possible to securely lock the vehicle as a protection against illegal entry or theft.

   f. When the vehicle is parked in an area where there exists the likelihood that it will be tampered with or presents some sort of danger to any person.

   g. When the arrestee requests that his vehicle be impounded. (He shall be advised that costs for towing are his responsibility.)

   h. If an arrest situation other than one of the above exists and the operator (whether he is the registered owner or not) requests that the vehicle not be moved, the vehicle may at the agent’s discretion be left at the scene.

3. If the arrestee is not the registered owner, the agent shall notify Communications Section that the arrestee desires the vehicle be left at
the arrest scene and requests that the registered owner be immediately contacted and advised of the request.

4. A bonafide attempt, via telephone by the Communications Section, to contact the registered owner shall be accomplished prior to the agent leaving the arrest scene.

5. If contact is made with the registered owner, an agent shall be guided by the owner's decision as to the disposition of the vehicle.

6. If after a bonafide attempt to contact cannot be made and the arrestee still desires the vehicle left at the arrest scene, the vehicle may, at the agent's discretion, be left at the scene.

7. An agent leaving an arrestee's vehicle at the scene of an arrest shall ensure that the vehicle is locked and the keys are given to the arrestee.

8. The agent shall ensure that the arrestee is fully aware of where the vehicle is located.

9. The location of the vehicle shall be recorded in the arrest report.

10. An agent may turn the vehicle of an arrestee over to some other person, such as a friend or member of the arrestee's family, with the consent of the arrestee so long as the arrestee is in a condition to give a knowing and intelligent consent and the person to whom the vehicle is given is of age, is physically able, and has a valid license. An agent shall record in the arrest report the name, address, and telephone number of the person receiving the arrestee's vehicle.

11. An agent shall be responsible for the reasonable care of a vehicle in the immediate physical possession of an arrestee until the vehicle is impounded and removed to the OPG or upon leaving the vehicle at the scene of the arrest with the knowledge and consent of the arrestee.

12. When the vehicle of an arrestee is impounded, an agent shall ensure that the owner's copy of the vehicle impound/recovery report is given to the arrestee or placed into his property at the Jefferson County jail.

4742 RECOVERED STOLEN VEHICLES

B. Procedure

1. An agent shall be dispatched and a Vehicle Impound/Recovery Report completed whenever a stolen vehicle is recovered within the city of Lakewood. This procedure shall be followed whether the recovered stolen vehicle is towed by an agent and removed to the OPG or is released to the owner at the scene.
2. The recovered stolen vehicle may be released to the owner at the recovery scene without being impounded if the vehicle has been processed, does not need to be processed, or otherwise held as evidence.

3. The owner shall sign the release on the Vehicle Impound/Recovery Report when taking custody of his vehicle at the scene.

4. Whenever possible, stolen vehicles recovered in Lakewood are processed. Vehicles reported stolen in Lakewood and subsequently recovered in other jurisdictions shall be processed in the following instances:
   a. When the recovering agency will do the processing.
   b. When there is evidence that the vehicle was used in a serious crime committed in Lakewood. Lakewood crime scene investigators will respond to locations in the Denver metropolitan area.
   c. When an agent requests through the Communications Section that a particular vehicle be processed upon its recovery due to possible suspects or use in another crime.

5. The Communications Section shall be notified immediately by the police agent whenever a stolen vehicle is recovered so that the vehicle listing can be removed from CCIC/NCIC, or in order that the agency having jurisdiction of the auto theft can be advised, via teletype, of the recovery.

6. Communication Section personnel shall send a canceling teletype immediately upon notification that a vehicle stolen in Lakewood has been recovered. If the recovered vehicle was stolen from another jurisdiction, the Communication Section personnel shall advise that jurisdiction via teletype of the recovery. A copy of any teletype message regarding an auto theft or recovery shall be forwarded by the Communication Section to the Theft Team.

7. The date, time, and name of the Communications Section employee notified shall be included in the vehicle impound/recovery report.

8. Communications Section personnel shall, immediately after canceling the CCIC/NCIC entry, notify the owner of the stolen vehicle of its recovery. If the owner of the vehicle cannot immediately respond and take control of his vehicle, he shall be advised where it has been impounded and who to contact to secure its release.

9. If the owner cannot be contacted by telephone, Communications Section personnel shall, in the case of a Lakewood resident, take the necessary action to have a patrol agent dispatched to contact the victim at his residence. If no one can be contacted at the residence, the agent shall
leave a message requesting the victim contact the Police Department in reference to the recovery of the vehicle.

10. If, after 24 hours, the owner fails to make contact with the concerned Theft Team investigator, the investigator shall immediately send a letter to the vehicle owner requesting the owner to contact the Police Department Theft Team, in reference to the recovery of the vehicle.

11. In cases where telephone contact cannot be made and the victim does not live in the city of Lakewood, Communications Section personnel shall notify the Theft Team explaining that the owner was not contacted and for what reasons. The investigator assigned, or in his absence an investigator assigned to the Theft Team, shall immediately send a letter to the last known address of the owner of the vehicle requesting the victim contact the Theft Team in reference to the recovery of his vehicle.

12. When the Communications Section receives notification from another agency that a vehicle stolen from Lakewood has been recovered, the employee receiving such notification shall immediately refer the caller to the Telephone Reporting Unit who shall complete a supplemental report, utilizing the case report number originally assigned to the case.

13. When a vehicle stolen from Lakewood is recovered by the Police Department prior to its being reported as stolen, the agent receiving the information shall obtain a case report number from the Communications Section and complete an offense report and Vehicle Impound/Recovery Report.

C. Rule

1. In all cases where a vehicle stolen from within the city of Lakewood is recovered, every effort shall be made to notify the owner and this effort shall be documented.

4743 ABANDONED VEHICLES ON PUBLIC PROPERTY

B. Procedure

1. When a vehicle is reported as abandoned, the Police Dispatcher shall obtain information necessary for a follow up to be made. It shall be determined if the vehicle is suspicious or abandoned. If the vehicle is suspicious, it shall be dispatched as such. A vehicle parked and limiting access may be towed immediately.

2. A vehicle shall be presumed to be abandoned if the vehicle has been left unattended on the roadway or public property for 24 hours or more.

3. Communications shall check for registration and wants, and complete the CAD entry placing the call on the pending screen.
4. The assigned Community Service Officer shall attempt to locate the vehicle. If the vehicle has been moved, the agent shall notify Communications and mark the courtesy notice as such.

5. If the listing of the vehicle shows that the vehicle registers to an owner in the immediate vicinity of its location, the vehicle is properly registered and operable, the vehicle shall not be considered abandoned. The reporting party shall be recontacted and advised of this information. No further action shall be taken and the CAD report will be closed with notes.

6. If the vehicle has not been moved and qualifies as abandoned, the assigned agent shall complete the remainder of the courtesy card and request a case report number.

7. The agent shall detach the proper portion of the courtesy card and securely place it in an appropriate location on the vehicle.

8. The agent shall mark the tires or other appropriate location with a yellow traffic crayon to aid in determining at a later date, whether the vehicle has been moved.

9. The CR number, date, and the agent's initials shall be printed on a tire. (In the case of an inoperable vehicle, mark the window if there are no tires.)

10. The assigned Community Service Officer shall attempt to contact the owner of the abandoned vehicle. If the owner knows the whereabouts of the vehicle, indicates that it is not abandoned, and the vehicle is legally parked, the vehicle shall not be impounded. The reporting party shall be re-contacted and advised of this information. No further action shall be taken.

11. The Community Service Officer will record any attempt made to contact the registered owner on the 24-hour courtesy notice.

12. If the vehicle is still at the same location 24 hours after being marked, the agent shall have the vehicle towed to the Police Department Official Police Garage.

13. While on scene with the abandoned vehicle, the assigned agent shall again check to see if the vehicle is reported stolen.


15. All reports relating to the abandoned vehicle shall bear the original case report number assigned to the abandoned vehicle call.

16. The agent shall detach the second page of the Vehicle Impound/Recovery Report and give this to the responding OPG driver.
17. After the vehicle is towed the agent shall attach the 24-hour Abandoned Vehicle Courtesy Notice to the original and other copies of the completed Vehicle Impound/Recovery Report.

18. These copies of the Vehicle Impound/Recovery Report, with attached 24-hour Abandoned Vehicle Courtesy Notice, shall be turned into a supervisor for approval and subsequent forwarding to the Records Section.

19. After final disposition note will be made on the CAD report and the file closed.

20. No vehicle which is parked in the immediate vicinity of the owner’s residence shall be ticketed or towed for violation of Section 10.33.080 or 10.33.030(a).

21. This procedure shall apply only to motor vehicles.

4744 ABANDONED VEHICLES ON PRIVATE PROPERTY

B. Procedure

1. When a vehicle is reported as abandoned on private property, the Emergency Response Specialist shall obtain information necessary for follow up to be made. It shall be determined if the vehicle is suspicious or abandoned. If the vehicle is suspicious it shall be dispatched as such. A vehicle parked and limiting access may be towed immediately.

2. If it is determined that the vehicle parked on private property is merely abandoned as defined in 10.42.010(b) or inoperable as defined in 10.42.020(b), the reporting party shall be told that the Police Department will not tow the vehicle. It shall be explained that the property owner may contact a private tow company to remove the vehicle.

3. If it cannot be determined over the telephone that the vehicle violates either Section 10.42.010(a) or 10.42.020(a), then an agent shall be dispatched to the scene to investigate. No action regarding vehicles marked for sale or displaying advertising on private property shall be taken unless the owner of the property or his agent is contacted.

4. No vehicle shall be towed from private property as abandoned, under Section 10.42.010(b), or inoperable, under Section 10.42.020(a), unless it is found in violation of either Section 10.42.010(a), limiting access, or Section 10.42.020(a), parking for certain purposes. The vehicle shall be checked to determine if it is stolen. If not, the reporting party or the owner of the property or his agent shall be told that the property owner may remove abandoned or inoperable vehicles by using a private tow company.
B. Procedure

1. When a vehicle is reported as inoperable or unlicensed on public property, the Police Dispatcher shall obtain information necessary for a follow up to be made. It shall be determined if the vehicle is suspicious or abandoned. If the vehicle is suspicious, it shall be dispatched as such. A vehicle parked and limiting access may be towed immediately.

2. Communications shall check for registration and wants, and a CAD entry shall be made and entered as a pending call for the Community Service Officer.

3. A Community Service Officer shall complete a 24-hour Abandoned Vehicle Courtesy Notice for each inoperable vehicle complaint.

4. The assigned agent shall attempt to locate the vehicle. If the vehicle qualifies as inoperable or is not currently licensed, the assigned agent shall complete the remainder of the courtesy card and request a case report number.

5. The vehicle shall be marked per procedure for 24 hours before being towed.

6. If a vehicle is determined to be inoperable on public right-of-way, under section 10.33.030 (b), the owner need not be contacted prior to towing.

7. If the vehicle is still at the same location 24 hours after being marked, the agent shall have the vehicle towed to OPG. The agent shall follow the impoundment procedure set forth for vehicles abandoned on public property.

8. No vehicle may be towed as inoperable on public right-of-way under Section 10.33.030(b), unless the vehicle is not capable of being promptly started and driven in a safe operating condition under its own power or does not have a current license plate. The fact that a vehicle is inoperable may be shown where a vehicle has no motor, is up on blocks, has missing tires and wheels, or any flat tires. The definition of inoperable by ordinance also includes the following: the vehicle lacks one or more of the following items, which is otherwise standard factory equipment on any particular model: windshield, side or rear window, door, fender, head lamp, muffler, wheel, properly inflated tire. Any motor vehicle or trailer that does not have a current license plate and validation sticker lawfully affixed thereto is also considered inoperable and may be towed.
VEHICLES OBSTRUCTING TRAFFIC FLOW

B. Procedure

1. An agent may impound an illegally parked vehicle when the vehicle obstructs the normal movement of traffic or highway maintenance or is parked on private property obstructing traffic movement in or out of the private property.

2. In any such investigation, the investigating agent shall first run a check on the vehicle identification number and the license plates to determine if the vehicle is wanted or stolen.

3. When, in these situations, an agent causes a vehicle to be towed and removed to the OPG, the agent shall complete a Vehicle Impound/Recovery Report explaining the circumstances that caused the towing. The number of the municipal summons and complaint that was issued shall be entered on the Vehicle Impound/Recovery Report.

4. A municipal summons and complaint shall be issued when an illegally parked vehicle is impounded.

5. The defendant's copy of the summons and complaint shall be left in a conspicuous place inside the towed vehicle.

6. When issuing a municipal summons and complaint for a parking violation, the investigating agent shall make a registration check and complete the summons and complaint in the name of the registered owner. If the registration information is not available, the notation "registered owner" shall be written in the "defendant name" section of the summons.

7. Instructions for impounding an illegally parked vehicle in the vicinity of a special event shall be given prior to the event.

MOTORIST ASSISTS

B. Procedure

1. When the operator of a vehicle desires assistance in the service, repair, or removal of his vehicle and no telephone facilities are reasonably available, he shall be informed that a request for assistance will be relayed for him to an agency of his choosing.

2. When the operator needs a tow but is unable to specify a particular agency, an agent shall request that Communications Section send the official police tow.
3. The motorist shall be advised that neither the department nor the relaying agent will assume responsibility for the liability or the cost of the services rendered.

4. Agents shall notify dispatch the description of the vehicle, location of the vehicle, and the tow service dispatched for entry into CAD.

5. Agents shall attempt to ensure the safety of stranded motorists by complying with any reasonable request. The motorist’s susceptibility to harm shall determine the justification of the request.

4748 VEHICLES INVOLVED IN VIOLATIONS CONCERNING CONTRABAND

B. Procedure

1. A vehicle in which illegal contraband has been transported or in which illegal contraband is found (as defined by Chapter 12 and 18 C.R.S.) shall be impounded in conjunction with a lawful arrest and may be held for the Vice/Narcotics Team. (Any police hold of a vehicle in which contraband is found or transported shall first be authorized by the Vice/Narcotics Team.)

2. A supervisor shall cause the on-call Vice/Narcotics Team agent to be notified immediately prior to impounding a vehicle for police hold.

3. The Vehicle Impound/Recovery Report shall include the reason for placing a police hold on the vehicle and the name of the Vice/Narcotics Team agent authorizing the hold.

4. The Vice/Narcotics Team shall coordinate the release of the vehicle to the proper agency.

4749 VEHICLE HOLD PROCEDURES

B. Procedure

1. A police hold against a vehicle shall be authorized only in the following instances:

   a. When a search warrant is to be obtained and executed on the vehicle.

   b. When the vehicle has been used in the commission of a felony and a forfeiture or nuisance procedure is pending.

   c. Processing for evidence or when the vehicle itself is evidence.
d. Whenever practical, a vehicle shall be photographed or other evidence obtained while at the scene, i.e., paint chips, thereby negating the need for a hold.

2. Supervisory approval shall be required prior to any vehicle being placed on a police hold.

3. Agents shall note the reason for the police hold and the approving authority in the narrative section of the vehicle impound report.

4. Whenever possible, an OPG tow shall not be requested until all scene processing is completed, or nearly completed.

5. If there is some reason why a held vehicle cannot be processed and photo - graphed within a 7 - day period, the agent shall obtain permission from his supervisor to delay release of the vehicle. This delay in release shall be reviewed every 7 days. The held vehicle shall be made available for release as soon as possible.

6. When an agent places a police hold against a vehicle pending a search or subsequent evidence processing, he shall affix evidence seals to the vehicle.

7. Prior to sealing the vehicle on police hold, an agent shall remove the ignition and trunk keys from the vehicle, if available, and give them to the OPG tow driver.

8. Seals utilized on impounded vehicles shall be placed on all doors and on the sides of the trunk and hood.

9. Prior to placing the seals, each agent shall ensure that the vehicle's windows are closed and the seals secure any entrance into the vehicle.

10. When seals are used, they shall be placed on all doors a minimum of 6 inches below the door handles and, in the case of police holds, this procedure will avoid contaminating any possible physical evidence.

11. The impounding agent shall write the date, case report number, and his name on each vehicle seal.

12. On a police hold no person other than an agent or a technician of the Criminalistics Unit shall break the seals on the vehicle.

13. Any person wishing to examine a vehicle on hold must have the permission of the agent in charge of the investigation or a supervisor. Any examination of a vehicle on hold shall be done in the presence of an agent.

14. When any property is removed from an impounded vehicle, an agent or technician shall be present and record the appropriate information on a property report.
15. On other than "held" vehicles, the OPG custodian or the receiving agent shall have the authority to enter the vehicle if necessary to remove equipment used by the tow operator to move the vehicle so that release procedures can be implemented.

16. When the seals have been broken on a held vehicle, other than to release it, the vehicle shall be resealed and the employee who breaks the seals shall complete a supplemental report explaining in the narrative section why the seals were broken including the fact that he resealed the vehicle.

17. Whenever an agent or supervisor changes the release status of an impounded vehicle, he shall be responsible for the immediate notification of the owner and the Records Section. Notification of the owner may be made in person, via telephone, or via certified mail.

18. When a vehicle being held becomes available for release, it shall be the responsibility of the agent handling the case to immediately sign the release authorization in the Records Section. In the absence of the agent, his supervisor shall assume this responsibility.

19. The Records Section shall be responsible for notifying the OPG when a vehicle has been made available for release or when a vehicle has been placed on hold after initial impoundment.

20. Records personnel shall note on the vehicle impound report and on the vehicle impound program their initials, the time and date of notification, and the name of the person at OPG that has been notified of the status change.

21. The Logistics Unit shall complete a quarterly inventory of the impounded vehicles which are on a hold status. Copies of the inventory shall then be distributed, via the chain of command, to each agent or investigator assigned to cases with vehicles on hold status. The assigned case investigator, agent, or his supervisor shall enter on the vehicle inventory form if the vehicle is available for release or the reason the vehicle is not available for release and shall initial same. The completed inventory forms shall be returned to the Logistics Unit for review.

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4750 VEHICLE IMPOUND

B. Procedure

1. Definitions

   a. OPG - official police garage having contract for towing vehicles taken into police custody as outlined below.
b. **TOW** - the removal of a vehicle by means of an auxiliary vehicle from the scene of an arrest, crime, incident, or traffic collision, etc.

c. **IMPOUND** - the removing and taking into custody of a vehicle by the Police Department, but which is available for immediate release.

d. **HOLD** - the temporary custody and storage of a vehicle pending police processing or further investigation.

2. Upon arrival of the OPG tow unit, and after the vehicle is ready for towing, the agent shall:

a. Obtain a copy of the tow bill and attach it to the Vehicle Impound/Recovery Report copies which shall be forwarded to the Records Section.

b. Have the tow driver sign the Vehicle Impound/Recovery Report in the space provided indicating receipt of the vehicle and verifying the joint inventory.

3. Once the tow driver has signed the Vehicle Impound/Recovery Report, the agent shall give the tow driver the second page of the Vehicle Impound/Recovery Report.

4. Whenever possible, all keys other than ignition and trunk keys shall be given to the operator of the vehicle. If this is not possible, the other keys shall be booked into Property.

5. Ignition and trunk keys shall be given to the OPG tow driver.

6. All other copies of the Vehicle Impound/Recovery Report shall be delivered to a supervisor for approval and subsequently forwarded to Records Section as soon as practical.

7. Agents shall remain on scene until the vehicle is removed by the tow driver.

C. **Rule**

1. An agent impounding a vehicle under routine circumstances (absent "extraordinary” circumstances) shall complete the Vehicle Impound/Recovery Report which includes a complete inventory of the vehicle and its contents. All containers shall be opened by whatever reasonable means are available and their contents shall be inventoried.

2. Any valuables remaining in the vehicle at the time of impound shall be inventoried by the agent and booked into Property for safekeeping.
3. Completion of the Vehicle Impound/Recovery Report shall be required every time an agent causes a vehicle to be towed and the vehicle is removed to the OPG or to another storage facility for processing for trace evidence.

4. Completion of the Vehicle Impound/Recovery Report shall also be required every time a stolen vehicle is recovered by the Police Department, whether it is released at the scene to the owner or is towed.

5. On every occasion that an agent tows a vehicle, the agent shall cause a CCIC/NCIC check of the VIN number and license plates to be made to determine whether the vehicle is stolen.

6. The printouts of any inquiry and the responses shall be made by the Communications Section personnel who processed the inquiry and placed it in the case report file maintained by the Records Section.

8. All motor vehicles, moped-type vehicles, motorcycle frames, and serialized motor vehicle parts shall be impounded at OPG utilizing a Vehicle Impound/Recovery Report. When a vehicle needs to be impounded and placed at the City shops because it requires more security than that provided by the OPG, a Vehicle Impound/Recovery Report shall still be required.

4752 EMERGENCY IMPOUNDS

B. Procedure

1. Extraordinary circumstances (severe winter storms, floods, accidents involving dozens of vehicles, etc.) may occur in which it is necessary to tow a large number of vehicles in a very short period of time. As a result, it is necessary that the department develop a tow procedure that saves time over the normal process.

2. The emergency tow procedure may be implemented by a Commander, a or above. As part of the emergency procedures, O.P.G., has agreed to an hourly fee.

3. The following steps shall be followed when the emergency tow procedure is implemented:

   a. A Commander, acting watch commander, or above shall alert the Official Police Garage (O.P.G.) representative, who will ensure that an adequate number of tow units are available and ready to be dispatched.

   b. Police agents will indicate to O.P.G.’s tow drivers which vehicles shall be towed whenever possible.
c. Those vehicles that require immediate removal may be towed and dropped at a nearby location, e.g., vehicles stuck on a hill during a major snowstorm. Those requiring towing and impounding will be taken to the O.P.G. impound lot. However, when road conditions or space limitations prohibit the use of the O.P.G. lot, arrangements have been made to secure towed vehicles at 6th Avenue and Kipling (school district’s driver training site) and at Fox Hollow Golf Course’s parking lot. In order to utilize the school district’s lot, the department must receive prior approval from the R-1 school district security office at 982-2442. In addition, advance notice is required in order to get a city snowplow to clear the snow off of the designated areas. Street Maintenance should be contacted for clearing the snow.

d. O.P.G. will use the tow slip they normally use on each vehicle towed. The tow driver will indicate on the tow slip the location where the vehicle is stored and note any damage to the vehicle. A fax or verbal report of each tow slip will be sent to the police Communications Section (303-763-6828) by O.P.G., for tracking purposes as soon as the emergency allows.

e. Communications Section will attach a CR# to each faxed or verbally reported tow slip. The towed vehicle will be placed in the impound log by Communications personnel.

f. Communications will keep a log of each towed vehicle given a CR# so that when owners call attempting to locate their vehicle the Communications Center will have the information.

g. Communications will forward the faxed tow slips to Records for archiving.

h. Towed vehicles will be released at the location dropped or the impound lot; owners will not need to acquire a release from Records in this special situation. Vehicles may be released on scene to drivers.

i. An impound report is not required as a part of this procedure.