

UW Whitewater Police



Towing and Booting Procedures

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Special Instructions: CALEA 61.4.3			
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I. Purpose

The purpose of this general order is to define the circumstances under which vehicles are towed, and to provide guidelines to officers and campus service officers (CSOs) who may need to remove a boot outside of normal business hours, when Parking Services is closed.

II. Definitions

Abandoned Vehicle: A vehicle that has been left unattended on public property for more than twenty-four hours and lacks current registration plates or two or more wheels or other parts which renders the vehicle totally inoperable.

Boot: A mechanical device affixed to the driver's side front tire of a vehicle to immobilize the vehicle. This can also be affixed to the front wheel of a motorcycle.

Disabled Vehicle: Any motor vehicle which is unable to operate under its own power.

III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that vehicles may be towed from UW-Whitewater property if they need to be removed from the roadway; are illegally stopped, standing or parked; stolen or abandoned; and/or in UWWPD's custody. Whenever a vehicle is removed or towed at the direction of UWWPD personnel, a written record should be made of the tow, following the procedures outlined in this general order.

It is also the policy of the UW-Whitewater Police Department that if someone is a repeat violator of parking regulations, or has three (3) or more outstanding parking tickets, Parking Services may place a boot on a vehicle to ensure compliance with parking regulations and collection of outstanding parking fines. UWWPD personnel will remove the boot when Parking Services is closed if the procedures outlined in this general order are satisfied.

IV. Procedures – Towing Vehicles

- A. Vehicles may be towed from UW-Whitewater property if they need to be removed from the roadway; are illegally stopped, standing or parked; stolen or abandoned; and/or in UWWPD's custody.
- B. Handling of Abandoned Vehicles:

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1. Abandoned vehicle complaints may be dispatched for investigation. Police personnel provides the primary response for abandoned vehicle complaints.
 2. Abandoned vehicles presenting a roadway hazard shall be removed to the tow operator's yard through the University contracted vehicle tow service, if available.
 3. A general inventory shall be conducted of abandoned vehicles. Officers initially assigned to the abandoned vehicle shall run the VIN to check for ownership and for stolen status, before making a reasonable attempt to contact the owner to resolve the situation.
 4. All abandoned vehicles will be towed at the owner's expense.
- C. Handling of Disabled Vehicles
1. Disabled vehicles may be left at the scene for later repair or removal by the owner if:
 - a. The owner/operator makes such a request.
 - b. The vehicle is legally parked or is placed on private property with the consent of the property owner.
 - c. The vehicle does not otherwise present a hazard to the public or the safe movement of traffic.
- D. Seizure of Vehicles
1. Vehicles seized for evidentiary purposes shall be towed by the contracted towing service, unless unavailable.
 2. Vehicles impounded for evidentiary purposes shall be taken to the Department and secured in the garage or another secure location as directed by the assigned officer or a supervisor.
 3. Other jurisdictions reporting stolen vehicles later recovered within the Department jurisdiction shall immediately be notified by teletype of the recovery with a request for vehicle disposition instructions.
- E. Removal and Towing of Vehicles from UW-Whitewater Property:
1. Parking Services is primarily responsible for the removal of illegally parked vehicles during normal business hours.
 2. Parking Services will notify the owner of the vehicle by email if applicable.
 3. The owner of vehicle can dispute towing of vehicle by contacting the Department or Parking Services.
 4. After normal business hours, an officer or campus service officer may be dispatched to illegally parked vehicle complaints.
 5. Illegally parked vehicles that are towed shall be issued a parking ticket for the violation prior to towing.
 6. All vehicles will be towed at the owner's expense.
- F. Departmental vehicles becoming disabled or damaged that require towing services shall be towed by the contracted towing service, if available.
- G. Officers investigating accidents, or who encounter a disabled vehicle, where towing services are required shall ask the owner/operator at the scene if they have a preference for towing

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services. Towing services within a reasonable distance shall be summoned at the request of the owner/operator.

- H. In the event a tow is required after the operator's arrest or if the owner/operator does not express a preference for towing services, the officer shall utilize the Department contracted tow service, if available.
 - 1. When an officer takes a vehicle operator into physical custody for any reason, the vehicle is being towed, and there were other occupants in the vehicle, the officer shall attempt to make reasonable arrangements for the other occupants to reach their destination.
 - 2. The disposition of the arrested person's vehicle subsequent to an arrest shall be documented in the officer's written report.
- I. Parking Services shall keep a file of Tow Slips for Vehicles Removed, Stored, or Towed, which contain the following information:
 - 1. Date and Time Vehicle Towed;
 - 2. Make and model of the towed vehicle;
 - 3. Registration plate number or VIN;
 - 4. Color of the vehicle;
 - 5. Permit and officer number;
 - 6. Location from which the vehicle was towed;
 - 7. The violation for which it was towed;
 - 8. Towing service used;
 - 9. Visible damage before tow.

V. Procedures – Booting

- A. Removal of Boots: When officers or CSOs receive a call, after hours, regarding a vehicle being booted, they will have the owner, or person in control and custody, of the vehicle meet them at UWSPD.
 - 1. Students will show officers proof of payment by showing their receipt. The total paid should match the boot slip.
 - 2. Officers or CSOs will accompany the person to their vehicle and remove the boot.
 - 3. Officers or CSOs will return the removed boot to the parking supervisor's office in the UWSPD to be returned to the parking vans.
- B. If an officer has an articulable reason to place a boot on a vehicle for investigative purposes or criminal apprehension, an officer may do so with supervisor approval.