

**TYLER POLICE DEPARTMENT  
GENERAL ORDER**

**22.400**

**DOCUMENTING REPOSSESSED AND TOWED VEHICLES**

**REVISED: 07/10/06**

**EFFECTIVE 03/04/02**

**22.401 PURPOSE**

The purpose of this Order is to ensure that all employees are familiar with the process of documenting the notification of repossessed and towed vehicles.

**22.402 NOTIFICATION**

It will be the wrecker company's responsibility to notify this agency of a repossession or tow that occurs in our jurisdiction.

**22.403 HAVING VEHICLES TOWED AWAY**

Vehicles parked on private property can be towed off, at the vehicle owner's expense, at the discretion of the property owner.

Individuals who call in inquiring as to what action to take in removing a vehicle from their property will be instructed to notify a wrecker of their choice. Employees will not make a recommendation. The person taking the call will inquire as to the license plate of the vehicle in question and check TCIC/NCIC to determine if the vehicle has been reported stolen.

Hazardously parked vehicles or vehicles that present a traffic problem will be towed at the discretion of a police officer. Once on scene the officer will make the determination whether a wrecker is needed, and if a tow is required will notify Communications of the request.

**22.404 NOTIFICATION INFORMATION**

When reporting a repossessed or towed vehicle the wrecker company/officer will provide the information:

1. License Plate of the Vehicle Involved
2. Make of the Vehicle
3. Model of the Vehicle
4. Style of the Vehicle
5. Color of the Vehicle
6. Location Removed From
7. Date and Time in Which it was Removed
8. Reference Case Number (If Applicable)
9. Wrecker Company or Individual Involved
10. Caller's Name
11. Location Vehicle will be Stored
12. If the Owner was Notified
13. Date Which it was Reported
14. Employee who Received the Call
15. Time Which Received

This information will be documented on the vehicle information sheets located on the "W" drive in the "dispatch" folder. Upon receiving this information the call taker will check the vehicle through TCIC/NCIC to ensure that the vehicle has not been reported stolen.

**22.405 CALLERS WANTING TO REPORT A STOLEN VEHICLE**

When an individual calls wanting to report a stolen car, the call taker will check to ensure that the vehicle was not repossessed or towed away without the callers knowledge.

1. If the vehicle has been repossessed the caller will be notified of this and instructed to contact the lien holder. The caller will not be given any information as to the wrecker company involved or the location of the vehicle.
2. If the vehicle has been towed away, the caller will be informed that this action has been taken and to contact the appropriate towing company.

Approved: 07/10/06

A handwritten signature in black ink, appearing to read "Amy M. Swindle". The signature is written in a cursive style with a large initial "A" and "S".