


OGDEN CITY POLICE

Office of the Chief

Policy No: 31

Subject	Effective Date
Wrecker Services and Impounds	May 16, 2022
Department	Replaces Policy Dated
Police	March 11, 2021
Division	Review Date
All Police Personnel	March 2024
Authorized Signature 	

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for police department personnel to follow when requiring wrecker services or impounding a vehicle.

II. POLICY

It will be the policy of the Ogden Police Department that all requests for wrecker services or impounds be exercised in a fair and impartial manner and to ensure impounded vehicles have their contents inventoried at the time of impound.

III. PROCEDURE

A. Dispatching of Wreckers

All requests for wrecker services will be made through the Weber Dispatch Center, which will contact the Dispatch Service or owner-requested towing company. All requests for wreckers will be dispatched by the Dispatch Service to Ogden City's designated towing service provider(s), except under the following conditions:

1. The owner requests a particular wrecker service, which will be dispatched by the Dispatch Service. The requesting party will be listed on all applicable reports.

The officer should advise the Weber Dispatch Center of any unusual circumstances so the responding towing service will be prepared for the request. (i.e. vehicle on its top, all wheels off the vehicle, requires storage as evidence or for accident reconstruction, etc.)

The officer should note the time the request for a wrecker is made as well as the arrival time of the wrecker. If the arrival time is longer than 20 minutes, the officer may report this to the Uniform Division Commander for follow-up with the towing service provider. However, inclement weather may be cause to allow additional response time.

Any non-dispatched wrecker arriving on scene will be turned away. If, however, a vehicle owner requests to use the non-dispatched wrecker the officer will allow the tow to be completed.

Any Ogden City vehicle requiring a wrecker will have the service arranged through Fleet Management during the day or the on-call Fleet representative after regular working hours.

B. Impounds

When a vehicle is impounded by the police department, one officer, either the investigating officer or an assisting officer assigned to handle the impound, will inventory every compartment of the impounded vehicle, including the passenger area, the trunk, storage compartments, and in the case of pickup trucks or utility vehicles, the bed, and any other compartment within or attached to the vehicle. The officer will list all personal property and vehicle accessories (radio, tape/CD players, etc.) on the vehicle inventory form. The officer should include a description of the vehicle and any obvious internal or external damage. Officers shall use their body worn cameras in support of documenting an inventory of the vehicle. Use of body worn cameras shall be noted on the Inventory Form and in their report. All property of significance shall be recorded on the inventory form.

Any impounded trailer, boat or other object towed by the impounded vehicle will have its contents inventoried in a like fashion.

All containers, locked or unlocked, discovered in the inventory process, i.e., bags, boxes, luggage, tool boxes, briefcases, etc., will be opened for inventory of their contents, if the opening can be done without breakage or

damage. The officer assigned to inventory the vehicle will make reasonable efforts to locate the key from the owner to any locked compartment or trunk, briefcases, toolboxes, etc., before opening the locked item. If opened, the officer will inventory all items in the locked container. If unopened, the officer will note the item and its locked condition on the impound form.

Items of significant value and firearms will not be left in the vehicle. They will be placed into evidence for safe keep and the officer will note the disposition of those items on the impound form as well as in the narrative of the case report.

Impound forms will be signed by the officer conducting the inventory. The original inventory form will be attached to the incident report and retained by the department. When the department releases the vehicle, the owner will receive a copy of the inventory form and will sign and receive a copy of the release form.

C. Conduct

Ogden Police Department employees will not in the scope of their duties suggest or recommend to anyone any product or professional or commercial service such as a towing company. However, employees may disclose the contact information of Ogden Police Department's towing service provider(s) for the purposes of making referrals for any lockout, tire change and gas resupply services which the towing services provider has contracted to make available for vehicles located in Ogden City. All requests for wrecker services shall be made through the Weber Dispatch Center.

D. Complaints

All complaints or problems regarding a towing service provider will be submitted to the Special Events / Community Policing Lieutenant via memorandum. Special Events / Community Policing Lieutenant will forward the complaint to the towing service provider for investigation and response. The Uniform Division Commander or designee will maintain a file on all problems or complaints regarding towing services involving department personnel. Serious complaints may also be forwarded to the Deputy Chief of Police, who may recommend seeking contractual remedies against the towing services provider.

E. Safe Keep

In circumstances which require an officer to tow a vehicle due to temporary parking restrictions for a city construction project or event sanctioned or organized by Ogden City, Officers will use every means reasonably available to contact the owner of the vehicle prior to requesting the vehicle be towed by the towing service provider. All attempts to contact the owner will be documented in a report with the name of the owner, date, time, vehicle description, and the means which were utilized in attempting to make contact with the owner of the vehicle, including but not limited to all specific phone numbers or addresses which were used in the attempt to make contact. Upon all attempted efforts being exhausted, the Officer will take photos of the placement of the vehicle along with its relation to any notices, signs or directives which give authorization for the tow. All photos will be submitted to be attached to the report. Officers will then utilize Ogden City Safe Keep forms when requesting the vehicle be removed by the towing service provider. State impound forms will not be used for Safe Keep. When calling in the tow request to Weber Dispatch Center, Officers will identify the request for towing as a "safe keep" request, so the "safe keep" request may be forwarded by Weber Dispatch to the towing services provider.

State Tax impound

When conducting a state tax impound, officers may use the UCIJIS state tax impound form and will document all valuable items by listing the items on the UCIJIS form. Officers shall use their body cameras in support of documenting an inventory of the vehicle.