

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1130.7, VEHICLE TOWING, STORAGE, AND INVENTORY**

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POLICY: All employees shall properly inventory and release vehicles.

PROCEDURES:

1. CITY CONTRACTED WRECKER SERVICES

This section describes city-requested towing. The Greater Orlando Aviation Authority (GOAA) is authorized to provide towing and storage services for all vehicles towed from GOAA-owned property except when the vehicle is taken into custody pursuant to an investigation or seized for forfeiture. The OPD custody wrecker service shall be utilized in the latter case.

1.1 CITY-REQUESTED TOWING

The wrecker company contracted by the City to perform these services shall be utilized when:

- a. A vehicle operator has been arrested and has not chosen one of the four available options (Section 3).
- b. A vehicle is left unattended and may be towed pursuant to "Section 39.29 (1) thru (6), Orlando City Code, Removal and Impounding of Illegally Parked, Abandoned, or Disabled Vehicles - Authority of Police Department and Parking Bureau."
- c. A vehicle is seized for forfeiture.
- d. A vehicle is evidence or an instrumentality of a crime.
- e. A City-owned/leased vehicle becomes disabled and needs to be towed.
- f. A vehicle is obstructing traffic or otherwise creating a safety hazard and the person in charge of the vehicle is absent.

- g. A vehicle is parked on any parking facility or area designated or used in connection with City Hall, the police station, or other facilities of the City in violation of the posted signs and the permitted uses.
- h. A vehicle remains stopped or parked on any property owned or controlled by the City of Orlando not designated for parking for a period longer than 12 hours.
- i. A vehicle has been immobilized by a parking enforcement specialist and remains immobilized in an on-street parking space for more than 24 hours.
- j. A vehicle is towed by Code Enforcement pursuant to City Code Chapter 58.
- k. A vehicle is located in the I-4 (Interstate) or S.R. 408 (East/West Expressway) corridors including their exit or entrance ramps.
- l. A Teletype inquiry of a vehicle and the license of a driver result in a DHSMV-generated "hit" requiring impoundment of the vehicle pursuant to §322.34(8), Fla. Stat.
- m. The person in charge of the vehicle is by reason of physical injury or condition unable to provide for removal of the vehicle.

1.3 REPORTING NONCOMPLIANCE

Should an employee become aware of any act of noncompliance by any contract wrecker company (as delineated in in-service training) the Wrecker Service Report of Noncompliance form (Attachment A) shall be filled out by the employee and directed via the chain to the Patrol Services Bureau Commander's Aide. All complaints shall be forwarded to the purchasing agent who monitors contract compliance.

NOTE: The wrecker contract requires 30-minutes response time and wrecker companies are assigned monetary penalties for noncompliance.

2. TOWING OF VEHICLES PRIVATE CALLS

"Private Calls" are calls in which the legal owner or custodian of a disabled vehicle, not presenting a traffic or other public safety hazard, asks an employee to call for assistance.

The employee may call for any wrecker company requested by the citizen, or leave the vehicle parked at its present location. If this situation does not pose a public safety hazard, the employee may continue to assist the citizen or return to service.

**3. TOWING OF VEHICLES PURSUANT TO ARRESTS;
OPTIONS OF OWNER/CUSTODIAN**

Officers may at their discretion give the legal owner or custodian of a vehicle, who has been arrested, the following four options for towing the vehicle:

- a. The vehicle may remain in its current location if it is not in violation of any state or local laws. The vehicle should not be parked on private residential property without permission of the property owner.
- b. A licensed and sober passenger may remove the vehicle.
- c. Someone may be contacted to take charge of the vehicle. This person must be able to respond within 30 minutes.

- d. The vehicle may be removed by a wrecker service of the legal owner or custodian's choice.

If the arrestee opts to either leave the vehicle legally parked at the location of the arrest, have the vehicle towed and stored by the wrecker service of the arrestee's choice, or release the vehicle to the person of the arrestee's choice, the officer must complete the "Release of Liability" portion of the Vehicle Disposition form (Attachment D) available in the Supply Unit) and have it signed by the legal owner or custodian. If the arrestee refuses to sign the form, the officer should write "signature refused" on the form and have the vehicle towed.

3.1 WHEN OPTIONS APPLY

The four options apply only if:

- a. The legal owner or custodian is present at the scene, and
- b. The legal owner or custodian is capable of making a sound decision.

If the option chosen by the legal owner or custodian is not accomplished within 30 minutes, and the vehicle is creating a traffic hazard, or is illegally parked in a tow-away zone, the vehicle shall be towed.

3.2 WHEN OPTIONS DO NOT APPLY

A vehicle shall be impounded without giving options if it is:

- a. Evidence of or an instrumentality to a crime, or
- b. Being confiscated for forfeiture, or
- c. Required to be impounded pursuant to a DHSMV "hit" in accordance with §322.34, Fla. Stat.

Unusual circumstances may arise which dictate the need for flexibility. In these instances sworn members shall contact their supervisors for direction.

3.3 NOTIFICATION TO COMMUNICATIONS

Any time a vehicle is towed and the owner is not present or immediately notified, the employee towing the vehicle shall provide the Communications Division with the following vehicle information before checking back in service:

- a. Make of vehicle
- b. Vehicle year
- c. Color
- d. Tag number
- e. Vehicle Identification number (VIN)
- f. Location towed from
- g. Registered owner (if available)

This should be accomplished by telephone, if possible, otherwise on the service channel. A copy of the Vehicle Disposition form shall be faxed to Teletype at 407-246-2549 prior to the conclusion of the towing officer's tour of duty. The vehicle shall be entered into Teletype as "towed/abandoned."

During various large special events, it may be necessary to tow a vehicle that interferes within the perimeter of the event (parades, street parties). With the approval of the Event Commander or Event Supervisor, an officer may tow a vehicle utilizing a City contract wrecker. The vehicle will be towed from the area to a pre-determined location and placed in a legal public parking space. In those cases, the officer shall provide the event dispatcher with the following information:

- a. Make of vehicle
- b. Vehicle year
- c. Color
- d. Tag number
- e. Location towed from
- f. Location towed/relocated to

**4. TOWING OF VEHICLES PURSUANT TO A DHSMV-GENERATED "HIT"
IN ACCORDANCE WITH §322.34, FLORIDA STATUTES**

If a person is arrested for DWLS and all the criteria of §322.34(8), Fla. Stat., are met, the Teletype inquiry of the person's driver's license and vehicle will result in a DHSMV-generated Teletype message requiring the impoundment of the subject's vehicle.

The officer MUST indicate on the vehicle disposition form under "Reason For Tow" (line one of the form), "DWLS per DHSMV hit." Failure to do so may result in liability for the City and/or the towing company, and could result in the improper or untimely release of a vehicle to a driver who, by law, is not entitled to the vehicle.

A police hold must not be placed on these vehicles unless they otherwise meet criteria for a police hold (i.e., evidence, forfeiture, etc.).

These vehicles should not be seized for forfeiture, unless they otherwise meet forfeiture criteria. If a vehicle is seized per Teletype hit and forfeiture, the officer must designate both under "Reason For Tow," and the vehicle should also have a police hold placed on it pursuant to existing procedure. The officer should also note the DHSMV "hit" on the forfeiture paperwork.

These vehicles may **only** be released in accordance with the statute, which provides for release under one of the following conditions:

- a. If the vehicle is a leased vehicle or has a lien on it, the lessor or lien holder may retrieve the vehicle from the storage facility; or
- b. If the owner or co-owner wants to dispute the validity of the impoundment, the Clerk of the Court has determined that those disputes are to be referred to the Civil Division of the appropriate County Court in order to file a civil complaint, post a bond and receive an order for release. Although no mechanism is in place in Traffic Court for handling these impounded vehicles, if a Traffic Division Judge enters an order for the release of the vehicle, that order is enforceable; or
- c. If the owner presents proof of valid, current, vehicle insurance, or proof of sale of the vehicle to a properly insured buyer to OPD Information Desk personnel. In those cases, the Information Desk employee will:
 - 1. Pull the original tow sheet from Records and confirm that the vehicle was seized pursuant to a Teletype "hit" for DWLS; and
 - 2. Confirm with the City contracted wrecker service that the vehicle, for which proof of insurance (and sale, if applicable) is presented, is the same vehicle in their possession; and
 - 3. Upon confirmation, the individual to whom the vehicle will be released must be told that they will be responsible for paying the City contracted wrecker service for all applicable towing and storage fees and taxes that may have accrued. All documents will be filed with the Records Unit.

**5. TOWING OF VEHICLES AS A RESULT OF
PARKING VIOLATIONS OR TRAFFIC HAZARDS**

Under any of the following conditions vehicles shall be towed:

- a. The vehicle is left unattended under any of the conditions enumerated in Section 39.29, Orlando City Code, and poses a traffic hazard.
- b. The vehicle has been involved in an accident and one or more of the following conditions exists:
 1. The legal owner or custodian is not present or is incapacitated.
 2. The vehicle poses a traffic hazard.
 3. The vehicle cannot be secured and legally parked. (If the legal owner or custodian is not available to take charge of the vehicle, and the vehicle is not a traffic hazard and can be legally parked, the employee in charge shall secure the vehicle and leave it at the scene.)

Under any of the following conditions vehicles may be towed:

- a. The vehicle is left unattended under any of the conditions enumerated in Section 39.29, Orlando City Code, and does not pose a traffic hazard.
- b. The vehicle is parked in violation of "§316.1955(1) (a), Fla. Stat., Parking spaces provided by governmental agencies for certain disabled persons," unless the legal owner or custodian shall remove the vehicle immediately.

Prior to towing a vehicle that is considered illegally parked, abandoned or disabled from a limited access roadway, off-street parking / meter zone or city street; the officer must first attach to the vehicle a Vehicle Removal Notice, (Attachment C). The officer must then wait six (6) hours for a limited access roadway, twenty-four (24) hours for city off-street parking / meter zone, or seventy-two (72) consecutive hours for city streets before the vehicle can be removed (towed). If during the seventy-two hour period the vehicle has been removed from the particular street for a period of at least twelve (12) consecutive hours, it may not be towed.

5.1 NOTIFICATION TO COMMUNICATIONS

To avoid unwarranted stolen auto reports and before checking back in service, the employee towing the vehicle shall provide the Communications Division with the following vehicle information:

- a. Make of vehicle
- b. Vehicle year
- c. Color
- d. Tag number
- e. Vehicle Identification number (VIN)
- f. Location towed from
- g. Registered owner (if available)

This should be accomplished by telephone if possible, otherwise on the service channel. A copy of the Vehicle Disposition form shall be faxed to Teletype at 407-246-2549 prior to the conclusion of the towing officer's tour of duty. The vehicle shall be entered into Teletype as "towed/abandoned."

6. TOWING OF VEHICLES PARKED, WITHOUT AUTHORIZATION, ON PRIVATE PROPERTY

Sworn members of the Orlando Police Department shall not become involved in the towing of unauthorized vehicles parked on private property. Members employed in an extra-duty capacity may have unauthorized vehicles towed, if requested to do so by the extra-duty employer and if the property is posted in accordance with "§715.07, Fla. Stat. and Orlando City Code Chapter 39, Article IX, Vehicles Parked on Private Property; Towing" and the officer is working as an agent for the extra-duty employer. Officers, employed in an extra-duty status, may have vehicles towed only if the vehicles could be legally towed by the extra-duty employer.

6.1 REQUEST BY CITIZEN

When sworn members are asked by citizens to remove vehicles from private property, the member shall refer the citizen to §715.07, Fla. Stat. and Orlando City Code Chapter 39, Article IX, concerning the towing of vehicles parked, without authorization, on private property and further explain that the citizen may have the vehicles towed without the assistance of police.

This section shall not be interpreted to preclude any sworn member from settling a breach of the peace arising from a conflict between a vehicle owner and property owner.

Citizens with complaints concerning abandoned vehicles should be directed to contact the City Code Enforcement Department.

7. CONDUCTING INVENTORY AND COMPLETING VEHICLE DISPOSITION FORM PROCEDURES

A Vehicle Disposition form and inventory shall be completed each time a vehicle is towed, or when the legal owner or custodian has been arrested. The exceptions shall be private tows and tows from I-4 and East/West when the driver is on the scene. Forms shall be turned in prior to the end of the current tour of duty.

Members completing a Vehicle Disposition form shall ensure that the form is completed in its entirety. The following must be included on the form:

- a. Time
- b. Date
- c. Location
- d. Requesting member
- e. Reason for tow
- f. Towing service
- g. Location of vehicle
- h. Notification of owner and method (personal contact or postcard)
- i. Documented inventory of contents

The following procedures shall be adhered to when vehicles are inventoried:

- a. Vehicles shall be completely inventoried. The inventory shall include, but not be limited to, the interior of the vehicle and any containers within the interior of the vehicle. The trunk and glove compartments and any containers therein, should be inventoried, provided that the keys are available, or the vehicle has an operable trunk release. Any and all items of great or unusual value (currency, firearms, cameras, compact disc collections, jewelry, etc.) which are not considered evidence or part of the vehicle itself shall be removed and submitted to the Property and Evidence Unit for safekeeping as personal property. Any personal property in the vehicle which an employee believes may be evidence of a crime shall be removed

from the vehicle for investigative purposes. Once this investigation is concluded, such personal property shall be placed in the Property and Evidence Unit as evidence or personal property. The employee shall follow current policies regarding handling and storage of the property during the investigative process.

- b. **24-hour or Investigative Holds ONLY:** The primary officer or lead detective shall be contacted for instructions prior to any inventory being conducted. Refer to the procedures outlined in Sections 7.3 (d) and 9 (below).
- c. Articles in large quantities shall be listed on the Vehicle Disposition form in block manner (e.g., three cardboard boxes of miscellaneous clothes, six boxes of papers from J. Blough Corp.).
- d. All add-on electronic equipment or other valuable auto accessories should be listed on the Vehicle Disposition form. The employee should include a brief description of the item including the manufacturer's name, model number, and serial number if available. Examples of items to be listed are stereo sound systems, CB radios, radar detectors, etc.
- e. When compartment keys are not available or the driver or other occupant refuses to unlock the compartments, this information shall be reflected on the Vehicle Disposition form and/or Incident or Supplement report. When the driver or occupant is arrested with the keys in his possession, the arresting officer shall seize the keys and proceed with the inventory regardless of the arrestee's refusal.

7.1 INVENTORY SUBSEQUENT TO SEARCH

Whenever a vehicle is to be searched for contraband, evidence, or fruits of a crime, the vehicle inventory shall be conducted after the search. A search shall not be conducted under the guise of an inventory.

7.2 VEHICLE HELD FOR FORFEITURE

If the vehicle is being held for forfeiture, the officer or detective shall make proper notation on the Vehicle Disposition form and shall secure the vehicle and document the incident in compliance with the current issue of P&P 1106, Contraband, Seizure and Forfeiture.

7.3 ROUTING OF VEHICLE DISPOSITION FORMS

Routing of Vehicle Disposition forms shall be accomplished in the following manner:

- a. The yellow copy shall be presented to the wrecker driver.
- b. The pink copy shall be given to the vehicle owner/driver.
- c. For Processing Holds ONLY, the white copy, along with the towing claim check (red tag) , shall be hand-delivered to the CSIs in the OPD Forensic Lab, by the end of the tour of duty.
- d. For 24-hour or Investigative Holds ONLY, the white copy, along with the towing claim check (red tag), shall be hand-delivered to whichever of the following applies by the end of the tour of duty:
 - 1. The employee who requested the 24-hour Hold;
 - 1. The detective who directed an employee to cause an Investigative Hold;
 - 2. The detective sergeant who directed an employee to cause an Investigative Hold.
- e. For vehicles with no holds ONLY, the white copy shall be turned in by the end of the tour of duty and forwarded to the Records Management Section for direct filing and subsequent microfilming.

8. TOWING CLAIM CHECK/RED TAG PROCEDURES

When a vehicle is impounded, the towing claim check (red tag) shall be handled in the following manner:

- a. Employees shall obtain a towing claim check/red tag from the wrecker driver and sign both portions.
- b. The top portion shall be given to the wrecker driver.

- c. The bottom portion shall be attached to the original of the Vehicle Disposition form and turned in to the appropriate employee or Records Management as outlined in Section 7.3 (above), or (if applicable) as in the current issue of P&P 1106, Contraband, Seizure and Forfeiture, by the end of the tour of duty.

9. PLACING HOLDS ON VEHICLES

Generally, no police hold shall be placed on any vehicle except for the purpose of processing and photographing for evidence or for forfeiture. For information concerning the release of vehicles impounded for forfeiture, refer to the current issue of P&P 1106, Contraband, Seizure and Forfeiture.

Under unusual or extenuating circumstances, an employee towing a vehicle may have that vehicle held for 24 hours to complete the investigation. The employee must write "24 HOUR HOLD" in the reason for hold block of the Vehicle Disposition form. **This hold shall automatically expire after 24 hours.** Also, a detective or detective sergeant may **direct an employee to place an investigative hold on a vehicle.** The employee must write "INVESTIGATIVE HOLD" in the reason for hold block of the Vehicle Disposition form. **It is the responsibility of the detective or detective sergeant who directs an employee to place a hold on a vehicle** to release the hold and notify the registered owner as soon as the need for the hold has passed.

If a vehicle is processed by the employee in the field, proper notations shall be made on the Vehicle Disposition form. No hold shall be placed and the vehicle may be released.

Due to the limited processing required in such cases (in addition to the usual volume of damage), Traffic Homicide vehicles will generally be processed and photographed at the scene, then towed for further THU evaluation and storage to Johnson's Wrecker.

When a vehicle is not processed by the employee, and the vehicle is towed with process pending, the employee shall place a hold on the vehicle with "PROCESSING" as the reason for hold. The employee shall complete the Vehicle Processing Request (Attachment B). This form SHALL be signed by a Patrol Supervisor, or otherwise authorized via telephone to a CSI, who will also confirm that all routine, non-specialized processing has been attempted at the scene, in accordance with the current version of P&P 1124, Responsibilities at Incident Scenes.

Vehicles held for processing will be towed either to the OPD Forensic Lab Vehicle Evidence Processing (VEP) garage or Johnson's Wrecker. Vehicles will only be sent to Johnson's Wrecker if they have sustained major damage or are leaking fluids. In ALL CASES, these vehicles are considered as evidence and shall be handled accordingly, including the need for a CSI or officer to follow the wrecker to either destination.

In all cases (including those with a pending search warrant), the Vehicle Processing Request, along with a copy of the Incident Offense Report, shall be hand-delivered with the Vehicle Disposition form and the bottom portion of the towing claim check (red tag) to the CSI's in the OPD Forensic Lab.

If the vehicle is not taken to the VEP, the Crime Scene Investigator shall respond to the wrecker service and process the vehicle as soon as possible. When processing has been completed, the CSI shall sign any applicable release form used by the wrecker service (Johnson's uses a blue form) to indicate that processing has been completed. Before leaving the wrecker service, the CSI shall also sign the bottom portion of the towing claim check (red tag), remove it from the white copy of the Vehicle Disposition Form, and hand it to the wrecker service employee. This will allow the wrecker service, upon presentation of satisfactory identification and proof of ownership, to release the vehicle without further Police authorization.

Between 0800 hours and 2300 hours (calls for service permitting), the CSI shall assist the wrecker service in an attempt to contact the registered owner to advise that the vehicle has been released and is ready for pickup. If contact is made, the name of the person contacted and the date, time, and method of contact shall be noted for inclusion in the CSI's Narrative Supplement report.

If the CSI and wrecker service are unable to make immediate contact with a responsible party, the CSI shall contact either an on-duty detective or the on-call supervisor for the appropriate Investigative Section of CID to advise that the vehicle has been released and is ready for pickup. The name of the Investigative personnel contacted by the CSI and the date, time, and method of contact shall be noted for inclusion in the CSI's Narrative Supplement report. It will then become the responsibility of the Investigative personnel to ensure that the registered owner is contacted.

Between 2300 hours and 0800 hours, the CSI shall not attempt to make any contact; the above-procedures shall be attempted the next morning by on-duty CSIs.

In all cases, the processing CSI shall email the appropriate Investigative Unit supervisor (and primary detective, if known) to advise that the processing was completed and the contact was/was not made.

All further attempts to contact the registered owner will be made by the wrecker service according to their established protocol.

Upon returning to the OPD Forensic Lab, the Crime Scene Investigator (CSI) shall sign the "Release Approved By" portion of the Vehicle Disposition form and forward it to the Records Management Section (along with the completed Vehicle Processing Request). A copy of the Vehicle Processing Request shall be forwarded to the Criminal Investigations Division (CID) or the Traffic Homicide Unit (THU), as required.

If the vehicle was processed at the VEP, and the processing has been completed, the CSI shall contact the primary investigator to advise that processing has been completed and that the vehicle is ready to be released to the legal owner or custodian. When the investigator releases the vehicle, the investigator shall make notification that the vehicle MUST be removed from the VEP within 24 hours or it shall automatically be removed to Johnson's Wrecker, with all appropriate towing and storage charges to accrue. The VEP is not a storage facility. The 24 hours shall begin once the CSI has notified the investigator. The investigator must complete a Vehicle Release Form (Attachment F) and email it to crimescene@orlando.gov.

The Technology and Forensics Unit supervisor will monitor submitted Vehicle Processing Requests to ensure timely completion of processing and vehicle release.

The Auto Theft Unit supervisor will maintain regular contact with the wrecker service to ensure that no vehicle is held by OPD for any longer than is necessary for police purposes.

As with vehicles towed directly to Johnson's Wrecker, all expenses related to the towing of a vehicle to (or from) the VEP shall be handled in the same manner directed by the Police Fiscal Manager and/or the current version of the existing city towing contract.

10. NOTIFICATION OF OWNER

If the legal owner or custodian is not personally contacted by an employee at the time the vehicle is towed by the City-requested towing company, the employee shall attempt to contact the owner in person or by phone during the same tour of duty. If no contact is made before the end of that tour of duty, the employee shall complete and mail the Department tow-in record (Attachment E) to the owner; and further, the employee shall cause the vehicle information to be entered into FCIC under the proper classification (abandoned/impounded/located). Notation shall be made on the Vehicle Disposition form indicating the vehicle has been entered into Teletype.

The employee shall indicate on the appropriate report and the Vehicle Disposition form whether the tow-in record postcard was mailed to the registered owner. If a card is not sent, the employee shall document the reason in the Incident Offense Report.

If the identity of the registered owner cannot be ascertained, the employee shall complete an Incident Report which shall be forwarded to the Auto Theft Unit. The employee initiating the tow shall cause the vehicle information to be

entered into FCIC under the proper classification (abandoned/impounded/located). Notation shall be made on the Vehicle Disposition form indicating the vehicle has been entered into Teletype.

11. TOWING OF RECOVERED STOLEN VEHICLES

The Orlando Police Department and the Orange County Sheriff's Office (OCSO) have entered into an agreement to standardize the towing of recovered stolen vehicles when such vehicles are recovered by these agencies.

11.1 STOLEN VEHICLE, OCSO AUTHORITY, RECOVERED IN THE CITY OF ORLANDO BY OPD

11.1.1 NO ARREST – NO SPECIAL INSTRUCTIONS IN TELETYPE

OPD recovers the stolen vehicle and the following shall be adhered to:

- a. OPD contacts the OPD contract wrecker service to remove the vehicle.
- b. Process the vehicle.
- c. No hold is placed on vehicle.
- d. Vehicle Disposition form is completed by OPD and given to the wrecker driver.
- e. Incident report reference recovery is completed by OPD.
- f. OCSO is notified of the recovery by Teletype.
- g. OCSO is responsible for notification of the legal owner or custodian.
- h. OPD will attempt to contact legal owner or custodian
- i. Vehicle may be released to the legal owner or custodian, if present.

11.1.2 ARREST BY OPD

If an arrest has been made by OPD and the vehicle is linked to a major offense being investigated by OCSO (murder, robbery, sexual battery, etc. - as reflected in the Teletype message) contact OCSO for instructions. All other vehicles will be towed by the OPD custody wrecker service when necessary.

- a. OPD does processing when necessary for OPD investigations. If a vehicle is to be held for processing, the towing officer must complete a Vehicle Processing Request and CSI Report Form and submit it by the end of the tour of duty.
- b. OCSO is notified of recovery by Teletype.
- c. OPD will complete the Vehicle Disposition form and turn the form and vehicle over to the wrecker driver.
- d. OCSO is responsible for notification of the legal owner or custodian.
- e. OPD will attempt to notify legal owner or custodian.
- f. Vehicle may be released to the legal owner or custodian, if present.

11.2 STOLEN VEHICLE, OPD AUTHORITY, RECOVERED BY OCSO

11.2.1 NO ARREST - NO SPECIAL INSTRUCTIONS IN TELETYPE

OCSO contacts their contract wrecker service to remove the vehicle.

- a. OCSO will process the vehicle.
- b. No hold is placed on the vehicle.
- c. Vehicle Disposition form is completed by OCSO.
- d. Incident Report reference recovery is completed by OCSO.
- e. OPD is notified of the recovery by Teletype.
- f. Vehicle may be released to the legal owner or custodian, if present.
- g. OPD is responsible for the notification of the recovery to the legal owner or custodian.

11.2.2 ARREST BY OCSO

When processing cannot be completed at scene or the vehicle is needed for further investigation, OCSO uses OCSO custody wrecker service to tow the vehicle to the desired location. Otherwise, the OPD custody wrecker service will be used.

- a. OCSO will process the vehicle.
- b. OPD is notified of recovery by Teletype.
- c. OCSO will complete the Vehicle Disposition form and turn the form and vehicle over to the wrecker driver.
- d. OPD is responsible for notification of the legal owner or custodian.
- e. Incident Report reference recovery is completed by OCSO.
- f. Vehicle may be released to the legal owner or custodian, if present.

12. RELEASE OF VEHICLES

The legal owner or custodian of vehicles with no holds shall be directed to the appropriate wrecker service for release of the vehicle. If the vehicle is at the VEP, the primary investigator shall make arrangements for release as directed in Section 9. Placing Holds on Vehicles.

Homicide vehicles will only be released with the approval of the Lead detective. The legal owner or custodian shall be advised that both proof of ownership and proper identification must be shown to the wrecker service, primary investigator, or CSI before the vehicle shall be released. The handling of a vehicle at the VEP shall be logged on the current form; the owner/custodian shall complete the Release of Liability section of the Vehicle Disposition form, including affixing a legible signature. The following documents shall be considered acceptable:

- a. Title
- b. Registration Certificate
- c. Bill of Sale
- d. Court Order
- e. Other reasonable proof of ownership and proper identification

If processing has not been completed or the vehicle has been impounded for other reasons, follow the procedures in Section 9. Placing Holds on Vehicles.

ATTACHMENT A

ORLANDO POLICE DEPARTMENT
WRECKER SERVICE
REPORT OF NONCOMPLIANCE

DATE: _____ CASE #: _____

FROM: _____

VIA CHAIN

TO: PATROL SERVICES BUREAU COMMANDER'S AIDE

NAME OF WRECKER SERVICE: _____

NAME OF WRECKER DRIVER: _____

- Custody
- City Vehicles
- Citizen Preference

TYPE OF NONCOMPLIANCE

- Failed to arrive within 30 minutes
- Failed to provide proper equipment
- Failed to meet storage specifications
- Unable to accomplish necessary service
- Nonprofessional attitude/actions
- Other

Details: (Include date, time, and location of incident)

ATTACHMENT B

ORLANDO POLICE DEPARTMENT
VEHICLE PROCESSING REQUEST

HAND-DELIVER THIS FORM, ALONG WITH THE WHITE COPY OF THE
VEHICLE DISPOSITION FORM AND THE BOTTOM PORTION OF THE TOWING CLAIM CHECK (RED TAG),
TO A CSI IN THE OPD FORENSIC LAB BY THE END OF THE TOUR OF DUTY.

Date Submitted: _____ Time: _____ Case #: _____
 Offense: _____ HSMV #: _____
 Submitted By: _____ Employee #: _____
 Assigned Unit: _____ * Patrol: Please include sector, rotation, and shift
 Patrol Supervisor (Signature): _____

VEHICLE INFORMATION

Vehicle towed to: Johnson's Other (Specify): _____
 Towing Claim Check # (Red Tag #): _____
 Color _____ Year _____ Make _____ Model _____ Tag _____
 VIN _____

SUBJECT INFORMATION (Type: A-Arrestee, O-Other, S-Suspect, V-Victim, W-Witness)

Type	Name	Race	Sex	DOB	OPD Jacket #

PROCESSING REQUESTED (CHECK APPROPRIATE BOX)

Photos Latent Processing Evidence Collection

SPECIAL INSTRUCTIONS (BE SPECIFIC)

Evidence to be collected: _____
 Special processing needed: _____

REASON FOR PROCESSING: _____

DO NOT WRITE BELOW THIS SPACE - CSI RESULTS USE ONLY

Processing Completed: _____ Date: _____ Time: _____ ** (see below)
 # of Latents: _____ # of Photos: _____ Supplement Report? Yes No
 Evidence Number(s): _____
 Have you signed the bottom of the towing claim check (red tag) and Johnson's blue form? Yes No
 If not, state the reason (vehicle cannot be released unless both are signed): _____

** Between 0800 hours and 2300 hours:

- This CSI assisted wrecker service with owner notification.
- This CSI was unable to contact owner; notified Det. _____ by:
 Email Phone In person to ensure they notify owner.

** Between 2300 hours and 0800 hours, the CSI shall not attempt to make any contact; the above procedures shall be attempted the next morning by on-duty CSIs.

- This CSI turned the notification responsibility over to day shift CSI _____.
- This CSI emailed Sgt. _____ to advise that processing was completed and owner contact
 was was NOT made.
- I signed the "Release Approved By" portion of the Vehicle Disposition Form.

CSI Signature Employee # _____ Date _____

CSI Supervisor Signature Employee # _____ Date _____

ATTACHMENT C

Front of Form

Back of Form

**ORLANDO POLICE DEPARTMENT
VEHICLE REMOVAL**

NOTICE

This tag is displayed to notify the owner/
motorist that this vehicle is in violation of
Orlando City Ordinance 39.29(1)(k) or Florida
Statute 316.1945(1)(a)11, (printed on reverse
side) in reference to abandoned vehicles.

NOTICE

**This vehicle will be ticketed & towed away
at the owner's expense if not removed after:**

6 Hours - (Limited Access Facility)

24 Hours - (City Off-Street Parking/Meter
Zone)

72 Hour - (City Streets)

Date and Time _____

Tag Number _____

Officer Name _____

Officer ID# _____

Telephone # _____

THIS IS NOT A TRAFFIC CITATION

BUCKLE UP FOR SAFETY

FLORIDA STATE STATUTE

**316.1945(1)(a)11 - STOPPING, STANDING OR
PARKING PROHIBITED IN SPECIFIED PLACES**

(1) Except when necessary to avoid conflict with other
traffic, or in compliance with law or the directions of a
police officer or official traffic control device, no person
shall:

(a) Stop, stand, or park a vehicle...
(other circumstances omitted)

11. On the roadway or shoulder of a limited access
facility, except as provided by regulation of the
Department of Transportation, or on the paved
portion of a connecting ramp; except that a
vehicle which is disabled or in a condition
improper to be driven as a result of mechanical
failure or crash may be parked on such
shoulder for a period not to exceed 6 hours.
This provision is not applicable to a person
stopping a vehicle to render aid to an injured
person or assistance to a disabled vehicle in
obedience to the directions of a law
enforcement officer or to a person stopping a
vehicle in compliance with applicable traffic
laws.

ORLANDO CITY ORDINANCE

**39.29(1)(k) - REMOVAL AND IMPOUNDING OF
ILLEGALLY PARKED, ABANDONED OR
DISABLED VEHICLES**

Police officers, community service officers, and parking
enforcement specialists of this City are hereby authorized to
remove any vehicle from any street or other public property
within the City, to a public garage or other place of safety,
under the following circumstances hereafter enumerated:

(1) When any vehicle is left unattended...
(other circumstances omitted)

(k) In a City off-street parking facility or parking meter
zone for any period of time longer than twenty-
four (24) hours or upon any particular street for a
period of time longer than seventy-two (72)
consecutive hours, unless during the seventy-two
(72) hour period the vehicle has been removed
from the particular street for a period of at least
twelve (12) consecutive hours.

OPD P&P 1130.6 C Rev. 2/20/13

ATTACHMENT D

Orlando Police Department Initial Report Supplement Traffic **Vehicle Disposition**

Zone/Dist:	Reason for Tow:	Case Number:
Unit:	Location of Theft:	Other Agency Case Number:
Sector:	Location of Vehicle/Tow:	Other Agency:

VEHICLE HOLD Hold Yes No Hold Approved By: _____

Owner Notified? Yes No How Notified: _____ Entered into Teletype? Yes No Release Approved By: _____

Date-Time Occurred	On or Between	Month	Day	Year	Time	Sealed Vehicle: Yes <input type="checkbox"/> No <input type="checkbox"/>	Hold Past 5 Days: Yes <input type="checkbox"/> No <input type="checkbox"/>
--------------------	---------------	-------	-----	------	------	--	--

CODE: V-Victim R-Reporter S-Suspect M-Missing A-Arrested W-Witness D-Driver

OWNER	Name (First, Last, Middle)	Age:	DOB:	Race:	Sex:
	ADDRESS Residence	Zip:	Phone:		
	ADDRESS Business	Zip:	Phone:		
	Name (First, Last, Middle)	Age:	DOB:	Race:	Sex:

VEHICLE DESCRIPTION Year: _____ Make: _____ Model/S: _____ Color: (Top/Bottom) _____

Approx. Value of Vehicle \$	License #: _____	Decal #: _____	State: _____	Exon. #: _____	VIN: _____
	Cancelled NCIC/PCIC? Yes <input type="checkbox"/> No <input type="checkbox"/>	Vehicle Processed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Form. Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Evidence Found? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Vehicle Operable? Yes <input type="checkbox"/> No <input type="checkbox"/> Unk. <input type="checkbox"/>	Vehicle Inventoried? Yes <input type="checkbox"/> No <input type="checkbox"/>	Property Taken? Yes <input type="checkbox"/> No <input type="checkbox"/>	Location of Evidence: _____
--	---	--	-----------------------------

	Damage Severity:	STATU: M Missing D - Damaged W - Worn					
	1. Slight	Tires:	Location	Status	Location	Status	
	2. Moderate	Hubs:	Seats:	Location	Status	Location	Status
	3. Extreme	W/ghts:	Hubcaps:	Location	Status	Location	Status

Miscellaneous Property In Vehicle:	1. _____	6. _____
1. _____	4. _____	7. _____
2. _____	5. _____	8. _____

RELEASE OF LIABILITY I hereby hold the representative law enforcement agency harmless from and against any and all claims for damages arising out of the release of the above-described property.

I represent that I am the legal owner or custodian of the property, and request that said property: (check one) Remain at the present location Be towed and stored Be released to (print name): _____

I hereby acknowledge that the above listed vehicle has been released to my possession. Owner/Operator: _____
Signature _____ Printed _____ Signature _____ Printed _____

TOWING INFORMATION The undersigned officer(s) and the tow truck driver(s) hereby certify that the above listed property and damage inventory is correct to the best of our knowledge.

STORAGE INSTRUCTIONS: Outside Inside Isolation Evidence To Be Processed

Tow Truck Driver Signature: _____	Impounding Officer: _____
Tow Company: _____	Address Vehicle Towed To: _____ Telephone: _____

FORFEITURE INFORMATION Vehicle Used in Violation of: _____ F.S.S. _____

Teletype Information of Lien Holder Attached: Yes No Approximate Amount of Lien: _____

Officer's Name (print)/I.D. Number _____ Reviewed by: (Signature/I.D. Number) _____

ATTACHMENT E

ORLANDO POLICE DEPARTMENT TOW IN RECORD	
Claim Check # _____	Offense # _____
Vehicle was: <input type="checkbox"/> Seized <input type="checkbox"/> Found this _____ day of _____ 20____	
Time _____ Location _____	Location of Keys _____
Year _____ Make _____	Model _____
Serial _____ Tag _____	State _____
Driver _____	Address _____ City _____
Reason Towed In: <input type="checkbox"/> Accident <input type="checkbox"/> Driver Arrested	
<input type="checkbox"/> Abandoned <input type="checkbox"/> Traffic Hazard	
<input type="checkbox"/> Stolen <input type="checkbox"/> Other	
Vehicle will be: <input type="checkbox"/> Released to Owner <input type="checkbox"/> Held as Evidence	
Owner _____	Address _____ City _____
Released to _____	Address _____
Released by _____	Employee # _____
Release Date _____	Time _____
OPD P&P 1130.6 E Rev. 2/20/13	

Attachment F

Vehicle Release Authorization

Orlando Police Department – Crime Scene Investigators

This form is to be completed by a detective or officer prior to the release of a vehicle from the Crime Scene Facility located at 185 George DeSalvia Way, Orlando, Florida 32817. **No vehicle will be released without a completed Vehicle Release Authorization form.**

*Please advise the party picking up the vehicle that they will only have **24 hours** from the time of notification to pick up the vehicle before it is towed to Johnson's Wrecker Service, where they will subsequently be charged for towing and storage fees.

Completed forms may be delivered as hardcopies or emailed to the Crime Scene Investigators at crimescene@cityoforlando.net.

Date:

Detective or Officer: _____, ID# _____

Case Number: _____

Vehicle Description: Make, Model, Year, Color _____

License Plate State, Number: _____, _____

Initial one of the following:

_____ I authorize the towing of this vehicle to Johnson's Wrecker Service.

_____ I authorize the release of this vehicle to the following individual, company, or agency (include relationship and contact number for entity):

Name, Relationship, Contact Number

_____, _____, _____
_____, _____, _____