

UW Whitewater Police



Towing and Booting Procedures

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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 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 source.

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 that are older than 5 days and a balance over \$100; 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.

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B. Handling of Abandoned Vehicles:

1. Abandoned vehicle complaints may be dispatched for investigation. Sworn personnel provide 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 if there is a 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. An officer or campus service officer may be dispatched to illegally parked vehicle complaints.
3. Illegally parked vehicles that are towed shall be issued a parking ticket for the violation before towing.
4. All vehicles will be towed at the owner's expense.
5. During business hours, Parking Services staff will contact the tow company to request a tow for vehicles violating regulations. Afterhours, police officers will make this request.

F. Removal and Towing of Vehicles from Public Property Off Campus

1. UWWPD does not normally tow vehicles from adjacent streets and public roadways except for the following circumstances
 - a. The vehicle is being seized as evidence of a crime

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b. The vehicle is disabled or abandoned and is a traffic hazard that must be moved from the roadway

c. The owner is not able to remove the vehicle because of incapacitation, no valid license, or another reason and the vehicle is not legally able to be parked at the location it is.

2. When a vehicle is towed because of one of the above reasons, the officers will document the reason in their incident report.

G. Removal and Towing of Vehicle from Private Property

1. UWW PD does not normally tow vehicles from private property except for the following circumstances.

a. The vehicle is being seized as evidence of a crime

b. The vehicle is disabled or abandoned and is a traffic hazard that must be moved from the roadway.

c. The owner is not able to remove the vehicle because of incapacitation, no valid license, or another reason and the vehicle is not legally able to be parked at the location it is.

2. When a vehicle is towed because of one or the above reasons the officers will document the reason in their incident report.

H. Departmental vehicles becoming disabled or damaged that require towing services shall be towed by the contracted towing service, if available.

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

J. 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. To streamline the towing process, UWWPD will follow the City's established towing rotation policy. When a tow is needed, officers should request "the next tow on the list" through Dispatch, rather than requesting a specific company.

2. If the vehicle owner or operator requests a specific towing company, Dispatch will instruct the individual to contact that company directly.

3. For scheduled or planned towing (such as event-related vehicle removals), UWWPD and Parking Services will utilize On-Time Towing directly, as they are the preferred and lowest-cost vendors. In these cases, Dispatch does not need to make the towing request.

4. When an officer takes a vehicle operator into physical custody for any reason, the vehicle is being towed, and there are other occupants in the vehicle, the officer shall

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attempt to make reasonable arrangements for the other occupants to reach their destination.

5. The disposition of the arrested person's vehicle after an arrest shall be documented in the officer's written report.

K. Parking Services keeps a file of Tow Slips (Appendix A) for vehicles removed, stored, or towed before August 31, 2023, which contains the information below. After September 1, 2023, Parking Service started using the "Tow Module" within AIMS parking software to store towing 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. Why (violation) for which it was towed
8. Towing service used
9. Visible damage before tow

L. Records of Vehicles Removed, Stored, or Towed:

1. Any time a vehicle is towed at the direction of UWSPD, the following information must be recorded.

- a. Time
- b. Date
- c. Involved personnel
- d. Reason for removal or tow
- e. Charges pending
- f. Towing service used
- g. Location of the vehicle
- h. Notification or attempted notification of the registered owner.

2. This information should be documented within the call for services in ProPhoenix by the UWSPD personnel who are directing the vehicle to be towed

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. Owner/Operator 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.
4. Notification of after-hours boot removal will be emailed to the parking supervisor and will include vehicle information and lot location.

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- 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.

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Appendix A (Copy of Tow/Boot Slip)

| BOOT / TOW | |
|--|---|
| DATE: _____ | TIME: _____ AM / PM |
| LICENSE PLATE: _____ | STATE: _____ |
| MAKE: _____ | MODEL: _____ |
| COLOR: _____ | OFFICER: _____ |
| LOCATION: _____ | METERED STALL NO: _____ |
| TOWING CO: _____ | |
| VIOLATION | |
| <input type="checkbox"/> No Permit | <input type="checkbox"/> Excessive Fees |
| <input type="checkbox"/> Parked in Restricted Area | <input type="checkbox"/> Parked in Reserved Stall |
| <input type="checkbox"/> Other _____ | |
| Visible Damage before Boot/Tow: _____ | |
| _____ | |
| Balance Owed: _____ + _____ = _____ | |
| UW-WHITewater PARKING SERVICES | |
| Original (Parking) Yellow (Towing Co) Pink (Violator) | |