

TOWING AND INVENTORY

**rules
and
procedures**

ST. LOUIS COUNTY POLICE DEPARTMENT

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LAW ENFORCEMENT CODE OF ETHICS

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing.

The International Association of Chiefs of Police believes it important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards and have adopted the following ethical mandates as guidelines to meet these ends.

PRIMARY RESPONSIBILITIES OF A POLICE OFFICER

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's power and duties are conferred by statute. The fundamental duties of a police officer include serving the community; safeguarding lives and property; protecting the innocent; keeping the peace; and ensuring the rights of all to liberty, equality and justice.

PERFORMANCE OF THE DUTIES OF A POLICE OFFICER

A police officer shall perform all duties impartially, without favor or affection or ill-will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously, and in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust which they hold.

DISCRETION

A police officer will use responsibly the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest - which may be correct in appropriate circumstances - can be a more effective means of achieving a desired end.

USE OF FORCE

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

The use of force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

CONFIDENTIALITY

Whatever a police officer sees, hears or learns, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy and information obtained about them must not be improperly divulged.

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INTEGRITY

A police officer will not engage in acts of corruption or bribery nor will an officer condone such acts by other police officers.

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct which might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

COOPERATION WITH OTHER POLICE OFFICERS AND AGENCIES

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

PERSONAL-PROFESSIONAL CAPABILITIES

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police officer can acquire the high level of knowledge and competence which is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development which should be pursued constantly.

PRIVATE LIFE

Police officers will behave in a manner which does not bring discredit to their agencies or themselves.

A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

Adopted by the Executive Committee of the International Association of Chiefs of Police on October 17, 1989 during its 96th Annual Conference in Louisville, Kentucky.

Adopted by the St. Louis County Police Department on March 2, 1990.

This Code of Ethics 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 any evidentiary sense with respect to third party claims.

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STATEMENT OF PURPOSE

The purpose of this manual is to outline the procedures to be followed by commissioned officers of this Department when enforcing the St. Louis County Revised Ordinances and Missouri State Statutes pertaining to the towing of motor vehicles. Furthermore, this manual shall serve as a guide when providing direction to property owners/managers who will have abandoned property removed from private property.

POLICY

It shall be the policy of the St. Louis County Police Department to, **when necessary**, tow and impound vehicles from a public right of way, private road or street, parking lots that are open to the public or private real property, pursuant to Chapter 1216 of the St. Louis County Revised Ordinances and RSMo 304.155 and 304.157.

Adopted by Command Staff

By order of:

COLONEL JON M. BELMAR
Chief of Police

JB:rm

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Approved at the regular Board meeting of May 8, 2015

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COMMISSIONER
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Secretary

Distribution

All Department Personnel

CALEA Reference

1.2.3; 61.1.11; 61.1.13; 61.2.5; 61.4.2; 61.4.3; 82.2.1

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I. DEFINITIONS

- A. Abandoned Property (State Law Violations Only)- Any unattended motor vehicle, trailer, all-terrain vehicle, outboard motor or vessel removed or subject to removal from public or private property in Sections 304.155 and 304.157, whether or not operational.
- B. Emergency Tow – The towing of a motor vehicle or junked motor vehicle that presents a real or imminent danger or hazard to the safety of others or a menace to traffic.
- C. Junked Motor Vehicle (SLCO 1216.080) - A motor vehicle without current, valid registration plates and motor vehicle safety inspection certificate lawfully attached thereto, or a motor vehicle which is wrecked, dismantled, partially dismantled, inoperative, abandoned or discarded.
- D. Non-Emergency Tow – The towing of motor vehicles or junked motor vehicles that are parked or abandoned in violation of State Statute or County Ordinance and do not present a real or imminent danger or hazard to the safety of others or a menace to traffic.
- E. Real Property Owner – For the purpose of this Manual, the real property owner is the “owner of record” if an individual. If the “owner of record” is a corporation, the real property owner would be the person in charge of the property, i.e., apartment manager, lessee, etc.

II. PROCEDURES

- 1. When towing vehicles, officers should take into consideration that the majority of the St. Louis County Ordinances and Missouri State Statutes included in this Manual only give commissioned officers the authority to tow a vehicle and should not be considered offenses for which a citation should be written.
- 2. When applicable, officers may issue citations for violations that contributed to the towing (e.g. RSMo 577.080 – Abandoning a motor vehicle on a public roadway/private property) as listed in the Traffic and Ordinance Handbook, in addition to towing the vehicle.
- 3. Vehicles that are simply moved to a different street after a Vehicle Tow Notification has been affixed to them, are not in compliance if the vehicle is still in the same condition (when the condition of the vehicle was the factor for the Vehicle Tow Notification). Officers have the authority to tow the vehicle **following the required five day grace period of the original notification.**
- 4. Vehicles that are moved from a street to private property after a Vehicle Tow Notification has been affixed to them, but remain in the same condition (when the condition of the vehicle was the factor for the Vehicle Tow Notification) shall then be dealt with utilizing the procedures, “Towing From Private Property.”
- 5. All vehicle tows authorized by a police officer shall be indicated in **either a Care Report or a Missouri Uniform Accident Report.** A teletype shall be entered on the towed vehicle.

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6. Furthermore, a Crime and Inspection Report/Authorization to Tow form shall be completed on all tows authorized by a police officer (an attached example of the completed form is given for guidance). The following information is given for further guidance on those procedures included in the Police Officer Towing Checklist and the Junked Motor Vehicle Checklist and **includes** procedures not included in the checklists.

A. Towing From Public Property

1. Emergency Tows

Commissioned officers of this Department may tow a motor vehicle/abandoned property from the highways, roads or streets, without providing the owner with prior notification or an opportunity to be heard, when:

St. Louis County Ordinance – 1216.030

- a. The vehicle poses a real and imminent danger or hazard to the safety of others or menace to traffic by being situated upon a highway, road or alley and there is no person reasonably available to remove the vehicle or if the person in charge of the vehicle refuses to move it. A vehicle is declared to pose an imminent danger or hazard to the safety of others or a menace to traffic when it is:
 - 1) situated upon any bridge, viaduct or causeway or in any tube, tunnel or under pass;
 - 2) situated in any lane designated for the movement of traffic, including a curb lane in which parking is prohibited;
 - 3) situated, during such hours, in any area in which parking is prohibited during certain hours for the purpose of accommodating periods of peak (or rush hour) traffic.
- b. The vehicle is situated on or about a highway, road or alley so as to impede snow removal operations or construction, repair and maintenance services conducted by or authorized by the St. Louis County Department of Highways and Traffic.
- c. The operator of a motor vehicle is disabled or arrested and there is no other person reasonably available to take custody of the vehicle and there is no reasonably safe place to leave the vehicle.
- d. The vehicle poses a menace to traffic or a hazard to the safety of others, or pre-vents access for construction purposes, by being so situated on County property as to block or restrict ingress or egress to the property or portion thereof.

Missouri State Statute – 304.155

- a. Abandoned property is illegally left standing upon any highway or bridge if the abandoned property is left in a position or under such circumstances as to obstruct the normal movement of traffic where there is no reasonable indication that the person in control of the property is arranging for its immediate control or removal.

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- b. Abandoned property for which the person operating such property is arrested for an alleged offense for which the officer is required to take the person into custody and where such person is unable to arrange for the property's timely removal.
- c. Any abandoned property is left unattended in violation of a state law or local ordinance where signs have been posted giving notice of the law or where the violation causes a safety hazard.

Contract Municipalities

Commissioned officers of this Department may tow motor vehicles/abandoned property from the highways, roads or streets within a contract municipality under that municipality's ordinances or under State statutes.

- 2. Non-Emergency Tows (use of Vehicle Tow Notification Form, F-301 required-see attached copy/instructions).

Commissioned officers of the Department may tow illegally parked vehicles from the highways, roads or streets under the following conditions:

- a. St. Louis County Ordinance 1216.050 (for violations on any public property located in unincorporated St. Louis County, tow after five days).

When a motor vehicle or junked motor vehicle is parked or stopped on public property in violation of any County ordinance or State statute and the circumstances of the vehicle's location do not warrant an emergency tow.

NOTE: If the vehicle only appears to be abandoned, officers shall have the authority to tow under this ordinance by reason of violating RSMo 577.080 – Abandoning a motor vehicle on the right-of-way of any public road or State highway. A citation may be issued for this State violation at the time of towing.

- b. Missouri State Statute 304.155 (for violations on interstate highways and State highways only, in both incorporated areas and unincorporated St. Louis County, tow after ten hours).

When abandoned property is on the right-of-way of an interstate highway or any state highway and is left unattended for ten (10) hours.

- c. Contract Municipality Ordinances

Commissioned officers of this Department may tow motor vehicles/abandoned property from the highways, roads or streets within a contract municipality under that municipality's ordinances or under State statutes.

B. Towing From Private Property

In general, towing abandoned property from private property shall be the responsibility of the property owner/manager when they are the person wanting the property towed. An exception to this would be abandoned property which constitutes a safety hazard or unreasonably interferes with the use of real property or that is found to be wanted/ stolen, in which case the property shall be towed by a commissioned officer of this Department. If the property owner/manager is not the reporting party, officers shall attempt to contact them. If the property owner/manager cannot be contacted or refuses to have abandoned property towed, the abandoned property shall be investigated as a violation of SLCO 1216.080,

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“Junked Motor Vehicles on Private Property Declared a Nuisance.” If this is the case, the vehicle shall not be towed without an administrative warrant unless found to be wanted/stolen.

1. Towing Abandoned Vehicles with Police Officer Authorization, at the Request of Property Owner/Manager (RSMo 304.157).

If a person abandons property on any real property owned by another without the consent of the owner or person in possession of the real property, at the request of the person in possession of the real property, commissioned officers of this Department may tow the vehicle under the following conditions:

- a. In the judgment of the officer, the abandoned property constitutes a safety hazard or unreasonably interferes with the use of the real property by the person in possession of the real property; or
- b. The abandoned property is left unattended for more than forty-eight (48) hours.

NOTE: Although officers have the option to tow after forty-eight (48) hours, the policy of this Department shall be to advise the property owner/manager that the vehicle may be towed without police officer authorization, after the time indicated on the Vehicle Tow Notification form.

2. Towing Abandoned Vehicles Without Police Officer Authorization by Property Owner/Manager (RSMo 304.157).

NOTE: CARE report not required.

- a. The owner of real property or lessee in lawful possession of the real property or the property or security manager of the real property may authorize a towing company to remove abandoned property or property parked in a restricted or assigned area without authorization by a law enforcement officer only when the owner, lessee or property or security manager of the real property is present and only in the following circumstances:
 - 1) Signage Tow – There is displayed in plain view at all entrances to the property a sign not less than 17” x 22” in size with lettering not less than one inch in height, prohibiting or restricting public parking and indicates that unauthorized abandoned property will be removed at the owner’s expense, disclosing the maximum fee for all charges related to towing and storage and containing the telephone number of the local law enforcement agency where information can be obtained, or a 24-hour staffed emergency information number by which the owner of the abandoned property or property parked in a restricted or assigned area may call to receive information regarding the location of such owner’s property.
 - 2) The abandoned property is left unattended on private property, and the owner, lessee or agent of the real property notifies the Department and 96 hours have elapsed since that notification.
 - 3) The abandoned property is left unattended on owner-occupied residential property with four residential units or less and the owner or lessee or agent of the real property in lawful possession of the

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private property has notified the Department and ten (10) hours have elapsed since that notification.

- b. Property owners or lessees in lawful possession of real property that authorize a towing company to remove abandoned property without authorization from a law enforcement officer shall complete an Abandoned Property Report (DOR-4669) provided by the towing company.
- c. Towing companies that tow abandoned property from private property without authorization from a police officer shall deliver a copy of the Abandoned Property Report (DOR-4669) to the Department within two (2) hours of the tow.
- d. Upon receiving a call where the property owner/manager wishes to tow a vehicle from private property, other than signage tows, use of the Vehicle Tow Notification form shall serve as the notification to the Department, authorizing the property owner/manager to have the vehicle towed. The Department does not dispatch police cars to signage tows.

NOTE: In all cases of abandoned vehicles that are towed from private property without police officer authorization, tow companies shall complete the DOR form "Abandoned Property Report" and FAX it to the CARE unit (615-4698). If a tow company chooses to deliver the Abandoned Property Report to the Department or for some reason cannot FAX the report to CARE (i.e., their FAX machine is inoperative or they do not have a FAX machine), they should be instructed to deliver the report to the nearest precinct station. The desk officer will then FAX the report to CARE. CARE will complete the report and FAX it back to the precinct station where the desk officer will notify the tow company that the report can be picked up at their convenience. We are legally obligated to complete the "Abandoned Property Report" only on vehicles towed from unincorporated county and our contract municipalities.

C. Junked Motor Vehicles on Private Property Declared a Nuisance (SLCO 1216.080)

This ordinance should be used for those violations in which the officer believes the motor vehicle owner and the property owner are one in the same or the property owner is aware of the junked motor vehicle (whether he/she is the owner of the vehicle or not) and is permitting the junked motor vehicle to be parked on the private property. Officers shall work closely with neighborhood policing officers and officers assigned to the Problem Properties Unit when investigating this type of ordinance violation. A junked motor vehicle on private property may only be towed from private property at the request of the property owner/manager or with an administrative warrant unless the vehicle is found to be wanted/stolen.

- 1. St. Louis County Ordinance 1216.080 states, "No person shall park, store, leave or permit the parking, storing or leaving of a junked motor vehicle or parts thereof upon any private property within the County for a period of time in excess of seventy-two (72) hours. Provided, however, that nothing in this ordinance shall be construed to prevent a person from keeping on the person's private property for a period of time not to exceed thirty (30) days one junked motor vehicle for the purpose of making minor repairs or modifications to it." St. Louis County Ordinance 1216.080 states, "The presence on private property of one or more junked motor vehicles or parts thereof contrary to the proceeding subsection is hereby declared to be a public nuisance which may be abated as such in accordance with the

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provision of this chapter.” Officers viewing vehicles believed to come under this ordinance should follow the guidelines set forth in the Junked Motor Vehicle Checklist and the attached instructions for use of the Notice of Public Nuisance: Junked Motor Vehicle form (F-323).

2. Multiple Vehicle Violations

When a police officer encounters more than one junked vehicle and is at the point in the investigation where tickets should be issued, the police officer should issue one ticket for each junked vehicle found. Each junked vehicle is a violation and should be reported individually.

D. Recovered Stolen Vehicles/Evidence

Recovered stolen vehicles, not released to the owner at the scene of the recovery or vehicles seized as evidence shall be towed and the following procedures shall be followed:

1. It shall be the responsibility of the police officer authorizing the tow of the vehicle to contact CARE immediately and furnish the CARE clerk with the information necessary to complete the computer tow entry.
2. If a police officer recovers a vehicle stolen from another jurisdiction, the officer must contact CARE and request they send a locate teletype message to the appropriate jurisdiction. It is the responsibility of the Department that made the original theft report to cancel the theft teletype after the vehicle is recovered.

NOTE: Crime Scene Units are to process every recovered vehicle that was originally stolen from St. Louis County and any recovered vehicle that was stolen from another jurisdiction when that agency refuses to process the vehicle themselves.

E. Inventory of Towed Vehicles

It shall be the policy of this Department to thoroughly inventory and record the contents of all motor vehicles towed and impounded by a commissioned officer of this Department.

1. A thorough inventory of a vehicle shall include:
 - a. Those areas readily accessible without using force (i.e., unsecured or open).
 - b. Those areas where a person would be expected to store or inadvertently leave belongings.
 - c. Any containers within the vehicle when the contents of the container cannot be ascertained from examining the exterior of the container.
2. When a police officer has reason to believe that valuable items such as money or jewelry are stored in a locked area/container (i.e., glove box, trunk or luggage), and there is no way to enter the area with a key or trunk release, the officer shall:
 - a. Ensure the least damaging method is used to gain entry.

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- b. Inventory the contents.
 - c. Note on the Crime Inquiry and Inspection Report/Authorization to Tow form the locked areas entered or not entered.
3. Item Seized
 - a. Valuables such as money and jewelry, if not immediately claimed by the owner or operator, shall be handled as property seized for safekeeping in accordance with the General Order entitled, "Evidence and Property."
 - b. All seized items and their location shall be listed on the Crime Inquiry and Inspection Report/Authorization to Tow form and in the police report.
 4. The original copy of the Crime Inquiry and Inspection Report/Authorization to Tow form shall be signed by the contract tow service driver and police officer.

F. Hold Orders

1. The police officer with the case responsibility may place a "HOLD" on a vehicle under the following circumstances:
 - a. The vehicle is involved in a criminal investigation, i.e., held to establish ownership or processed for evidence by the Bureau of Criminal Identification.
 - b. The vehicle is required for criminal prosecution, i.e., with authority from the Prosecuting Attorney's office.
 - c. Upon the request of another law enforcement agency.
2. If the vehicle is being held for criminal investigation or at the request of another law enforcement agency, the hold order shall expire at the end of five days unless extended by a supervisor. If such an extension is granted, the supervisor must immediately notify the Bureau of Central Police Records.
3. If the Bureau of Central Police Records does not receive notification of the extension, the hold order will be canceled and the owner will be notified of the cancellation of the hold order by the Bureau of Central Police Records (i.e., hold order placed for the Crime Scene Unit to process. After processing, Crime Scene detective will make cancel notifications).
4. If the vehicle is being held for criminal prosecution at the request of the Prosecuting Attorney's office the police officer with case responsibility shall:
 - a. Notify the tow garage of the hold.
 - b. Request the records clerk to change the classification on the tow entry in the REJIS computer to reflect that the vehicle is being held as evidence per the authority of the Prosecuting Attorney's office.
5. Upon determining a hold order is no longer required or the Prosecuting Attorney determines that the vehicle is not needed in the prosecution of the offense, the police officer authorizing the hold shall immediately notify the tow garage and the owner of the vehicle. If the hold order is less than 90 days old, the records clerk will also be notified and the hold will be canceled. REJIS

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automatically cancels all tow entries after 90 days. The Prosecuting Attorney's hold order is still in effect at the towing agency until canceled.

6. Five day hold orders shall immediately be rescinded by a supervisor if, after review of the facts and circumstances surrounding the incident, it is determined that the hold order is not required.

G. Administrative Hearing Procedures

1. Requests for administrative hearings will be made in writing and will be received by the Commanding Officer, Division of Patrol, who will forward the request to the appropriate precinct commander.
2. The precinct commander or the commander's designee, if the commander is not available, will schedule the hearing within twenty-four (24) hours of being notified of the request provided the request was filed within five days for a non-emergency tow and seven days for an emergency tow, unless a later time is required by the owner of the motor vehicle.
3. The hearing shall be presided over by the precinct commander or the commander's designee, if the commander is unavailable. The hearing shall determine if the tow is, or was, warranted and who shall be liable for the cost of the towing and storage of the vehicle, if already towed.
4. The hearing shall be heard in the precinct station that provides police services to the area from which the motor vehicle was or will be towed.
5. Prior to the hearing, the County Counselor's office is to be notified of the proceeding so that it may present St. Louis County's case.
6. Formal rules of evidence shall not apply. However, participants shall have the right to present evidence, confront and cross-examine witnesses and receive a written decision based upon the facts brought before the hearing.
7. A tape recorder is to be used to make a full copy of the hearing. The tape(s) is to be kept as evidence of the hearing for at least sixty (60) days. After sixty (60) days, the County Counselor's office should be contacted to see what should be done with the tape. If the party should file a Petition for Review, the tape would have to be transcribed.
8. Evidence shall be presented by both sides and from this evidence, the precinct commander or the commander's designee shall render a written decision within five (5) days of the hearing, setting forth the Findings of Fact. Conclusion of Law and associated Order will be prepared by the County Counselor's office and mailed to all interested parties. If the hearing relates to the towing of junked motor vehicle(s) from private property, it will be noted in the Order that St. Louis County may make application for a warrant to remove the junked motor vehicles from the private property if the Order is not complied with.
9. When the Order is rendered relating to the removal of junked motor vehicle(s) from private property and the Order has not been complied with by the owner of the private property and/or the owner of the junked motor vehicle(s), then the County Counselor's office is to be notified so that it may make application to a judge of the St. Louis County Municipal Court for a warrant to have the

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junked motor vehicle(s), in violation of the Order, removed from the private property.

10. Proper notice must be given to all interested parties relating to motor vehicles in violation of provisions of Chapter 1216 (SLCO). An interested party is anyone who has or might have an interest in the motor vehicle and in the case of junked motor vehicles on private property, not only the registered owner of the motor vehicle and the lien holder, but also the owner of the private property and/or the person who legally occupies the property (renter, lessee, etc.) must be notified.
11. An administrative hearing shall not be held if the vehicle was towed as a recovered stolen vehicle or evidence.

Appendix A

POLICE OFFICER TOWING CHECKLIST

EMERGENCY TOWS

A, C, D, E

NON-EMERGENCY TOWS

A, B, C, D, E

ABANDONED VEHICLE TOWS FROM PRIVATE PROPERTY AT REQUEST OF PROPERTY OWNER/MANAGER (interfering with property use or a safety hazard)

A, C, D, E

ABANDONED VEHICLE TOWS FROM PRIVATE PROPERTY AT REQUEST OF PROPERTY OWNER/MANAGER (not interfering with property use and not a safety hazard)

A, B, C

RECOVERED STOLEN AUTO TOWS

D, E, F

A. *Verify vehicle is not wanted/stolen.*

A. *Complete a Vehicle Tow Notification Form (F-301)*

- *Affix Vehicle Removal Notice sticker to lower right driver's side window of vehicle.*
- *One copy of Vehicle Tow Notification shall be placed in Department envelope addressed to vehicle owner and marked "**Certificate of Mailing**," in the lower left hand corner. The envelope shall be sent to the desk officer who shall forward it to Office Services to be sent by mail.*
- *If on private property, one copy of Vehicle Tow Notification form shall be given to property owner/manager. Advise property owner/manager to have vehicle towed after time indicated and that it is not necessary to re-contact the Police Department. Advise property owner/manager of information on the back of the Vehicle Tow Notification form.*
- *One copy of Vehicle Tow Notification form should be given to the desk officer.*
- *Wait the appropriate time period before towing the vehicle (if applicable).*

B. *Issue a ticket, if applicable.*

C. **At the time of towing**, complete the tow sheet (Crime Inquiry and Inspection Report Form DOR-4569). Use the County Code of **95** instead of 99.

D. *Make CARE or accident report and send teletype*

- *Write teletype number on tow sheet.*

E. Contact CARE and cancel teletype or if wanted/stolen from another jurisdiction have CARE send a locate teletype to that jurisdiction.

Appendix B

Department Form 301 Vehicle Tow Notification Distribution Procedure:

First three copies of F-301:

- *Place one copy in Department envelope addressed to vehicle owner and mark “**Certificate of Mailing**” in lower left hand corner. Forward envelope to desk officer who shall forward it to Office Services to be sent by mail.*
- *If on private property, give one copy to property owner/manager. Advise property owner/manager of information located on backside of form.*
- *Forward one copy to desk officer.*

Backside of F-301:

- *If on private property, advise property owner/manager of information located on back of Vehicle Tow Notification form. Advise property owner/manager to convey this information to towing company if/when vehicle is towed.*

Vehicle copy (sticker) of F-301:

- *Affix to lower right driver’s side window of vehicle or other conspicuous location on the vehicle that will not interfere with the operation of the vehicle or damage the vehicle.*



VEHICLE TOW NOTIFICATION

F-301 (10/24)

This is an official notification that this vehicle is in violation of Revised St. Louis County Ordinance, Municipal Ordinance, or Missouri State Statute.

If the vehicle is parked in violation of a St. Louis County or Municipal Ordinance, it must be moved within five (5) days. Vehicles illegally parked under Missouri State Statute must be moved within the time period designated. If the vehicle is located on public property and is not moved within the time period specified, it shall be towed by the St. Louis County Police Department, at the vehicle owner's expense, to the nearest contract towing garage for storage. If the vehicle is located on private property and is not moved within the time period specified, it may be towed by the property owner/manager by a towing company of their choice.

NOTE: If this vehicle is in violation because of its condition, simply moving the vehicle to a different street, parking lot, etc., in the same condition, does not make it in compliance.

If you feel that this notice is in error, you may request a hearing to present your views on a County Ordinance Violation tow by filing a written request addressed to St. Louis County Police Department, *Attention: Commanding Officer, Division of Patrol*, 7900 Forsyth Boulevard, Clayton, Missouri 63105. You will be notified by this Department of the time and date for the hearing. The request for a hearing must be filed within five (5) days after the below listed date of this notice. At the hearing, you may be represented by legal counsel, though it is not required.

Missouri State Statute tows may be appealed by filing a petition in the Associate Circuit Court of St. Louis County, 105 South Central Avenue, Clayton, Missouri 63105 within ten (10) days after being notified by the towing company that the vehicle has been towed.

DESCRIPTION OF VEHICLE

Color:	Year:	Make:	Model:	Body:
License:	State:		Year:	
Vehicle Identification Number (VIN):				
Vehicle Location:				
Date of Notice:		Vehicle Must be Removed By:		
Ordinance Violation: <input type="checkbox"/> 1216.050 <input type="checkbox"/> Other:		Statute Violation: <input type="checkbox"/> 304.155 <input type="checkbox"/> 304.157 <input type="checkbox"/> Other:		
Vehicle Owner's Name:				
Vehicle Owner's Address (City, State, ZIP Code):				
Private Property Owner/Manager's Name:			Business Phone #:	
Officer's Name:		DSN:	Summons #:	

Abandoned Vehicle Towing Information for Property Owners/Managers and Towing Companies

- Property owners/managers in lawful possession of real property that authorize a towing company to remove abandoned property without authorization from law enforcement shall at that time complete an *Abandoned Property Report (DOR-4669)* provided by the towing company.
- Towing companies that tow abandoned property from private property without authorization from a law enforcement officer shall deliver a copy of the *Abandoned Property Report (DOR-4669)* **within two hours** of the tow to the St. Louis County Police Department. The copy may be faxed to the St. Louis County Police Department CARE Unit at 314-615-4698, or if a FAX machine is not readily available, the report may be delivered to the nearest precinct station.

North County Precinct
2225 Dunn Road, 63136
314-355-1200

Central County Precinct
1333 Ashby Road, 63132
314-615-0111

Affton-Southwest Precinct
11520 Gravois Road, 63126
314-638-5550

South County Precinct
323 Sappington Barracks, 63125
314-615-0162

City of Fenton Precinct
625 New Smizer Mill Road, 63026
636-349-8120

City of Wildwood Precinct
16860 Main Street, 63040
636-458-9194

West County Precinct
232 Vance Road, 63088
636-225-0425

City of Jennings Precinct
5445 Jennings Station Road, 63136
314-385-4672

Police Dispatch (non-emergency)
636-529-8210

Appendix C

Department Form 323 Vehicle Tow Notification Distribution Procedure:

Property Owner's Copy of F-323:

- Place in Department envelope addressed to property owner and marked **"Certificate of Mailing"** in lower left hand corner. Forward envelope to desk officer who shall forward it to Office Services to be sent by mail.

Neighborhood Policing Officer Copy of F-323:

- Fill in additional information not included on Property Owner's copy (where applicable).
- Forward to desk officer who shall forward it to the sector NPO.

Vehicle and Residence copies of F-323:

- Affix vehicle copy (sticker) to lower right driver's side window of vehicle or other conspicuous location on the vehicle that will not interfere with the operation of the vehicle or damage the vehicle.
- Place residence copy in conspicuous location (i.e. front door jamb).
- Do not affix to any part of residence. Do not place in mailbox.

Property Owner's Copy of F-323:

- Place in Department envelope addressed to property owner and marked **"Certificate of Mailing"** in lower left hand corner. Forward envelope to desk officer who shall forward it to Office Services to be sent by mail.

Neighborhood Policing Officer Copy of F-323:

- Fill in additional information not included on Property Owner's copy (where applicable).
- Forward to desk officer who shall forward it to the sector NPO.

Vehicle and Residence copies of F-323:

- Affix vehicle copy (sticker) to lower right driver's side window of vehicle or other conspicuous location on the vehicle that will not interfere with the operation of the vehicle or damage the vehicle.
- Place residence copy in conspicuous location (i.e. front door jamb).
- Do not affix to any part of residence. Do not place in mailbox.

NOTICE OF PUBLIC NUISANCE: JUNKED MOTOR VEHICLE

FOLLOW-UP DATE:	EXTENSION DATE:	DATE MOVED/CORRECTED:
VEHICLE TO BE MOVED BY:		
DATE VEHICLE TOWED:	TOWED TO:	
COMPLAINT #:	OFFICER AUTHORIZING TOW:	
COMMENTS:		

DATE:	OFFICER/DSN:	BEAT:	SECTOR:	COGIS:
VEHICLE INFORMATION				
ADDRESS OF VIOLATION:				
VEHICLE DESCRIPTION:	YEAR:	MAKE:	MODEL:	BODY:
COLOR:	LICENSE:	STATE:	YEAR:	
VIN:				
VEHICLE OWNER INFORMATION				
VEHICLE OWNER:		ADDRESS:		
CITY, STATE, ZIP CODE:				
COURT DATE:	TICKET #:	COURT DATE:		
PROPERTY OWNER INFORMATION				
PROPERTY OWNER:		COURT DATE:		
ADDRESS:		TICKET #:		
CITY, STATE, ZIP CODE:		ORDINANCE #:		

NEIGHBORHOOD POLICING OFFICER COPY

F-323 (04/15)

NOTICE OF PUBLIC NUISANCE: JUNKED MOTOR VEHICLE

This is an official notification that you have a motor vehicle that is in violation of St. Louis County Revised Ordinance 1216.080 or Municipal Ordinance # _____ and must be moved. The vehicle is a junked motor vehicle per St. Louis County Revised Ordinance 1202.010.16 on private property in excess of 72 hours and is deemed to be a public nuisance under section 1216.080.2. The violation must be corrected or the vehicle must be removed within five (5) days, by ____/____/____. If the owner of the vehicle and/or the owner or occupant of the private property where the vehicle is located may file a written request for a hearing with the Office of the Superintendent, within the five day period. The written request shall be addressed to the St. Louis County Police Department, Attention: Commanding Officer, Division of Patrol, 7900 Forsyth Boulevard, Clayton, MO 63105. You will be notified by this Department of the time and date for the hearing.

Responsibility for Removal: The owner of the junked motor vehicle or part thereof and the owner or occupant of the real property where on the junked motor vehicle or part thereof is situated shall be jointly and individually liable for the vehicle's removal. In the event of removal or disposition or both by the County, the owner of the junked motor vehicle and the owner or the occupant of the private property where same is located shall be jointly and individually liable for the expenses incurred.

If the violation is not corrected, the County shall undertake such removal with the cost of removal to be levied against the owner or occupant of the real property upon which the vehicle is situated, or the owner of the vehicle. Any person violating Section 1216.080 shall be guilty of a misdemeanor and upon conviction shall be subject to a fine of not more than five hundred dollars (\$500.00).

1216.110 Removal of Junked Motor Vehicle from Private Property

The Superintendent shall have the right to enter upon private property to take possession of the junked motor vehicle and remove it from the premises if the violation has not been remedied within the five day compliance period.

If you are the owner of the real property or a person lawfully in possession of the real property and the junked motor vehicle is on the real property without your consent and is abandoned, you may authorize the tow of the junked motor vehicle from the real property as provided under section 304.157, (RSMO), by contacting the St. Louis County Police Department.

Precinct Station Telephone Number: _____

DATE:	OFFICER/DSN:	BEAT:	SECTOR:	COGIS:
VEHICLE INFORMATION				
ADDRESS OF VIOLATION:				
VEHICLE DESCRIPTION:	YEAR:	MAKE:	MODEL:	BODY:
COLOR:	LICENSE:	STATE:	YEAR:	
VIN:				
VEHICLE OWNER INFORMATION				
VEHICLE OWNER:		ADDRESS:		
CITY, STATE, ZIP CODE:				
PROPERTY OWNER INFORMATION				
PROPERTY OWNER:				
ADDRESS:				
CITY, STATE, ZIP CODE:				

PROPERTY OWNER'S COPY

F-323 (04/15)

Appendix D

JUNKED MOTOR VEHICLES ON PRIVATE PROPERTY

1. Does the property owner/manager want the vehicle removed?

YES: *Make sure property owner is on the scene.
Follow procedures for, "Abandoned Vehicle Tows from Private Property at Request of Property Owner/Manager".*

NO: *Go to question #2.*

2. Is the vehicle properly licensed?

YES: *Residential Front Yard – Issue ticket for the violation, Parked Vehicle in Residential Front Yard (SLCO 1207.060). The ticket shall be set in court. Do not tow.*

Residential Back Yard – Give information to NPO who shall work closely with officers assigned to the Problem Properties Unit to investigate the zoning ordinance violation. Do not tow.

NO: *Go to question #3.*

3. Did the owner ask you for a 30-day extension on one vehicle or is there evidence that one of the vehicles is currently being repaired?

YES: *If owner unknown, identify the owner of the property at 615-5500; press 0.
Complete F-323 and mark 30-day review date.*

Complete and affix sticker to lower right driver's side window of vehicle.

*Complete top white copy (property owner's copy) and place in Department envelope addressed to property owner and mark in the lower left hand corner "**Certificate of Mailing.**" Send envelope and remaining copy (neighborhood policing officer copy) to desk officer. The desk officer shall forward the envelope to Office Services to be sent by mail and the remaining copy to the sector NPO.*

NO: *Complete F-323.*

Affix sticker on vehicle's lower right driver's window.

*Complete top white copy (property owner's copy) and place in Department envelope addressed to property owner and mark in the lower left hand corner "**Certificate of Mailing.**" Send envelope and remaining copy (neighborhood policing officer copy) to desk officer. The desk officer shall forward the envelope to Office Services to be sent by mail and the remaining copy to the sector NPO.*

COMPLIANCE FOLLOW-UP

*If no extension was given to the property owner the following procedures shall be followed after five days.
If an extension was given to the property owner the following procedures shall be followed after 30 days:*

- Determine compliance.*
- If not in compliance, issue ticket to property owner set in court for each vehicle (1216.080). If property owner is not there, place ticket in Department envelope addressed to property owner and mark in lower left hand corner "**Certificate of Mailing.**" Send envelope to desk officer. The desk officer shall forward the envelope to Office Services to be sent by mail.*
- If vehicle owner is different than property owner, issue another ticket set in court to each vehicle*

owner and place under windshield wiper or other conspicuous place.