

ABERDEEN POLICE DEPARTMENT
Policy Directive

Car towing/booting policy for Offenders of unpaid parking tickets for Aberdeen City Ordinance 24-238. Immobilization.

The Aberdeen police department parking staff will identify and generate a list of offenders who have five (5) or more outstanding parking violations (unpaid tickets).

From this list, at the discretion of the Chief of Police of the Aberdeen Police Department, the Services Captain, the Parking staff, and any on-duty Patrol Sergeant the identified staff will use this directive as a guideline to immobilize identified violators' vehicles to collect payment of fees for outstanding parking tickets.

Steps in the immobilization/booting process:

1. Parking staff will identify unpaid parking ticket violators from the parking RMS system. Anyone with five (5) or more unpaid parking tickets that are not currently in appeal status will be included on the immobilization booting list.
2. Parking staff will locate vehicles on daily rounds which are associated with the five (5) or more unpaid parking tickets. Identifiers used shall be: vehicle license plate, VIN number, and/or vehicle registration information.
3. Parking staff will contact the on-duty patrol supervisor/Sgt. and request a supervisor to respond to area of the vehicle. The supervisor will stand by and witness parking staff place the boot (i.e., a lockable wheel clamp or similar vehicle immobilization device) on the parked vehicle. Before booting the vehicle, parking staff will take photographs of the vehicle from all sides to record any pre-existing damage and identify the vehicle. Parking staff will then take a photo of the boot on the vehicle after it has been attached to the vehicle. Parking staff will place on the vehicle an informational handbill informing the vehicle owner the steps necessary to take care of the unpaid parking tickets and have the boot removed. Parking staff will create an individual file for each booted vehicle. This file will contain a list of all fines and late fees with a total amount listed. This file will be maintained in the parking office.

4. Booting should occur in the morning hours of a weekday. This will allow the violator to make arrangements for payment and recovery of the vehicle while parking staff are on duty.
5. A boot will be removed *after* payment of all unpaid tickets, the immobilization fee, and any towing and storage fees.
6. In the event parking staff are off duty, a request from the violator for boot removal will be referred to the on-duty supervisor/Sgt., and it will be at their discretion to remove the boot at the time of the request. If parking staff are off duty, the on-duty supervisor shall make arrangements to remove the boot at the time of the request unless there is no manpower available at the time due to calls for service.
7. If the on-duty supervisor approves the removal of the boot in the absence of parking staff, the supervisor will ensure that the violator has placed the total fine amount into a designated parking fine envelop, and this envelop is placed in the parking ticket collection box located in the front lobby of the police department. The on-duty supervisor shall not handle any currency and will act only as witness to the fact that the fine amount was placed in the envelope and deposited in the collection box. Violators will be allowed to place cash or a check in the envelope.
8. Once the boot has been placed on the vehicle, the offender will have 48 hours to contact the police department and make arrangements for fee payment. After 48 hours, parking staff will call for the next available towing service and have the vehicle towed to the city's vehicle impound lot. Parking staff will contact the dispatch center to advise of the vehicle being towed. Before the vehicle is released from the impound lot, the violator must additionally pay the immobilization fee and the towing and storage fees. If the vehicle is impounded after 48 hours, the vehicle will only be released during normal department office hours by parking staff.