

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 274-P

REFERENCE STANDARDS: 61.4.3b

SUBJECT: Towing Vehicles From Commuter Parking Lots

PURPOSE: To set forth guidelines for the towing of vehicles from the commuter parking lots.

I. COMMUTER PARKING LOT

- A. Commuter Parking Lot - Those municipal commuter parking facilities operated by the Village for which a monthly or daily fee is paid, providing parking for vehicles of people who use mass transportation. (61.4.3b)
- B. Enforcement Officer - Any sworn officer, any Community Service Officer or any Parking Enforcement Officer.

II. VEHICLES TO BE TOWED

- A. Commuter Parking Lot
 - 1. Vehicles in the daily fee parking lot who have violated the No Parking Between 2:00 A.M. and 9:00 A.M. regulation of Section 17-11-1339(e).
 - 2. Vehicles parked in the monthly permit parking lots when all spaces are filled and who do not display a current monthly permit in violation of Section 17-11-1340.
 - 3. Any vehicle, which creates a traffic hazard in the monthly permit lot, and those vehicles parked in an area not designated for parking in the daily fee lot in violation of Section 17-11-1330.
 - 4. Any vehicle ticketed three consecutive days.
- B. Municipal Parking Lot
 - 1. Vehicles parked on the property overnight without authorization in violation of the night park ordinance 17-11-1330.

III. TOWING PROCEDURE

- A. The enforcement officer shall notify the on-duty supervisor of the violation and request authorization to tow the vehicle.
- B. After approval by the supervisor, the officer shall call DuComm to request a tow from the village's current on-call company.
- C. The enforcement officer shall issue a citation for the violation that contains the fine and the then current towing charge. (See Appendix A) (See paragraph III.G.1.- Towing Charges)
- D. The enforcement officer will complete and file a tow report and case report with the Village Clerk's office.
- E. The vehicle will be towed to the impound lot on the east side of the municipal complex, unless the vehicle has been identified as a repeat offender within three (3) months then it shall then be impounded.
- F. All reports will be filed with the Records Clerks to hold until its owner claims the vehicle.
- G. When the owner requests return of their vehicle, the fine and tow fee must be paid in cash before the vehicle is released. The money and ticket shall be deposited by the Records Clerks in the drop box.
 - 1. If a court date is requested, a complaint must be issued and a bond of fifty dollars (\$50.00) must be posted and the tow fee in the amount stated on the tow bill must be paid.
 - 2. A copy of any supplemental report, the tow fee, the fine or a copy of the complaint when a court date is requested, shall be forwarded to the Village Clerks office.
- H. If the vehicle is ticketed for non-payment for three consecutive days, the following shall be done:
 - 1. The vehicle will be towed and impounded on the property of the original towing company.
 - 2. A supplemental report shall be written documenting the relocation.
 - 3. The daily storage fee shall be charged for each day the vehicle remains unclaimed.

IV. VEHICLES NOT TO BE TOWED

- A. Vehicles parked illegally in the monthly permit lot shall not be towed if a current monthly permit is displayed and all spaces are filled.
- B. Any government vehicle registered to a unit of local, county, State or Federal government.
- C. Stolen vehicles, abandoned vehicles that may have been used in a crime, and vehicles vandalized or burglarized, unless towing is authorized by a department supervisor or by another law enforcement agency having jurisdiction over the vehicle.

V. NOTIFICATION

- A. The person who causes a vehicle to be towed and impounded will, pursuant to 625 ILCS 5/4 205, search the State records to determine the registered owner, lien holder or other legally entitled person.
- B. The person who causes a vehicle to be towed will then notify the registered owner, lien holder, or other legally entitled person by certified mail within a 10 business day period after impoundment.