

## **City of Richmond Police Department Wrecker Rotation Guidelines**

It is the policy of the Richmond Police Department that all wrecker companies participating in the Richmond Wrecker Rotation agree to the following guidelines.

The Richmond Police Department reserves the right to control the rotation list to insure quality service at an established cost is provided for the citizens. If a wrecker company is removed from the rotation list by the chief of police they may reapply during the annual permitting period as set by the Richmond permit office.

The Richmond Police Department reserves the right to remove any wrecker company from the rotation list for a violation of Ordinance 2011- 12 or the guidelines outlined herein;

At the direction of the Chief of Police, the Support Services Lieutenant is the point of contact and authority for matters concerning the wrecker rotation.

Wrecker companies will be listed on the rotation list under one name only, regardless of the number of wreckers held by the company.

Each company will supply only **ONE** call for service phone number. If the wrecker service wants to change the contact number, they must do so in writing addressed to the Support Services Lieutenant. If the wrecker company phone is not answered, the next wrecker on rotation will be called.

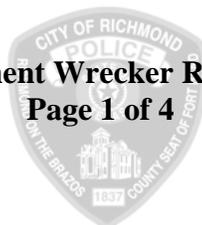
To be eligible a wrecker company shall provide services twenty-four hours a day, seven days a week. The storage facility must also release vehicles twenty-four hours a day, seven days a week.

Wrecker companies **will not** be allowed to substitute for each other. If the company that is contacted by our dispatch is unable to respond with a permitted wrecker from their company, the next wrecker company on the rotation list will be contacted.

Each wrecker company on the rotation list will supply to the Richmond permit office, on a form provided by the permit office, the license plate numbers of every permitted wrecker vehicle they will use to pick up vehicles in Richmond. **No wrecker vehicle may be on two wrecker companies' license plates list at the same time.** A copy of current valid insurance and registration will be submitted for each wrecker vehicle to be permitted. A copy of the title of each wrecker shall be provided upon request. If a wrecker company wishes to add a wrecker to its list, a copy of the current valid insurance card and license plate numbers must be submitted in writing before the wrecker will be permitted. If a wrecker's license plate should change the company shall notify the permit office in writing of the change, so the police department may update its rotation list.

Each wrecker company will submit a complete list of all drivers whom will be operating vehicles for the wrecker company including a photo copy of each Texas Driver License and tow truck operators certifications and/or licenses held to the permit office on a form provided for that use.

In order to be eligible to be considered for the Richmond Police Department wrecker rotation a wrecker company must have access to an approved storage yard within **five** miles of the City of Richmond, and must conform to all, federal, state, and local laws, guidelines, and regulations. A copy of the Vehicle Storage Facility License issued by the Texas Department of Transportation and current insurance will be submitted with a vehicle storage yard permit application.



## Operational Guidelines

A special request means a vehicle operator asks for a specific wrecker company by name. If a wrecker company is not specified by **name**, it is **not** a special request. Special requests will not affect the order of the rotation list. Special request wreckers must arrive on scene within **twenty** minutes of being contacted and if the wrecker will not arrive within the time frame the officer may exercise the option of using the next wrecker service on the rotation. **If the special request has not arrived within twenty minutes the next wrecker on rotation will be contacted.**

Once a wrecker has been requested by our department, the wrecker will have **twenty** minutes to arrive on scene. If the wrecker has not arrived on scene within the **twenty** minutes the wrecker will be disregarded and the next wrecker in rotation will be contacted. Once a wrecker is disregarded the wrecker will lose that turn in the rotation. The police department is not required to notify the first called company of the cancellation.

Upon being contacted by dispatch, the wrecker will be advised of the following:

- Vehicle Location
- Vehicle license plate number

The wrecker company that is contacted will be assigned the vehicle to be picked up based on the order that the registrations were received from the officers at the scene.

If known, the police dispatch will specify if a roll back or heavy duty is needed at the time the call is made. If a company responds with a roll back and the roll back is not required the company must charge at their standard light duty wrecker fee. This also applies to medium and heavy duty wreckers.

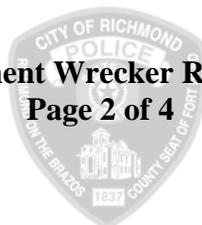
Any wrecker responding to the scene of a call must have all required equipment on hand to complete the tow.

Each wrecker service and vehicle storage yard agrees to permit the City of Richmond Police Department to audit and inspect all records, work sites and equipment relative to the towing and storage of vehicles at any reasonable time. Failure to allow an audit or falsification of records will be grounds for immediate removal from the rotation list. Records pursuant to tows and storage shall be maintained for a period of three years.

It is the responsibility of the wrecker driver and company to insure that all safety equipment, such as chains or cables, are used in accordance with state and federal laws, guidelines, and regulations. The wrecker operator shall sweep and remove all debris from the roadway, shoulder, and adjacent areas arising from a vehicle collision.

The wrecker company shall be responsible for any damage caused to the vehicle or equipment, and its contents, towed or stored by the company. Upon receiving a complaint from any source concerning claimed damage or loss to a towed vehicle or its contents, the company shall submit a written report of the incident to the Support Services Lieutenant of the Richmond Police Department within five working days from the notification of the complaint.

If it is necessary to disconnect, alter, or remove any part, gear, or emergency brake of the vehicle before towing, the company will, upon termination of the tow, repair, replace or re-affix to place the vehicle back to its original condition at the company's expense.



The Wrecker Company or agents shall not remove or sell parts, dismantle or sell the vehicle, fix, or otherwise modify the vehicle unless prior written permission from the owner is received or as authorized by law.

No person shall stop or park a wrecker within three hundred feet of the scene or site of a vehicle crash, traffic stop, or investigation while vehicles remain at such scene or site. This does not apply to any wrecker that is called to the scene or site by the City of Richmond Police Department.

No person shall solicit in any manner, directly or indirectly, in the streets of the City of Richmond, Texas, the service of towing, removing, repairing, storing, wrecking, or buying any vehicle which is wrecked or disabled on a public street.

Should a wrecker or vehicle storage company receive sanctions from the State of Texas or other government agency they shall notify the Support Services Lieutenant in writing no more than five days after receiving notification of the sanctions.

Wrecker companies towing for the City of Richmond are required to utilize Texas Auto Title company for disposing of vehicles towed for the city.

All wrecker companies shall follow all notification and administrative procedures required by State law. If after following all State rules and regulations for proper notification of the last known owner, all lienholders, or other parties required by law to be notified that have a legal right to the vehicle, the vehicle is determined abandoned, then the vehicle will be sold via Texas Auto Title. This shall also include any vehicle towed at the direction of the City of Richmond when the owner has turned it over to the wrecker or storage company due to inability to retrieve the vehicle for any reason.

All wrecker and storage companies participating in the Richmond Police Department wrecker rotation shall notify the Support Services Lieutenant, on a monthly basis, of the dispositions of all vehicles towed for the City of Richmond.

Companies agree to charge no more for services, for non-consent tows than the prices set out in Attachment A. Such charges shall be the only charges made for vehicles transported or stored under the provisions of this agreement and shall not be increased until approved by the Richmond City Commission.

Companies agree that any non-consent tows to the City of Richmond Police Department, ordered by the Police Department, for crime scene processing, and then towed to the Company's vehicle storage lot, shall be considered and charged as a single tow.

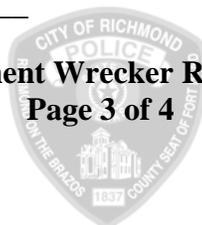
Notifications to the Richmond Police Department can be made by fax, (281-232-0004) mail (600 Preston St. Richmond, TX. 77469), or email (dkovar@ci.richmond.tx.us).

I agree to these rules and regulations of the City of Richmond and all other ordinances, statutes and laws applicable to wrecker companies and storage yards, and understand that upon failure to obey such laws or regulations that I may be removed from the rotation list. I also affirm all information supplied in this application is true and correct.

\_\_\_\_\_  
Applicant signature (owner)

\_\_\_\_\_  
Applicant printed name

Date: \_\_\_\_\_



# City of Richmond

## Attachment A

### ANNUAL FEES

<b>WRECKER COMPANY PERMIT</b>	<b>\$ 200.00</b>
<b>WRECKER VEHICLE PERMIT</b>	<b>\$ 200.00</b>
<b>VEHICLE STORAGE YARD PERMIT</b>	<b>\$ 200.00</b>

### MAXIMUM ALLOWABLE TOW TRUCK CHARGES FOR NON-CONSENT POLICE TOWS

#### Light Duty Tows

1. Maximum towing charge for light duty tows <sup>A</sup>.....\$150.00
2. Maximum towing charge for second unit.....\$100.00
3. Private property towing for light duty tows .....\$100.00

<sup>A</sup> Includes compensation for all equipment and services associated with a basic towing service, including but not limited to, hooking up, winching, loading, towing, debris clean-up, wait time, rollover, and dolly use.

