

TRAFFIC UNIT



DATE: July 14, 2023

TO: Tow Companies

FROM: Lou Jogmen, Chief of Police

SUBJECT: **HPPD Police Requested Towing Policy and Fee Schedule**

HPPD Police Requested Towing Policy

Tow Services

1. Department designated towing companies will provide towing services. The Highland Park Police Department will maintain a tow rotation list of designated towing companies. To be included on the Department designated towing company list, the towing service owner and authorized drivers must annually complete the application (Addendum A and Addendum B) and meet the following requirements, in accordance with 625 ILCS 5/4-203.5:
 - a. Possess a license permitting the towing service to operate in every unit of local government in the law enforcement agency's jurisdiction that requires a license for the operation of a towing service:
 - b. As authorized by statute, each owner of the towing service and each person operating a vehicle on behalf of the towing service shall submit his or her fingerprints to the Department of State Police in the form and manner prescribed by the Department of State Police. These fingerprints should be transmitted through a live scan fingerprint vendor licensed by the Department of Financial and Professional Regulation: (www.idfpr.com/LicenseLookUp/fingerprintlist.asp). These fingerprints shall be checked against the fingerprint records now and hereafter filed in the Department of State Police and Federal Bureau of Investigation criminal history records databases. The Department of State Police shall charge a fee for conducting the criminal history record check, which shall be deposited in the State Police Services Fund and shall not exceed the actual cost of the State and national criminal history record check. The Department of State Police shall furnish, pursuant to positive identification, all Illinois conviction information to the law enforcement agency maintaining the tow rotation list and shall forward the national criminal history record information to the law enforcement agency maintaining the tow rotation list (**HPPDs non-criminal ORI is: TW0015192**). A person may not own a towing service or operate a vehicle on behalf of a towing service included on a tow rotation list if that person has been convicted during the 5 years preceding the application of a criminal offense involving one or more of the following:
 - (A) Bodily injury or attempt to inflict bodily injury to another person;
 - (B) Theft of property or attempted theft of property; or
 - (C) Sexual assault or attempted sexual assault of any kind;

- c. Each person operating a vehicle on behalf of the towing service must possess the proper license classification for the type of towing operation he or she shall be performing and the vehicle he or she shall be operating;
- d. Possess and maintain the following insurance in addition to any other insurance required by law:
 - (1) Comprehensive automobile liability insurance with a minimum combined single limit coverage of \$1,000,000;
 - (2) Commercial general liability insurance with limits of not less than \$1,000,000 per occurrence, \$100,000 minimum garage keepers legal liability insurance, and \$100,000 minimum on-hook coverage or cargo insurance; and
 - (3) Workers compensation policy covering every person operating a tow truck on behalf of the towing service, if required under current law;
- e. Possess a secure parking lot used for short term vehicle storage after a vehicle is towed that is open during business hours and is equipped with security features as required by the law enforcement agency;
- f. Utilize only vehicles that possess a valid vehicle registration, display a valid Illinois license plate in accordance with Section 5-202 of this Code, and comply with the weight requirements of this Code;
- g. Every person operating a towing or recovery vehicle on behalf of the towing service must provide proof of completion of a Traffic Incident Management Training Program approved by the Department of Transportation;
- h. Hold a valid authority issued to it by the Illinois Commerce Commission;
- i. Comply with all other applicable federal, State, and local laws; which include but are not limited to:
 - The vehicle must display the full legal name of company on each side. The lettering cannot be smaller than two inches and must be in contrast of background color. Must include full address and telephone number of company and the display must be permanently affixed
 - Each tow vehicle must have proper warning lights as defined in the IL. Vehicle Code
 - Each tow vehicle must have one or more brooms, shovels and trash can
 - Each tow vehicle must have one or more trash cans at least five gallons in capacity
 - Each tow vehicle must carry a fire extinguisher (Dry Chemical or CO2 style)
 - Must have oil dry (or an equivalent material-absorbent product) to absorb oils and fluids, and
- j. Comply with any additional requirements the applicable law enforcement agency deems necessary. The law enforcement agency may select which towing services meeting the requirements of this subsection (b) shall be included on a tow rotation list. The law enforcement agency may choose to have only one towing service on its tow rotation list. Complaints regarding the process for inclusion on a tow rotation list or the use of a tow rotation list may be referred in writing to the head of the law enforcement agency administering that tow rotation list. The head of the law enforcement agency shall make the final determination as to which qualified towing services shall be included on a tow rotation list, and shall not be held liable for the exclusion of any towing service from a tow rotation list.
- k. Tow agency must issue legible receipts (Addendum C) at the scene to customers with a detailed and articulated description of fees/services. Final towing bills, including any storage fees, are to be delivered (in person or electronically) to HPPD dispatch (fax 847-433-7706) upon release of vehicle from tow agency.

- I. Failure to comply with any of the above requirements may result in suspension or removal from the tow list.

2. Requesting Tow from Department Rotation List

- a. Whenever a law enforcement officer initiates a tow of a vehicle, the officer shall contact his or her law enforcement agency and inform the agency that a tow has been authorized. Towing services shall be contacted in the order listed on the appropriate tow rotation list, at which point the towing service shall be placed at the end of that tow rotation list. In the event a listed towing service is not available, the next listed towing service on that tow rotation list shall be contacted.
- b. A law enforcement agency may deviate from the order listed on a tow rotation list if the towing service next on that tow rotation list is, in the judgment of the authorizing officer or the law enforcement agency making the selection, incapable of or not properly equipped for handling a specific task related to the tow that requires special skills or equipment. A deviation from the order listed on the tow rotation list for this reason shall not cause a loss of rotation turn by the towing service determined to be incapable or not properly equipped for handling the request.
- c. In the event of an emergency a law enforcement officer or agency, taking into account the safety and location of the situation, may deviate from the order of the tow rotation list and obtain towing service from any source deemed appropriate.
- d. If the owner or operator of a disabled vehicle is present at the scene of the disabled vehicle, is not under arrest, and does not abandon his or her vehicle, and in the law enforcement officer's opinion the disabled vehicle is not impeding or obstructing traffic, illegally parked, or posing a security or safety risk, the law enforcement officer shall allow the owner of the vehicle to specify a towing service to relocate the disabled vehicle. If the owner chooses not to specify a towing service, the law enforcement agency shall select a towing service for the vehicle as provided in subsection (a) of this Section.
- e. If a tow operator solicits, is present or arrives where a tow is needed and it has not been requested by the law enforcement agency or the vehicle owner or operator, the law enforcement officer, unless acting under Section 11-1431 of this Code, shall advise the tow operator to leave the scene.
- f. Commercial Vehicle: Except as authorized by a law enforcement officer, no towing service shall engage in the removal of a commercial motor vehicle that requires a commercial driver's license to operate by operating the vehicle under its own power on a highway (625 ILCS 5/4-203(f) 9.5)

3. Authorized HPPD Police Towing Fees.

- a. During first quarter 2016, the Bannockburn, Deerfield, **Highland Park**, Highwood, Lake Bluff, Lake Forest and Riverwoods Police Departments adopted and modified, the Illinois Department of Transportation, Tollway Towing Fee Structure as appropriate based on law enforcement and tow company best practices with the interest of safeguarding citizens from inappropriate, inconsistent and excessive towing fees related to police requested tows. The authorized tow fees as of July 2023 are as follows:

1. Service Call (Tire Change/Battery Jump/Lockout/Gas)	\$130.00
2. Standby Fee per Hour (Police Authorized)	\$95.00 x _____ hour
3. Towed (Abandoned/Arrest/Disabled)	\$180.00
4. Accident Tow (Including Winching and Clean-up)	\$285.00
5. Winching – Pullouts (Other than Accident Tow)	\$175.00
6. Mileage (Per mile) (if outside jurisdiction)	\$5.00 x _____ miles

7. After Hours Tow (Between 6pm and 7am)	\$45.00
8. Administrative Fee (max of \$50.00)	\$50.00
9. Storage (First 24-hours from time of incident are free)	\$70.00 x _____ days

- b. The Highland Park Police Department requires Authorized HPPD Police Towing Companies to utilize the Official Tow Receipt Form in a carbon copy triplicate format (Addendum C) as follows:

1. First page-White Copy for Tow Company
2. Second Page-Yellow Copy for Customer
3. Third Page- Pink Copy for Police Officer handling the incident

These required forms will initially be supplied to authorized HPPD Police Towing Companies at no cost. Authorized HPPD Police Towing Companies will be required to obtain, maintain and fund the purchase of additional Tow Receipt Forms. Official Tow Receipt Form vendors include:

1. JK Printing & Mailing Inc, 2090 Green Bay Road, Highland Park, Illinois TX-847-432-7260
2. Steve Olson Printing & Design, 1550 Green Bay Road., North Chicago Illinois, 60064, TX-847.473.4466
3. Office Depot-on-line. <http://www.officedepot.com>.

4. Highland Park Police Towing Requirements

- a. Authorized HPPD Police Towing Companies are considered an extension of City services. Tow company owners and their employees are required to be professional and courteous to citizens and City staff at all times. The Chief of Police or his/her designee, may remove a tow company temporarily or permanently from the Highland Park Police Towing List, if any of the aforementioned or following standards and/or procedures (not limited to) are not met or are violated.
- b. The Highland Park Police Towing Policy, Standards and Fee Schedule, will be posted on the City's Police Department Website for access by citizens.
- c. The following is required of Authorized HPPD Police Towing Companies and their employees:
 1. Must have current City of Highland Park Business Registration (obtained at the City of Highland Park Business Development Office at City Hall)
 2. Only one vehicle tow per tow company per call-out (unless directed by police officer on-scene do to exigent circumstances)
 3. Must be available for call-outs 24-hours a day with a **25** minute or less response time (Class I and II vehicle tows no more than **45** minutes). Tow trucks are not authorized emergency vehicles. Tow truck drivers may not speed, drive on the roadway shoulder, disregard traffic control devices or use hand-held cell phones while driving. Violations will result in appropriate enforcement and suspension and/or removal from the Highland Park Police Towing List
 4. Must maintain a 90% response rate for police requested tows
 5. Must not respond to or "appear" at a crash or incident scene unless called by HPPD Dispatch. Tow truck drivers may check on the well being of persons involved in a crash if they happen to drive upon a crash scene. Tow truck drivers will not use this as an opportunity to solicit business.
 6. Tow companies and their drivers will not call HPPD dispatch to claim/check to determine if they are next on the tow rotation list
 7. Tow companies called by HPPD dispatch may "outsource" their tow rotation directly with another HPPD approved tow company list member; however, they will lose their tow rotation for the call-out
 8. Tow truck drivers will always utilize appropriate amber warning equipment upon arrival at crash or tow request scenes. Tow truck employees will always utilize

appropriate personal reflective safety equipment/vests/jackets/pants while working in the roadway.

9. Must remove all glass and debris of the vehicle being serviced and spread oil dry upon any portion of the roadway where any fluids have been deposited
10. An attendant must be available at the towing facility Monday through Friday, 7am to 5pm for vehicle release. An attendant must be on-call for release of vehicle Monday through Friday, 5pm to 11pm. Saturday, Sunday and Holidays, an attendant be on-call 7am to 5pm for releasing vehicle and/or property at the location of the stored vehicle
11. Must cooperate with HPPD police staff regarding police towing complaint inquiries and investigations and provide a written explanation if requested

5. Maintenance of Towing Files

- a. The maintenance of tow files will be the responsibility of the Deputy Chief of Police or his designee. The tow files will include, but not be limited to, the following:
 1. Tow List Applications and compliance with requirements
 2. Fingerprint criminal history check
 3. Tow receipt maintenance
 4. All other issues related to Department authorized tow services (including discipline and removal from list)

Highland Park Police Department

TOWING COMPANY LIST APPLICATION

Please attach the following:

1. Copy of towing business license.
2. Copy of Highland Park Business License (If based in Highland Park)
3. Proof of the following insurance:
 - a. comprehensive automobile liability insurance with a minimum combined single limit coverage of \$1,000,000;
 - b. commercial general liability insurance with limits of not less than \$1,000,000 per occurrence, \$100,000 minimum garage keepers legal liability insurance, and \$100,000 minimum on hook coverage or cargo insurance; and
 - c. worker's compensation policy covering every person operating a tow truck on behalf of the towing service, if required under current law.

b. Business hours for storage lot.
4. Proof of completion of Traffic Incident Management Training Program for each tow truck driver approved by the Department of Transportation.
 - b. Illinois Commerce Commission authorization

If additional space is needed for required information, photocopies can be made of these documents and submitted.

Any questions regarding these requirements, please contact the Highland Park Police Department at (847)432-7730.

Highland Park Police Department

TOWING COMPANY LIST APPLICATION

Company Name _____

Owner _____ DL State _____ DL # _____

Address _____ City _____ State _____ Zip _____

Secure Lot Address _____ City _____ State _____ Zip _____

Truck Information

Truck 1

Year _____ Make _____ Registration _____

Truck 2

Year _____ Make _____ Registration _____

Truck 3

Year _____ Make _____ Registration _____

Drivers

Driver 1

Name _____ DL State _____ DL # _____

Address _____ City _____ State _____ Zip _____

Driver 2 (if applicable)

Name _____ DL State _____ DL # _____

Address _____ City _____ State _____ Zip _____

Driver 3 (if applicable)

Name _____ DL State _____ DL # _____

Address _____ City _____ State _____ Zip _____

Highland Park Police Department

TOWING COMPANY LIST APPLICATION

DRIVER

Company Name _____

Driver Name _____

DL State _____ DL # _____ DL Class _____

Address _____ City _____ State _____ Zip _____

Have you attended Traffic Incident Management Training? Yes No Date _____

In the last 5 years, have you been convicted of a criminal offense involving one or more of the following; bodily injury or attempt to inflict bodily injury to another person, theft of property or attempted theft of property, or sexual assault or attempted sexual assault of any kind? (625 ILCS 5/4-203.5) Yes No

CERTIFICATION AND PENALTY

I hereby declare that all statements and information provided to the Highland Park Police Department in this Towing Company List Application are true and complete to the best of my knowledge and belief. I understand that any false statements or material fact, willful omission of material fact, or willful deception will be cause for disqualification and rejection as an authorized tow driver for the Highland Park Police Department Authorized Tow List without notice and without right of appeal.

Signature _____

Date _____

Official Tow Receipt – Authorized Towing Service

Service Co. Name – Address – Phone		Department Case Number:	Date:
Tow Operator Signature:		Time Call Received:	
Towed From:	Towed To:	Time Call Completed:	

Motorist Name:	Phone:
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Vehicle Information:	License Plate Information:
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VIN #:	Pick-Up Odometer:	Drop-Off Odometer:
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Service Call	Tow	Accident	Standby Fee	Winching	After Hours	Arrest	Police Hold
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Type of Service</u>	<u>Maximum Fee</u>	<u>Charge</u>
Service Call (Tire Change/Battery Jump/Lockout/Gas)	\$130.00	_____
Standby Fee per Hour (Police Authorized)	\$95.00 x _____ hour	_____
Towed (abandoned/arrest/disabled)	\$180.00	_____
Accident Tow (Including winching and cleanup)	\$285.00	_____
Winching – Pullouts (other than Accident Tow)	\$175.00	_____
Mileage (per mile)(if outside below jurisdictions)	\$5.00 x _____ miles	_____
After hours Tow (between 6pm and 7am)	\$45.00	_____
Administrative Fee	(max of \$50.00)	_____
<u>Sub-Total are fees related to on-scene services</u>	Sub-Total:	_____
Storage (first 24 hours Free)	\$70.00 x _____ days	_____

Comments:

Vehicle Released To:	Vehicle Released By:	Time/Date:
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