



CITY OF SANDUSKY POLICE DEPARTMENT - ERIE COUNTY, OHIO

REQUEST TO BE PLACED ON TOWING ROTATION LIST

The undersigned, being a duly authorized representative of the following entity:

Entity Name

Address

City, State, Zip

Telephone Number

Requests to be placed on the **Towing Rotation List** maintained by the Sandusky Police Department for the City of Sandusky, Ohio.

I acknowledge that I have been provided a copy of the Sandusky Police Department's **Towing Rotation List** Policy and agree to abide by the terms and conditions contained in it. I further agree to provide the additional information required by the Police Department's form and to submit a fifty dollar (\$50.00) non-refundable application fee to the City of Sandusky Police Department for Administrative review and processing.

I acknowledge that one of the purposes of the policy is to ensure the safety and convenience of the motoring public and that I have no right to be placed on the Sandusky Police Department's **Towing Rotation List** unless I am in compliance with the policy.

Date

Name of Representative

Signature of Representative

Witness

Name of Company

TOWING ROTATION LIST POLICY

1. Determine if the call for a towing entity is a request for a particular towing entity, a AAA affiliated towing entity, or next available towing entity per the **Towing Rotation List** maintained by the Sandusky Police Department.
2. You should attempt to honor requests for a particular towing entity, however, other factors should be considered by you including but not limited to the following:
 - Potential hazards due to a lengthy response time by the particular Requested towing entity.
 - Road Blockages, weather, and condition of the individuals at the scene should be considered.
 - Potential hazards due to the inability to re-assign the officer(s) at the Scene because of a lengthy response time by a towing entity.
3. You shall only call the next available towing entity from the **Towing Rotation List** maintained by the Sandusky Police Department. Only towing entities on the **Towing Rotation List** shall be called as a next available towing entity. The **Towing Rotation List** is updated annually. A towing entity may be removed from the **Towing Rotation List** if not in compliance with the policy.
4. All towing entities shall meet the following requirements in order to be placed and maintained on the **Towing Rotation List**:
 - a. Current valid registration with the P.U.C.O as a motor vehicle carrier pursuant to O.R.C. Section 4921.30.
 - b. The towing entity is current and in compliance with all applicable City Tax obligations and reporting requirements. Information regarding the City's Income Tax and mandatory filing shall be provided at the time of the filing of the request to be placed on the **Towing Rotation List**.
 - c. Submit a current certificate of liability insurance specifying dates of coverage. The policy shall include a "Garage Keepers" clause and an "on hook" clause. The policy shall also provide that the insurance company notify the City of Sandusky c/o the Chief of Police of any cancellation or material change to the policy. Upon any lapse, expiration or cancellation of the policy the towing entity shall be removed from the **Towing Rotation List**. Twenty-four hour towing services and a twenty-four hour telephone number(s) are mandatory requirements in order to ensure a prompt response within a reasonable amount of time.
 - d. Provide the additional motor carrier information required with the request to be placed on the **Towing Rotation List**.
 - e. Maintain a secure impound area.

5. Towing entities shall be removed from the **Towing Rotation List** for reasons that include but are not limited to the following:
 - a. Violation of the law.
 - b. Refusing calls unjustifiably.
 - c. Failing to respond after accepting a call.
 - d. Delayed response to a service call.
 - e. Failure to properly clean crash scenes of any glass or injurious substances as required by O.R.C. 4511.74.
 - f. Failure to maintain a secure impound area.
 - g. Failure to provide current proof of liability insurance.
 - h. Releasing vehicles without proper authorization from the Sandusky Police Department.
 - i. Failure to charge reasonable or prevailing rate for towing and services.
 - j. "Jumping" tow calls.
 - k. Towing a vehicle(s) from a crash scene without contacting the Sandusky Police Department to respond.
 - l. Making consistent unfounded and unsubstantiated complaints to the Sandusky Police Department or being the subject of consistent and documented complaints from the motoring public regarding towing and/or services provided.

6. Request for a particular towing entity, AAA requests and next available towing entity per the **Towing Rotation List** shall be logged in the appropriate manner. A reasonable response time is presumed to be fifteen (15) minutes or less. A towing entity that is consistently unable to comply with the response time shall be removed from the **Towing Rotation List**.

Exigent circumstances may require a temporary deviation from the policy. The Sandusky Police Department will attempt to rotate towing calls fairly but towing entities have no right to calls. A copy of the policy shall be provided to all towing entities.

All towing entities in compliance with the requirements of this Policy shall be maintained on the **Towing Rotation List**. Local towing entities (entities located within the municipal boundaries of the City of Sandusky) shall be given priority consistent with the factors contained in this Policy as the next available towing entity. Towing entities located outside the municipal boundaries and in compliance with the requirements of this Policy shall be maintained on the **Towing Rotation List** and shall be called as the next available towing entity due to the unavailability of any local towing entity.

7. Commercial motor vehicle towing services are not the subject of this policy. Towing entities that have the capabilities to provide towing and related service for commercial motor vehicles (i.e. semi tractor-trailers, buses, etc.) should apply to the Sandusky Police Department separately.

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