3-06/150.25 - Towing of Department Vehicles

Requests for towing of disabled Department vehicles shall be made through the Fleet Management Unit between 0700 and 1630 hours, Monday through Friday. After working hours, from 1630 to 0700 hours, and on Saturday, Sunday, and county holidays, requests should be made by contacting the Sheriff's Communications Center.

> **NOTE:** All towing of county vehicles is performed by private tow services contracting with the Department's vehicle maintenance contractor. While a reasonable effort should be made to utilize the designated towing service, Department personnel are under no obligation to wait an unreasonable period of time for the vendor to respond. When requesting tow service, common sense should be exercised to determine how long to wait before contacting a local Sheriff's contract towing service. When a local contract towing service is used, the unit commander shall attach a SH-AD-599 to the invoice, indicating the date, time, and reason the service was necessary. The memorandum and invoice shall then be forwarded to the Fleet Management Unit.

When a tow truck is summoned to assist with a disabled vehicle, the vehicle must be towed. Service for jump starting is not acceptable as the cause may be due to an electrical malfunction which could lead to further complications if not inspected by a qualified mechanic.