98-01 CITY OF CARSON - ADMINISTRATIVE VEHICLE STORAGE FEES

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 06, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 98-01**

CITY OF CARSON - ADMINISTRATIVE

VEHICLE STORAGE FEES (Revised 04-06-06)

Purpose of Directive:

The purpose of this Management Directive is to establish procedures for the collection of administrative fees for vehicles stored/impounded within the City of Carson boundaries.

Scope of Directive:

This directive applies to all Station personnel.

Directive:

The City of Carson adopted resolution #49-024, which requires that an administrative fee be collected for vehicles stored/impounded under the following circumstances:

- Vehicles abandoned or disabled on the highway,
- Vehicles on the highway with the registration expired for over six months,

- Vehicles upon the highway creating a hazard,
- Vehicles blocking a driveway and no other immediate remedy is available,
- Vehicles being operated by an unlicensed driver, or a driver who has a suspended or revoked driver's license,
- Vehicles having 5 or more outstanding parking citations,
- Vehicles parked in tow-away zones, or,
- Vehicles stored/impounded for any other reason pursuant to the vehicle code.

Exceptions

Vehicles that have been stored/impounded for any of the following reasons shall be exempt from the administrative fee:

- Vehicles that were reported stolen at the time of storage or impound,
- Vehicles stored/impounded as part of a vehicle abatement program,

MANAGEMENT DIRECTIVE 98-01
April 06, 2006

ADMINISTRATIVE VEHICLE STORAGE FEES (Revised)

-2-

Vehicles sold at lien sale pursuant to Section 3068.1 to 3074, inclusive, of the Civil Code and Section 22851 of the Vehicle Code, unless the sale is sufficient in amount to pay the lien holder's total charges and proper administrative costs,

- Vehicles stored as a result of a traffic collision,
- Vehicles impounded only for evidentiary purposes, or,
- Vehicles stored due to the driver's arrest for DUI and the driver was released from custody under the authority of 849(b)(1) PC,
- Vehicles released pursuant to a repossession.

The City of Carson has provided receipts to be completed at the time the administrative fee is collected. The city receipts are three (3) part with sequential numbers. The original receipt (white copy) for the payee, the first copy (yellow) is for the City's records, and the second copy (pink) is for the Station's records.

Only cash, cashier's checks, or money orders (no personal checks), will be accepted as payment. Cashier checks or money orders shall be made payable to the

"City of Carson" and picture identification (preferably a California Driver's license or Identification card) will be required. The driver's License or Identification Card number and the acceptor's initials shall be indicated on the face of the check. The cash receipt, together with a properly completed Release of Vehicle Hold foiiii

(SH-CR-94), shall serve as the authorization for the tow company to release our hold on the vehicle.

Legal/registered owners of stored/impounded vehicles must respond to the station, pay the administrative fee, obtain a copy of the cash receipt and the Release of Vehicle Hold foiiii, and present it to the tow company to obtain the release of their vehicle.

The monies collected for the city administrative fees shall be kept in a separate locked cash box in the station's dispatch area. The cash box shall be bolted to the top of the watch deputy's desk, and shall be under his/her exclusive control. All monetary transactions shall be personally handled by the on-duty watch deputy. A written log of fees collected shall be maintained by the watch deputy and the balance kept current.

City cash receipts shall be used in numerical order and each receipt will be accounted for on the cash receipt log. Voided receipts require the signature of the watch commander, including an explanation why the receipt was voided and the date it was voided. Voided receipts shall be plainly marked with the word "VOID" in bold letters across the face. The original copy, plus the city's copy of the voided receipt, shall be included with the funds deposited with the city. The station copy of each voided receipt shall be filed in the Traffic Office and retained for two years.

DESK PERSONNEL RESPONSIBILITIES

Desk personnel shall complete the city cash receipt, including the name, address, and telephone number of the person the vehicle is being released to. Additionally, the vehicle

MANAGEMENT DIRECTIVE 98-01
April 06, 2006

ADMINISTRATIVE VEHICLE STORAGE FEES (Revised)

-3-

description and license number, file number, release date (date administrative fee paid), and the amount paid lines shall be completed. The desk person who collects the fee shall enter his/her name and employee number on the "Officer Name and Employee #" line and

the person paying the fee shall sign and date the form on the line indicated.

The original copy of the receipt shall br given to the registered /legal owner of the vehicle. The city receipt (yellow) will remain in the cash box with the cashier's check, money order or cash payment. The city receipt shall be paper clipped to the payment. The station copy (pink) shall remain with the City copy, until it is filed in the traffic office.

The cash receipt log shall be completed after each transaction. Each section shall be completed and a running balance maintained. Voided receipts shall also be logged in numerical order.

In the event the registered/legal owner wishes to contest the validity of their vehicle's storage or impound, he/she shall be directed to the watch commander or the traffic supervisor to schedule a stypman hearing.

Owners of vehicles which meet the requirements for "exemption" from the administrative fee must also respond to the station to obtain a written release. The Release of Vehicle Hold form shall be issued to the registered/legal owner of the vehicle with a notation that the administrative fee has been waived. The name and employee # of the person waiving the fee shall be printed under the notation

"ADMINISTRATIVE FEE WAIVED BY". Administrative fees shall not be waived by personnel below the rank of lieutenant.

WATCH DEPUTY RESPONSIBILITIES

The watch deputy on each shift shall be responsible for the maintenance of the cash receipts, log, and overall security of the fees collected. At the beginning of each shift, the oncoming watch deputy shall verify the balance of fees collected with the off-going watch deputy.

As transactions occur, the watch deputy shall verify each entry on the cash receipt log by placing his/her initials in the "Comments" area. This includes the entry of receipts that have been voided.

The day shift watch deputy shall be responsible for transferring the funds to a city representative. This will take place on a daily basis (Monday through Thursday). The watch deputy shall place all of the funds in the city's lock box together with the pink and yellow copies of the cash receipt log and the yellow copies of the cash receipts. The watch deputy shall also ensure that the original receipt and the first copy of any voided receipts are also placed in the lock box for transfer to the city.

After depositing the funds with the City Treasurer's office, a receipt for funds shall be obtained. The receipt will be returned to the Stations Traffic office. It shall be stapled to the original copy (copies) of the cash receipt log together with the station's copies of all of the corresponding cash receipts. The original cash receipt logs shall be delivered to the traffic supervisor who shall retain them for a period of three (3) years.

MANAGEMENT DIRECTIVE 98-01
April 06, 2006

ADMINISTRATIVE VEHICLE STORAGE FEES (Revised)

-4-

WATCH COMMANDER RESPONSIBILITIES

If the registered/legal owner requests a Stypman (or post-storage) hearing, the watch commander (with a permanent rank of lieutenant) shall conduct a hearing to determine if the vehicle was stored or impounded lawfully. The watch commander shall also sign all voided administrative fee cash receipts. The traffic supervisor may be utilized to conduct the hearing in the lieutenant's absence.

TRAFFIC SUPERVISOR RESPONSIBILITY

The stations traffic supervisor shall be the overall coordinator of the City of Carson's administrative fee program and shall act as a liaison with the City Treasurer's office. The traffic supervisor shall maintain an adequate supply of the City's cash receipts and cash receipt logs. The traffic supervisor shall be responsible for maintaining station copies of receipts, which shall be retained for three years.

TSR:JPB:jpb