


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.40</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: TOWED VEHICLES</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p> <p>General Policies and Procedures Towed Vehicles</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding towing vehicles either by owner's request or by using a list wrecker.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that if an officer of this department is required to remove a vehicle during the performance of his or her duties, that the officer will follow proper procedures.

DISCUSSION

An officer who is required to remove an individual's vehicle shall try to reasonably accommodate the owner's request for a particular company or individual to remove the vehicle. Otherwise, a list wrecker must be used to avoid any appearance that the Rabun County Sheriff's Office is favoring one particular company or individual. The purpose of the Vehicle Inspection / Inventory is to protect the owner / operator of the vehicle being towed, the Sheriff's Office, and the Officer(s) who are having the vehicle towed.

DEFINITIONS

ABANDONED VEHICLE — Any vehicle or trailer that meets the criteria established in O.C.G.A. 40-11-1.

LIST WRECKER — A wrecker or tow service that is on an approved list and kept on file at the Rabun County Central Communication Center.

REQUEST WRECKER — A wrecker service that is requested specifically by an individual for towing services.

I. WRECKER SERVICE USE

- A. When an officer of the Rabun County Sheriff's Office responds to a vehicle accident, a stalled motorist, or any other type of call that requires the use of a wrecker service, and the owner or operator is present, the officer will ask the individual if they have a preference in wrecker service.
- B. If an individual requests a specific service that can arrive at the scene within a reasonable amount of time (normally 30 minutes), then that service should be contacted.
- C. If the owner or operator is not present, cannot communicate due to injuries, or the requested service would take an extra long time period to respond; then the appropriate list wrecker service should be contacted by Rabun County Central Dispatch.
- D. Officers of the Rabun County Sheriff's Office shall not recommend any specific wrecker service to an individual while in their official capacity and on-duty. If an individual does not or cannot request a specific wrecker service; then list wrecker should be used.
- E. If the Georgia State Patrol is dispatched to an accident in Rabun County, then the Georgia State Patrol's list wrecker service should be used if the individual cannot provide a request for a wrecker.
- F. If the vehicle in question is considered an abandoned or unattended vehicle as clarified in the General Order on "Abandoned/Unattended Vehicles," then the list wrecker will be used.

II. RECORDS OF TOWED VEHICLES

- A. The Rabun County Central Communications Center will maintain a record of all vehicles that an officer requests to be towed either by request or list.
- B. The following information should be used:
 - 1. Time;
 - 2. Date;
 - 3. Location vehicle was removed from;
 - 4. Requesting officer's name and badge number;
 - 5. Reason(s) for towing or removing vehicle;
 - 6. Any charges pending;

7. Towing Service used;
8. Whether the towing service used was list or request;
9. Location vehicle is being stored; and
10. Notification or attempted notification of owner.

III. INSPECTION OF TOWED VEHICLES

- A. All vehicles that are towed by an officer of the Rabun County Sheriff's Office must be inspected/ inventoried by the officer. A "Vehicle Inspection/Inventory Form" will be completed by the officer either at the scene or at the wrecker service's lot.
- B. An officer does not complete a vehicle inspection/inventory if the officer has Rabun County Central Communications contact a wrecker service and the officer does not have the individual under arrest and is not removing the individual from the vehicle or if the individual is present when the vehicle is removed from the roadway by the wrecker.
- C. If the vehicle is being seized and will be searched using a search warrant, a vehicle inspection / inventory form need not be completed. Officers should document the reason an inspection / inventory form was not completed.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County