

**SWEET HOME POLICE DEPARTMENT
ROTATIONAL TOW LIST APPLICATION**

SHPD CR# _____

Business Name: _____

Business Address: _____

Mailing Address if different: _____

Vehicle Storage Address: _____

Business Phone: _____ Home Phone: _____ Cell Phone: _____ Fax: _____

List full name, date of birth and address of all tow truck drivers operating within the City of Sweet Home and all persons with any financial interest in the business; entity or organization. Add additional sheets as necessary.

Name Last, First Middle	DOB	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has any person listed above been convicted of or pled guilty or no contest to any Felony in this or any state within the past 15 years? (Y) (N)

If yes to above, please list the name of the individual, date(s) of conviction(s), charge(s) and Court of Conviction. (Use additional sheets if necessary.)

I have read the attached Sweet Home Police Department Rotational Towing Requirements and my business is and will remain in compliance. I affirm that the above information is true and correct as I verily believe. Any false or misleading information, whether by inclusion or omission may result in the denial of inclusion or continuation for Sweet Home Police Department rotational tows.

Applicant

Date

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The below requirements must be adhered to for inclusion and/or being maintained on the rotational tow list maintained by the City of Sweet Home Police Department. Non compliance with any of these requirements may cause the tow company to be removed from the rotational list for a period of time as determined appropriate by the Chief of Police.

Administrative Requirements

- The tow company facility must be located within 15 miles of the city limits of Sweet Home and be able to respond within 30 minutes.
- The tow company must remain approved for inclusion on the “Oregon State Police, Division 50, Non-Preference Towing List.”
- The tow company will provide the Sweet Home Police Department with a current list of fees and will provide a minimum 30 day notice to the Sweet Home Police Department prior to any fee change.
- The tow company must make themselves available to release towed vehicles Monday through Friday (excluding holidays) from 8:00 a.m. through 6:00 p.m.
- The tow company must maintain a valid Department of Transportation, Towing Certificate issued under ORS 822.205.

Facility Requirements

- The storage location must be secured by a fence to adequately protect vehicles and contents.
- The vendor must have a hard floored building, protected from the elements, and of adequate size to accommodate the secure storage of at least one vehicle for evidentiary purposes. The secure building must provide the ability of the police department to secure it from all access in order to preserve evidence.
- The storage and office facility/facilities shall at all times be in compliance with all applicable zoning and land use requirements and shall have an approved Certificate of Occupancy from the City of Sweet Home Building Inspection Program.
- In any impound tow where the appointed Hearings Officer rules that the owner of the vehicle was not responsible for towing and storage charges, the tow company shall, upon notice by the police department, release the vehicle without charge for the cost of the tow and up to the first 5 days of storage. If the vehicle has already been released, the tow company shall reimburse the owner of the vehicle within 5 business days.

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Operational Requirements

- The tow company must at all times keep all trucks and equipment in safe working condition. All mandated safety chains, lights, or other devices must be employed when towing any vehicle.
- When responding within the City of Sweet Home, the tow company (under normal circumstances) must arrive at requested location within 20 minutes from time they are requested by police dispatch.
- The tow company (under normal circumstances) must respond within 60 minutes to release a vehicle to its lawful owner, once notified by the owner or police department.
- The tow company shall not dispatch any driver operating under this rotational tow list who is a Registered Sex Offender of this or any other state or has been convicted of any felony, excluding Driving While Revoked; or any Class “A” Misdemeanor involving fraud, theft or deception within a 15-year period.
- A tow company may decline to respond to a tow due to operational considerations. However, any tow company failing to respond to at least 90% of tow requests within any 30 day period may be removed from the rotational list. A tow company may, upon its own request and with police department approval, be removed from the towing rotation for a period of not more than 30 days.
- A towed vehicle may not be stored at any time in a location other than the approved secure storage facility. Tow trucks and vehicles towed may not be stored on public streets at any time.
- The tow company must provide service to the police department 24 hours a day, 7 days a week.
- The tow company agrees to tow, process and dispose of, per ORS, up to six (6) Abandoned or “City Ordinance tows” per calendar year at no charge to the City.
- The tow company must remove all dirt, glass and other debris (other than items deemed a hazardous material by police or fire personnel) from any accident scene.