


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "TOWING PROCEDURES; ABANDONED VEHICLES"		ORDER NUMBER: 41-04.04
		PLEAC STANDARD: N/A		PAGE 1 OF 3
ISSUE DATE: 6/1/2010	EFFECTIVE DATE: 6/1/2010	ANNUAL REVIEW DATE: JUNE	RESCINDS: N/A	AMENDS: ALL PREVIOUS

1.0 POLICY/PURPOSE:

- 1.1 To provide members of the Pittsburgh Bureau of Police with proper procedures for the processing and towing of abandoned vehicles from roadways and private properties in accordance with the laws prescribed by the City of Pittsburgh and the Commonwealth of Pennsylvania.
- 1.2 Abandoned vehicles shall not be towed unless there is a **clear** and **legal** reason to do so.

2.0 ABANDONED VEHICLE DEFINITION AND PROCEDURE

- 2.1 Vehicles considered as abandoned shall be towed in accordance with the following procedures:
- 2.2 An abandoned vehicle is defined by the Pennsylvania Vehicle Code Chapter 1, Section 102 as follows:

"A vehicle (other than a pedalcycle) shall be presumed to be abandoned under any of the following circumstances:"

 - 2.2.1 The vehicle is physically inoperable and is left unattended on a highway or other public property for more than 48 hours.
 - 2.2.2 The vehicle has remained **illegally** on a highway or other public property for a period of more than 48 hours.
 - 2.2.3 The vehicle is left unattended on or along a highway or other public property for more than 48 hours and does not bear **ANY** of the following:
 - π A valid registration plate.
 - π A certificate of inspection.
 - π An ascertainable VIN number.
 - 2.2.4 The vehicle has remained on private property without the consent of the owner or person in control of the property for more than 24 hours.
- 2.3 Vehicles and equipment used or to be used on construction or in the operation or maintenance of highways and public utility facilities, which are left in a manner which does not interfere with the normal movement of traffic, shall not be considered to be abandoned.
- 2.4 Investigations into whether a vehicle is abandoned should be completed in five (5) business days.
- 2.5 Once the investigation is complete, the vehicle shall be removed within ten (10) business days.
- 2.6 Vehicles deemed abandoned that have a registration plate and inspection sticker that have been expired for more than 90 days should be towed immediately. *(See Section 3.0 for procedures).*

3.0 TOWING OF ABANDONED VEHICLES

- 3.1 **Except** for emergency tows, abandoned vehicles shall be towed by a Salver ~ **who has been approved by the City of Pittsburgh** ~ who shall dispose of such vehicles.
- 3.2 No abandoned vehicle will be towed by the Salver without a completed PBP Form #192 being received by the Abandoned Unit Office and **only** after the required five-day investigation has been made **or** the 90 day rule applies **or** a 48 hour towing notice has been attached to the vehicle.
- 3.3 All “notification of abandoned vehicles” shall be in accordance with Section 3352(d) or Section 7304 of the Pennsylvania Vehicle Code, **“Notice to Owner Prior to Removal.”**

3.4 Abandoned Vehicle Towing Procedure (Non-Emergency)

- 3.4.1 Upon locating an abandoned vehicle, the Zone officer at the scene shall complete the PBP Form #192, titled **“Notice of Abandoned Vehicle”**.
- π This form must be completed for all abandoned vehicles and is to be forwarded to the Abandoned Vehicle Unit Office for processing.
- 3.4.2 Upon receipt of the properly completed PBP Form #192 by the Abandoned Vehicle Unit Office, a certified letter, PBP Form #193, shall be completed and will be sent to the last registered owner of the vehicle, as identified by VIN number by the Abandoned Vehicle Unit Office of the PBP
- π As required by the Commonwealth of Pennsylvania, this letter shall be sent by an employee of the Bureau of Police.
- 3.4.3 Within 10 business days from the date of notification to the last registered owner, the Abandoned Vehicle Unit Office will notify the respective Zone Commander **or** Zone Abandoned Vehicle Officer to tow the vehicle.
- 3.4.4 The **Zone** Abandoned Vehicle Unit Officer will contact the Salver and make arrangements for the tow.
- 3.4.5 The **Zone** Abandoned Vehicle Unit Officer will complete Motor Vehicle Form #952 at the **location** of the tow and retain one (1) copy which will be forwarded to the Abandoned Vehicle Unit Office.
- 3.4.6 After the abandoned vehicle is towed, and a copy is received by the Abandoned Vehicle Unit, all information shall be entered into the Abandoned Vehicle Database, maintained by the Abandoned Vehicle Unit Office.
- 3.5 In addition to having an abandoned vehicle towed, the last registered owner may be subject to prosecution under the provisions of Section 3712 (a) or (b) of the Pennsylvania Vehicle Code and could be subject to fines plus costs.
- 3.5.1 Citations written should be forwarded to the Central Records and Reporting Unit (CRRU). (*Refer to General Order #54-01, “Traffic Citations”*).
- 3.5.2 When issuing an e-Citation the **“FILED”** option must be checked. The citation will automatically be sent to the designated officer in Support Services (CRRU).

3.6 Abandoned Vehicle Towing Procedure (EMERGENCY)

- 3.6.1. Abandoned vehicles which are parked in a hazardous position or create a situation which must be addressed immediately shall be considered “Hazardous Emergency Tows.”
- 3.6.1.1 If a vehicle meets the criteria for “abandoned and hazardous,” and needs to be towed immediately, the Abandoned Unit Office shall be contacted.
- 3.6.1.2 The Abandoned Vehicle Unit will contact one of the Salvors who have agreed to tow on an “emergency, on-call” basis.
- 3.6.1.3 The Abandoned Vehicle Unit will complete a PBP Form #952 for the abandoned vehicle, and the Salver will then tow the vehicle.
- 3.6.1.4 After the abandoned vehicle is towed, all information shall be entered into the Abandoned Vehicle Database, maintained by the Abandoned Vehicle Unit Office.

4.0 RESPONSIBILITIES AND DUTIES OF THE ABANDONED VEHICLE UNIT

- 4.1 All abandoned vehicle towing shall be performed by personnel assigned to the Abandoned Vehicle Unit who shall also

determine if a vehicle is actually abandoned in accordance with Section 102 of the current Pennsylvania Vehicle Code.

4.2 Personnel at Abandoned Vehicle Unit shall maintain the Abandoned Vehicle Database. The database will contain the following information about all abandoned vehicles:

- 4.2.1 State of registration and registration number
- 4.2.2 Make, year, type, and color of vehicle
- 4.2.3 Owners information
- 4.2.4 Location and police zone
- 4.2.5 Date of Certified letter/Certified Letter Number
- 4.2.7 Date towed/
- 4.2.8 Towed by/ Name of Salver (if applicable)
- 4.2.9 Disposition
- 4.2.10 Remarks

4.3 This database shall be used to clear all abandoned vehicles.

Approved By:

Nathan E. Harper
Chief of Police