



EAST HAVEN POLICE DEPARTMENT

471 North High Street, East Haven, Connecticut 06512

APPLICATION TO THE EAST HAVEN POLICE DEPARTMENT ROTATING TOW LIST

TOWING REGULATIONS

A company who submits an application to be on the EHPD rotating tow list agrees that they will conform to the following rules and regulations.

1. The tow company shall provide 24-hour a day and 7-day a week towing service to the EHPD.
2. The tow company shall provide the EHPD with both day and night telephone numbers.
3. The tow company gives priority to calls received from the EHPD and respond to the scene within 25 minutes.
4. The Tow List shall contain no more than four (4) towing companies having the capacity for standard towing and no more than two (2) towing companies having the capacity for heavy-duty towing.
5. The tow company will tow police vehicles on a rotation basis with no charge to the Town of East Haven. The tow company will not be credited with a tow against the tow log. A separate log sheet will be kept for these tows, allowing an equal distribution of these assignments.
6. If a tow company fails to answer a request, does not show or is unavailable, that company will be credited with the tow and the next available tow company will be utilized.
7. If a motorist makes a request for a tow company on the tow list, said company would be credited with a tow on the EHPD Tow Log.
8. Officer's discretion will prevail regarding vehicles that are to be towed. If vehicle is not a hazard or obstructing traffic the officer may contact AAA, etc. However, if vehicle is a hazard or obstructing, the tow list is to be used.
9. Motor vehicle violations, such as unregistered motor vehicles, misuse of plates and no insurance are to be towed. Operators of these vehicles are not allowed to park the vehicle or leave it in private parking areas.
10. The tow company is only to release towed vehicles upon permission from the EHPD.
11. The tow company provides the EHPD with a list of their equipment and capabilities as it relates to the list they are on. This includes heavy-duty, medium duty, light duty(standard), flatbed, motorcycle slings and storage facilities.
12. The tow company agrees that all wreckers used can be inspected by the EHPD at any time and must at all times be fully equipped as per the requirements of the Motor Vehicle Department and state statute.

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13. The tow company may also be removed from the list if they are charging in excess of the state authorized rate for towing or if the company is found to be in violation of state statute or the EHPD Tow Regulations.
14. The tow company agree that they will clean all debris from roadway at all accident scenes or situations where they are called upon to tow a vehicle. This task must be performed to the satisfaction of the investigating officer. Failure to do so may result in the suspension of the tow company from the rotating list or other appropriate discipline may occur as prescribed by the Chief of Police.
15. The tow company agrees that they will provide in-town transportation for operator and occupants when possible, with respect to the tow truck occupant capacity.
16. The company agrees they will provide services to the Department during emergencies, such as snowstorms.
17. The tow company agrees that during any police investigation or emergency situation as determined by the police, the EHPD reserves the right at any time to call a tow company without regard to the tow rotation list.
18. The tow company shall be responsible for the preservation, condition and safety of all vehicles towed and its contents therein.
19. The tow company shall be responsible to respond to any part of town when requested regardless of the distance within the confines of the Town of East Haven.
20. Any tow company that refuses three (3) service calls offered to them by EHPD in a 30-day time period, the company will be notified in writing and suspended from the tow list for the next 30 days. If the company incurs two (2) suspensions within one (1) year, the company will be removed from the list and the Chief of Police notified. The company will be notified in writing of the removal and it will be the company's responsibility to notify the Chief of Police in writing that the company wishes to be reinstated on the rotating list.
21. That all companies agree not to sub-contract any tow work if they are unavailable to handle an assigned job. The EHPD will utilize only towing companies that have made application and are on the tow list.
22. As long as all towing regulations are met, a tow company can apply for standard towing (Under 10,000 pounds), heavy-duty towing (10,000 pounds or greater), or both. This shall be indicated on the last page of this application.
23. Only tow companies located within the Town of East Haven are eligible to submit applications to join the EHPD standard tow list.
24. Due to limited availability, tow companies located within or outside the Town of East Haven may submit an application to join the EHPD heavy-duty tow list as long as they meet all the towing regulations including response times. If a vacancy exists on the heavy-duty tow list and multiple applications are received, preference will be given to businesses within the Town of East Haven.

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25. A tow service firm that meets the requirements set forth by these regulations and is not on the current tow list but wishes to be, may submit this application to the Chief of Police. All requests will be kept on file in the event that call list goes below the designated number of companies. If the call list goes below the designated number of companies, the open vacancy (vacancies) will be filled by the Chief of Police.
26. Any tow service firm that is accepted to a rotating tow list and is a new business to the Town of East Haven must file for a "Trade Name Certificate" at the Town Clerk's office.
27. The Chief of Police reserves the right to amend the Tow Regulations at any time and all participating tow companies will be notified in writing.

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Tow Rotation Application Signatory

TOW ROTATION APPLICATION FOR:

(check all that apply)

Standard (Under 10,000 Pounds)

Heavy-Duty (10,000 Pounds or more)

OWNER/APPLICANT NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PHONE: () _____ **FAX:** () _____

EMAIL: _____

I have read, understand and will strictly adhere to the Towing Regulations as outlined herein.

Signature of Applicant

Date

Witnessed

Date

FOR INTERNAL USE ONLY	
Date Received: ____/____/____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied* Signature _____ Date: ____/____/____

****This application will remain on file for 120 days and may be reassessed if a vacancy occurs.***