




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: June 14, 2018	Amends/Supersedes: June 1, 2012 March 1, 2005	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): OPR.07.12			

544.02 Immobilization & Towing of Vehicles for Unpaid Parking Tickets

I. Policy

The department seeks compliance with the parking restrictions in Arlington County through active enforcement of such restrictions and the prosecution of violators. The removal or immobilization of vehicles for outstanding parking violations will be an integral part of this effort.

II. Code Requirements

- A. [Arlington County Code, §14.2-3.3](#) - Removal or immobilization of motor vehicles against which there are outstanding parking violations; notice; repossession.
- B. [Code of Virginia, §46.2-1216](#) - Removal or immobilization of motor vehicles against which there are outstanding parking violations; ordinances.
- C. [Code of Virginia, §46.2-1213](#) - Removal and disposition of unattended, or immobile vehicles; ordinances in counties, cities, and towns.
- D. [Code of Virginia, §46.2-941](#) - Conditions precedent to issuance of summons for violation of parking ordinance; notice.

III. Procedure

- A. Responsibility for Immobilization of Vehicles
 - 1. The application of a wheel boot to immobilize vehicles is the responsibility of the Public Service Aide Unit (PSAU) which is under the direction of the Special Operations Section (SOS) commander. Unless specifically directed by an SOS supervisor, patrol officers will not affix a wheel boot to any vehicle.
 - a. Prior to the immobilization of a vehicle, confirmation must be made through an on-duty PSA supervisor or the Customer Service Counter (CSC) that a vehicle has three or more outstanding parking violation notices.
 - b. PSAU personnel are available to affix immobilization devices between 0800 and 1800 hours, Monday through Thursday. During these times, immobilization will be the primary enforcement action subject to the number of immobilization devices and personnel available at the time.
 - c. A patrol officer discovering a parked vehicle which has three or more outstanding parking violation notices may request that PSAU personnel respond to the officer's location to affix an immobilization device.

B. Immobilization of Vehicles

1. A wheel boot will not be used and a vehicle will be towed if any of the following conditions exist:
 - a. The vehicle is obstructing traffic.
 - b. The vehicle is a safety hazard.
 - c. The vehicle is parked illegally.
 - d. Reason to believe that towing the vehicle is a more appropriate action.
 - e. PSAU personnel are not on duty
2. Whenever a vehicle is immobilized, the authorized "Warning" notice must be secured to the windshield or other highly visible part of the vehicle.
3. The employee immobilizing a vehicle will complete a *Vehicle Impound Form* to record immobilization and subsequent towing if required. The impound form will include vehicle information, location, date and time, name and DID number of the immobilizing officer or employee. All copies of the completed impound form must be delivered to the CSC as soon as possible for use when the owner or operator seeks release of the vehicle or in subsequent towing. These forms will be maintained separately from the forms used for towed vehicles, for boot inventory purposes and for easy retrieval.
4. The employee responsible for the immobilization of a vehicle shall complete a stolen vehicle inquiry through the Emergency Communications Center (ECC).

C. Removal of Wheel Boots

1. Wheel boots may be removed and a vehicle immediately released under one of the following situations:
 - a. All outstanding parking violations and administrative fees incidental to the booting of the vehicle are paid. These fees must be paid at the Treasurer's Office, Monday through Friday from 0800 to 1700 hours and outside of these hours at the police department Customer Service Counter. A schedule of these fees will be posted at the CSC.
 - b. Satisfactory proof of ownership or authorization to recover the vehicle.
 - c. In an emergency, as determined by an employee of this department.
 - d. As directed by any supervisor assigned to the Operations Division.
 - e. Prior to impoundment and after the wheel boot has been affixed over 24-hours.
2. When PSAU personnel are not on duty, Customer Service Counter personnel will be responsible for authorizing the removal of wheel boots from vehicles.
 - a. A key for the removal of immobilization devices will be kept at the Customer Service Counter.

- b. Employees must sign the control logbook upon obtaining and when returning the key and the immobilization device to the CSC.

D. Towing for Outstanding Parking Violation Notices

1. A vehicle must be immobilized/booted for more than 24-hours prior to being towed. Weekends will be included in determining the 24-hour period. Supervisory authorization is not needed to tow a vehicle that has been immobilized/booted for more than 24-hours. Towing of such vehicles will be in compliance with Manual directive 514.01 *Towing, Seizing, Impounding, Searching and Releasing Vehicles*.
2. Before towing a booted vehicle PSA's must contact the police CSC to confirm whether or not payment has been initiated. If payment has been initiated the vehicle should not be towed.
3. A *Vehicle Impound Form* will be filed at the Customer Service Counter for use in subsequent towing. The form will include towing and storage information and will be submitted pursuant to Manual directive 514.01.
4. A citizen seeking the release of a vehicle must:
 - a. Pay all outstanding parking violations and administrative fees incidental to the booting, towing and storage of the vehicle. These fees must be paid at the Treasurer's Office, Monday through Friday from 0800 to 1700 hours and outside of those hours at the police department CSC where a schedule of the fees will be posted.
 - b. Provide satisfactory proof of ownership or authorization to recover the vehicle.
 - c. Storage fees are paid directly to the towing company.

E. Special Conditions or Exceptions

When a vehicle should not have been immobilized or towed (e.g., the vehicle owner or operator presents indisputable evidence that the tickets for which the vehicle was immobilized or towed were paid prior to booting or towing), the CSC supervisor or a PSA is authorized to waive immobilization fees and/or towing fees and to release the vehicle. If fees are waived, the employee waiving those fees must notify the towing firm and the Systems Management Division Commander by memorandum to assure proper release of the vehicle and disposition of the towing fee.

F. Notice by the Treasurer's Office

A *Notice of Intent to Issue Warrant* will be mailed by the Treasurer's Office, Compliance Division, to the owner of a vehicle registered in Virginia which has unpaid parking violations. This notice specifies the violation(s) and gives notice to the owner of their failure to comply with the instructions found on the parking violation. Failure of the owner to respond or comply may further result in the issuance of a summons, an arrest warrant, and/or the towing or immobilization of the vehicle and responsibility for all reasonable incidental costs.