
Tow Agency Application

1. Tow List Selection Procedure

- A. Any towing service within or in the immediate vicinity of Columbia County may submit a written application for consideration of placement on the tow list.
- B. Only those agencies that agree to adhere to this policy as well as render prompt and efficient service will be designated for inclusion on the tow list.
- C. Tow companies will be assigned to the zone their business is located in. The zone will be determined based on the actual 911 address of the shop. For the purposes of this policy “zone” refers to Patrol Zone boundaries utilized by police agencies for assignment of calls for service.
- D. Each tow agency will be allowed only one location for listing on the tow list. Only agencies that have a second, legitimately operating shop, with regular walk in business hours, will be allowed to have a second location for listing.
- E. If a second location is listed, a tow vehicle must be sent from that shop. Sending a truck from the other listed location will not be acceptable and may result in removal from the list.
- F. An application will be submitted by January 31 of each year by the tow vendor. It is the responsibility of the tow agency to obtain, complete, and submit the application. Failure to submit the application by January 31 will result in removal from the list until such time an application is received and approved by the Sheriff’s Office.
 - a. Minimum information to be provided on the application will include; Name of Company. Physical address where the tow company is based.
 - b. Copies of valid registration(s) and insurance cards of all tow vehicles to be used.
 - c. Proof of liability coverage sufficient to cover claims of damage to towed vehicles, losses of any parts or accessories from towed vehicles or property contained therein.
 - d. Breakdown of the classification of trucks, (Heavy, Medium, Light duty) capabilities, and maximum load and axle limits.
 - e. Maximum of three (3) phone numbers to be used to contact the company for service. These will include normal business hours and after hour’s numbers.
 - f. Indication of special services provided (such as lockouts or AAA).
 - g. A standard fee schedule for the tow agency based on a pull up/hook up/tow to shop call. Additional rates will be listed for; winch outs, tows to secondary locations (per mile rate is acceptable), and service calls (lockouts, gas, tire change, etc).

2. Assignment of Tow Agencies to a Call

- A. Tow companies will be assigned by rotational list in the following manner;

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1. First to the rotational list for the zone the incident is located in
 - a. If no agency accepts the tow within the incident zone; the next closest zone list to the incident will be utilized. If an out of county tow company who appears on the Sheriff's Office tow list is closer than the next closest zone, that company may be awarded the call.
 2. After being assigned, the tow agency is moved to the bottom of the list for the zone list from which the tow was assigned.
 3. Answering machines and voicemails will not be used to notify a company of a tow. If one is received upon calling the vendor, the next company on the rotation log will be contacted immediately.
 4. If a company indicates they are unavailable for a tow they will be moved to the bottom of the rotational list.
 5. If the request is for a Heavy Duty Wrecker, the tow will be determined in the following manner.
 - a. Agencies within the zone where the incident occurred will be contacted based on the proximity of their shop to the incident. If none are listed or available;
 - b. The closest heavy tow will then be determined by measuring "as the crow flies" in a direct line from the scene to each shop.
 - c. Calls assigned for Heavy Wreckers will not affect that tow agency's position on the rotational list for other tows.
 6. A private citizen has the right to request a specific agency even if the agency is not assigned to that particular area. Deputies will comply with such requests as long as the request does not create unnecessary delay of clearing the roadway or the Deputy reporting back in service.
 - a. Owner's requests for a particular agency shall have no effect on the rotational log.

3. Requirements for Service

- A. Towing agencies must arrive at the scene of the tow call within thirty (30) minutes from the time of being dispatched.
- B. All tow vehicles must have current New York State Inspection and meet New York state Department of Motor Vehicle requirements.
- C. All tow agencies will be required to comply with all rules, regulations, and statutes of the State of New York.
- D. All tow truck operators must be licensed in compliance with current New York State Vehicle and Traffic Law.
- E. Responding tow vehicle(s) must have sufficient warning systems to help prevent additional accidents.
- F. The responding tow agency will have sufficient means to clear all debris from the scene of the incident, including, glass, fluids, and other materials and parts and will perform this task prior to leaving the scene.

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- G. The towing agency will deliver the vehicle towed to the involved vehicle owner/operators requested destination provided the owner/operator can pay the tow bill upon arrival at the destination.

4. **Storage and Impound**

- A. Towing agencies are required to maintain a storage area of sufficient size to store towed vehicles. The storage area will be at the place of business or within close proximity.
- B. Each towing agency will be required to provide the necessary means to prevent pilferage, vandalism, or damage to the vehicles or their contents.
- C. The tow company will not charge a storage fee for the first 24 hours a vehicle is in the tow yard.
- D. If the vehicle is towed to a tow yard for impound as evidence or further investigation the owner will not accrue storage fees until after the Sheriff's Office has authorized the release of said vehicle.
- E. The date and time of the authorization for release shall be documented in the case narrative in SJS by the staff member making notification of such authorization. The date and time of the authorization of release will also be documented in the original tow log entry. The owner of the vehicle remains responsible for the tow bill for impounded vehicles.

5. **Fees and Charges**

- A. Fees charged shall be reasonable. Any agency found to be charging fees which are considered excessive within the area tow industry may be removed from the tow list at the discretion of the Sheriff.

6. **Restrictions**

- A. A tow agency or operator will not approach within 1,000 feet, any accident or incident the agency has not been called to respond to by the Sheriff's Office or the registered owner of an involved vehicle. Violation of this section will result in removal from the tow list for 30 days. Repeated violations will result in permanent removal.
- B. Towing agencies will not display any markings on their equipment or vehicles that would indicate or suggest that such agency is affiliated with the Sheriff's Office.
- C. The towing agency shall have the status of an independent contractor. In accordance with such status, agrees that it will conduct itself in a manner consistent with such status and that it will not represent itself as, and not claim to be, an officer or an employee of the County. The tow agency further agrees that it will not make against the County any claim, demand or application to for any right or privilege applicable to an officer or employee of the County, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.

7. **Cancellation**

- A. The Sheriff reserves the right to remove a towing agency from the Master Towing List for any violation of the terms of this policy or; if conduct by an operator is such that the integrity of the Sheriff's Office could be called into question due to association with said vendor.

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- a. Once removed, the towing agency may re-apply after a six (6) month period. The request must be in writing to the Sheriff and accompanied by a new application. The final determination of re-assignment will be at the discretion of the Sheriff.
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Complete this form and submit to the Columbia County Sheriff's Office in person, by US Postal Service, or other carrier. Faxed copies will not be accepted.

Legal Business Name or DBA: _____

Owners Name _____ Phone Number _____

N.Y.S. Registration # or D.O.T. #: _____

Physical address where shop is located and vehicles are towed and stored: _____

Mailing address if different from business address: _____

State the secondary town you would like to be called for. _____

List of contact numbers (maximum of three) to be utilized for towing notification in order of contact priority:

1:	2:	3:
Main Number	After Hours? Yes / No	After Hours? Yes / No

Business Fax Number: _____

Email Address: _____

List all registration plate numbers and type of vehicle that will be utilized to tow (Use separate sheet of needed):

Plate Number	Type of Vehicle (Wrecker, Flatbed, Heavy) & Weight Limitation

Indicate your agency's storage capability (circle all applicable):

- a) Inside Secure Storage b) Fenced Secured Storage c) Outside Unsecured Storage

Specify your standard fees for the following:

- a) Tow Charge (pull up / hook up / tow away) _____
b) Winch Out _____
c) Storage Fees _____
d) Secondary location drop(Per mile acceptable) _____
e) Lockouts _____
f) General Service (Tire Change, Gas, etc.) _____

General Liability Insurance Policy information (\$1,000,000.00 Minimum) ** Attach copy of policy

Insurance Company

Policy Number

I, _____ am the owner of _____ and agree to the conditions set forth by the Columbia County Sheriff's Office as indicated in this application

Signature of Applicant

Date