



# CSU Bakersfield

Business and Administrative Services

University Police Department

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**To: University Police**

**From: Marty Williamson**

**Date: March 27, 2014**

**Subj: Protocol for Towing of Vehicles  
Directive 13-2**

***Amended Interim Directive***

CVC section 22651 authorizes the towing and impoundment for motor vehicles under certain conditions. Under this section, vehicles can be towed and/or impounded for abandonment, expired registration, evidence, driver arrested, and over five unpaid parking citation holds.

Consistent throughout the CSU system, it has been the general practice for the CSUB campus to tow cars if they meet certain criteria that exceeds the minimum requirements of the Vehicle Code. The following criteria will be followed on the CSUB campus for the listed violations;

## **Expired Registration**

Vehicles that are unregistered may be cited per CVC 4000 (a).

Generally, unregistered vehicles will not be towed from the CSUB campus by a University Police Officer.

If a vehicle is found to be in excess of one year of being unregistered, and there is belief it belongs to a student, staff or faculty of CSUB the following may occur:

Notify the Chief of Police of the vehicle with proper documentation of the expired or non registration and the information of the vehicle and owner. Any other information such as parking permit info should also be submitted.

Based on that information, the Chief or his designee will attempt to make contact with the legal owner or registered owner of the vehicle and advise them of the registration issue and ask that the registration is corrected within a reasonable time.

If it appears to be a student, attempts will be made to contact the student to inform them of the same information.

If the vehicle is later found not properly registered after notification to the owner or driver, the Chief will assess the following information:

Length of time of non registration

Reasons stated for non registration

Is there a history with this vehicle, ie. Parking Cites, prior moving cites, etc.

Based on the information discovered, if the Chief feels the driver or vehicle owner is neglecting their responsibility for registering the vehicle, they have been given an adequate amount of time to register the vehicle and no valid reason exists for the non registration, the Chief will contact the VP for BAS and review the details and seek approval from the VP to tow the vehicle.

### **Unpaid Parking Citations**

As a general rule, UPD staff will not know if there are any unpaid parking cites unless the license is run for another law enforcement purpose. UPD staff is not expected to drive through the parking lots running license plates for overdue citations.

However, when another reason for law enforcement actions brings to our attention overdue parking citations with holds placed by DMV several issues must be considered before booting the vehicle:

Are there any other violations present?

The number of outstanding holds.

The duration of the unpaid citations.

The amount of the unpaid citations.

Does the vehicle have a current parking permit?

Can this be handled informally?

If there are indicators that demonstrate a blatant disregard to the parking regulations on the CSUB campus, such as, evidence that shows there is not an intent to pay the permits in a timely fashion, the unpaid fines are at the top of the PMB list for this campus, no parking permit has been purchased, long duration of the history of citations; the vehicle should be booted to insure proper adjudication of the violations and insure the campus is funded for the past citations. If after the listed time for booting and the fines have not been cleared, the vehicle may be towed with the Chief's approval.

All other sections should be applied as intended and needed for the issue at hand.