

Tow Company Requirements

Index Code: 1909.1

Effective Date: 10/25/2022

I. Purpose

The purpose of this directive is to establish minimum requirements for companies authorized by the Office of the Sheriff for on-call status to remove (tow) vehicles upon request of a deputy. For purposes of this directive the words tow truck and rollback are used interchangeably, for any special purpose vehicle designed to remove a vehicle from the roadway by pulling or carrying,

II. Policy

It is the policy of the Office of the Sheriff that only those companies meeting minimum requirements, as set forth by the Office of the Sheriff, may respond to requests by deputies to remove and/or store vehicles for the Office of the Sheriff. The minimum requirements expressed in this directive were designed to ensure an expedient and safe removal/storage of vehicles for all involved parties.

III. General Responsibilities

Companies authorized to respond and remove vehicles for the Office of the Sheriff must adhere to the following rules:

- A. Be available on a twenty-four (24) hour basis.
- B. Maintain tow service vehicles within Queen Anne's County or in close proximity within a neighboring county and able to respond to the scene within the time limits outlined in this directive.
- C. Maintain a storage lot secured by a fence with a locking gate and no trespass signs posted.
- D. Renew their application yearly, and update it as needed to maintain current information. Applications will be renewed during the month of January each year or upon request by the Office of the Sheriff. It is the responsibility of the tow company to renew their applications or face removal from the on-call list.

E. Be available during normal business hours for vehicle releases (normally 0800 to 1700 hours Monday through Friday).

IV. Tow Company Applications

A. An application must be completed and on file for a tow company to be selected for the on-call towing list.

B. Applications must be renewed each year during the month of January.

C. New applications from companies wanting to be added to the on-call list will only be accepted in January of each year during the renewal period.

D. The following documents are required when a company submits an application, whether new or for a renewal.

1. A photocopy of the vehicle registration card for each vehicle to be used. If a new vehicle is placed into service during the year a photocopy of the registration card must be provided to the Office of the Sheriff within seven (7) days.

2. A photocopy of the driver's license for each driver to be used. If a new driver is added during the year a photocopy of their driver's license must be provided to the Office of the Sheriff within seven (7) days.

3. A photocopy of the insurance card for each vehicle to be used. If a new insurance carrier is used during the year a photocopy of the insurance card must be provided to the Office of the Sheriff within seven (7) days.

4. Proof of insurance for each storage lot.

5. A photocopy of any required DOT document.

V. Tow Company Inspections

A. The Office of the Sheriff will conduct, at minimum, an annual inspection of the tow