

CRYSTAL POLICE DEPARTMENT



TITLE: SNOW EMERGENCY PROCEDURES
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PURPOSE

To establish a policy for patrol activity when 1.5 inches or more of snow has fallen on the streets and it will be removed by the City of Crystal Public Works Department.

SCOPE

All Police Officers, Community Service Officers, and Police Reserves.

POLICY

Following a snowfall of 1.5 inches or more, the City of Crystal Public Works Department will, at a predetermined time, commence snow removal. Designated squad(s) will canvass the entire city and issue citations to all vehicles that are in violation.

When the Police Department is notified that the Public Works Department will be plowing the City streets curb to curb following a snowfall of 1.5 inches or more, Officers will start tagging and towing violators approximately one hour prior to the time plowing will begin.

Residents will be allowed one grace period for the first snowfall of each winter season. During this grace period, the Police Department will cite vehicles after the snow depth reaches 1.5 inches but will refrain from towing until 12 hours after the vehicles are cited. A flyer explaining the grace period will be placed on the windshield of the vehicle along with the citation.

Owners of vehicles towed for this purpose will be advised to go directly to the tow company for their vehicles.

Officers will complete a police department log sheet to track all vehicles cited and towed.

In order to speed up the process of clearing the streets, Officers shall, for the first few blocks of their assigned area, notify the on duty CSO or designee of the number of vehicles tagged and logged on specific blocks. The CSO or designee will coordinate the towing of these vehicles with the tow company that has the contract with the City.

When nearing the end of each log, Officers will turn the log sheet in to the CSO or designee. The CSO or designee will continue to coordinate the towing with the tow company. The logs will document which vehicles were towed based upon the information received from the tow company.

The CSO or designee will run the registration for each vehicle impounded and give it to the tow company so they can properly identify the owner. The CSO or designee will enter each impounded vehicle into the state computer as an impounded vehicle. A copy of the log will be faxed to the contracted towing company at the end of each shift, or at the end of snow emergency impounds for each snow event; whichever comes first.

The CSO or designee shall contact the contract towing company and request that they make notifications to the police department via fax when vehicles from the snowbird list are released. When a release notification fax is received, the CSO or designee shall purge the impounded vehicle file from the state computer and hot files.

A copy of the log shall be turned into police records.