


 PROVIDENCE POLICE DEPARTMENT
 HEADQUARTERS
 Colonel Dean M. Esserman
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
Memorandum	#15 Series 2009	12-23-2009	12-29-2009
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Tow Release Policy			
REFERENCE		RE-EVALUATION DATE	
SUBJECT AREA		DISTRIBUTION	
Tow Release Policy		All Personnel	

The Providence Police Department is suspending its policy that requires owners, or authorized representatives of owners, of vehicles that have been towed, to respond to the Providence Police Headquarters, to obtain a written release prior to having their cars released from the tow company.

Owners or authorized representatives of owners will now respond directly to the tow yard to obtain their vehicle.

Vehicles will be released by the tow company employees upon satisfactorily proving ownership or authority. The following guidelines will be adhered to by tow companies that do business with the City of Providence.

- A. Vehicles will only be released to owners or authorized agents and driven by licensed operators

Proof of ownership or authority may include

1. Active Registration
2. Title for vehicle
3. Bill of Sale
4. State Issued Identification
5. Notarized letter from owner identifying authorized agent

- B. Unregistered Vehicles

If a vehicle is towed as an unregistered vehicle, the tow company will only release the vehicle upon presentation of proof of registration, or as a tow only.

If an officer places a hold on the vehicle the hold must be accompanied by a CCR number. The report will contain the reason for the hold. Once a hold is placed on a vehicle it can not be released by a tow company unless it has been released by the Providence Police Department division that placed the hold on the vehicle.

C. Stolen Vehicles

If a vehicle is towed as a stolen vehicle from out of town and is recovered in Providence, a letter of introduction from the local police department is still required. This letter of introduction will be presented to the desk sergeant who will notify the tow company to release the vehicle.

Inquiries as to the name of the tow company and location of the tow yard will be handled through the central station.

APPROVED:

DEAN M. ESSERMAN
COLONEL
CHIEF OF POLICE