


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Private Tow of Motor Vehicles</b>		<b>AOM: O-313</b>
Massachusetts Police Accreditation Standards Referenced:		Issuing Authority <hr/> Jody Kasper Chief of Police
<b>Dissemination Date:</b>  <b>Effective Date:</b>	<b>Amended:</b>  <b>Reviewed:</b> 01/14, 01/16, 01/17, 01/18, 1/19, 8/20*, 10/23	

## I. Introductory Discussion

The purpose of this directive is to ensure that proper documentation is completed when authorized persons order the tow of a motor vehicle from private property. Only a person in lawful control of the property may order such removal by contacting a tow company directly.

## II. Policy

In accordance with M.G.L. Ch. 266 §120D, no motor vehicle shall be removed from a private way or improved or enclosed property unless prior notification is made to the police department in writing. This provision allows police to perform a wanted vehicle query to determine vehicle status. It also provides the police with notification of the pending tow in case the owner subsequently attempts to report the vehicle as having been stolen.

## III. Procedure

- A. When the person in lawful control of the property wants to have a vehicle removed (towed), it is their responsibility to provide written notification to the police department prior to the removal (tow). The person in lawful control of the property may allow the tow company, requested to remove the vehicle, to complete the *Northampton Police Department's Notification of Vehicle Removal from Private Property* form (Tow Form). However, the person in lawful control of the property is still responsible to insure that the police department receives the written notification before the vehicle is removed.
- B. The person in lawful control of the property is required to sign the Tow Form in the designated area.