



City of Racine Police Department
Policy and Procedure

Number: 335

Subject: Duties and Responsibilities - Abandoned Vehicles Clerk		
Date Issued: 03-31-00	Effective Date: 11-13-12	Revision Number: 3

1. Appointment. The Chief of Police shall appoint the Abandoned Vehicles Clerk in accordance with the Personnel Department rules and related contractual stipulations.
 - a. He/she shall report to the Sergeant of Police – Courts.
 - b. He/she shall maintain the City Hall (Mon-Fri) work schedule during the hours assigned.
2. Duties and Responsibilities. The Abandoned Vehicles Clerk shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to Abandoned Vehicles.
 - b. Report for work on time, and maintain a regular and predictable attendance history.
 - c. Maintain a valid Wisconsin Drivers License.
 - d. Check E-mail, Voice Mail, and all other assigned mailboxes periodically each workday.
 - e. Check on complaints of abandoned vehicles within the City of Racine received by:
 - (1) Personal observations
 - (2) Communications referrals
 - (3) Referrals from Sworn personnel
 - (4) Abandoned Vehicle Notices
 - f. Determine whether abandoned vehicles require an immediate tow or follow-up.
 - g. If deemed appropriate, initiate the tows and receipt of the vehicle at the Impound Lot.
 - h. Upon notification from Communications, meet vehicle owners at the Impound Lot and assist with the release of their vehicles.
 - i. Work with other City Departments and coordinate with them on the removal of vehicles from private property locations.
 - j. Work with the Patrol shifts on abandoned vehicle issues.
 - k. Have overall responsibility for the control and maintenance of the Impound Lot and the vehicles stored there.
 - l. Maintain an inventory of vehicles stored at the Impound Lot.
 - m. Initiate and monitor the salvage process, working with the Purchasing Department.
 - (1) Review files and pull those vehicles impound forms that are currently being considered for salvage.
 - (2) Mark vehicles that have been approved for salvage.
 - (3) Identify vehicles being earmarked for salvage that will be invoiced back to the owners (to reimburse the city for towing, storage and salvage expenses).
 - (4) Assist the successful salvage bidders on the recovery of the vehicles from the Impound Lot.
 - n. Work with vehicle owners and answer questions about procedures and costs relevant to vehicles kept within the Impound Lot.
 - o. Maintain a TIME system certification.
 - p. Perform other duties as assigned by the Sergeant of Police – Courts.

[Table of Contents](#)