DOCUMENT CHECK

APPLICANT: _____

PERMIT TYPE/NUMBER: _____

DOCUMENTATION CHECK LIST — TOW OPERATIONS

DOCUMENTATION		Yes	No
.01	Completed Application (All applicants)		
.02	Live Scan Form (All applicants)		
.03	If Applicant is a **Corporation**: a. Meeting Minutes identifying officers b. Stock Certificates c. Corporate seal and number **Limited Liability Company (LLC)**: a. Articles of Organization b. Meeting Minutes identifying members **Partnership**: a. Notarized agreement stating the percentage of ownership of business **Sole Proprietor**: a. Spousal statement (if married)		
.04	Approved Zoning and Use Clearance Form		
.05	**Purchase Documents if Business was sold** a. Bill of Sale – signed and dated by buyer and seller b. Final Escrow Papers c. Grant deed d. Property tax bill e. Mortgage Certificate		
.06	**Lease Documents**: a. Rental Agreement – signed by landlord and tenant b. Lease Agreement – signed by landlord (owner) and tenant		
.07	Insurance		
.08	Fee Schedule		
.09	Pictures of Vehicles		
10.	Signed Copy of Ordinance 139.363		

Verified by: _____

Application A

Form: City of Los Angeles, Board of Police Commissioners, Application for Police Commission Permit

LOS ANGELES POLICE COMMISSION-POLICE PERMITS
100 W. FIRST ST., #147
LOS ANGELES, CA 90012 (213) 996 -1210

Type of Permit ← Fill out Type of Permit

Main Account ——— Location, Check Digit

Account Number:

MONTH / DAY / YEAR

Date Of Application:

Type of APR:

Police Commission Number:

Date Granted:

Police Area:

Council Dist:

Certificate of Occupancy Issued:

Fingerprints: Y N

Fee:

Zoning Approved:

ABOVE FOR OFFICE USE ONLY

A APPLICANT INFORMATION

Please type or print legibly

Legal Name of Applicant		
Name and title of person submitting application	Type of Business Entity ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ Other _____	
Business Name (Doing Business As)		
Business Address	City & State	Zip
Business Mailing Address (Where All Notices Will Be Mailed)	City & State	Zip

B NATURE OF BUSINESS

Please Indicate "Yes" or "No" to the following questions, and place your initials in the box provided

1. Do the owners, managers, employees, or entertainers of this business provide sexually oriented materials, products, services or merchandise as defined by the Los Angeles Municipal Code Section 103.01?

Please write Yes or No In the box provided **Initials**

2. Do the owners, managers, employees, entertainers or patrons of this business permit or engage in specified sexual activities at the business as defined by the Los Angeles Municipal Code Section 103.01?

Please write Yes or No In the box provided **Initials**

3. Does this business possess or is it in the process of obtaining an Alcohol Beverage Control (ABC) License?

Please write Yes or No In the box provided **Initials**

ALL CORPORATE OFFICERS, GENERAL PARTNERS, AND OTHER PERSON(S) WITH GREATER THAN 5% FINANCIAL INTEREST IN BUSINESS MUST COMPLETE SECTIONS C&D.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL QUESTIONS ARE ANSWERED, ALL INITIALS, AND SIGNATURES ARE OBTAINED, AND ALL DOCUMENTS REQUIRED ON GEN. FORM 195-I (REV 2-11) ARE SUBMITTED

Application B

- - -

C

PERSONAL INFORMATION

Name				Driver's License Number Issuing State_____		
Address				City & State		Zip
Sex Male ☐ Female ☐	Date of Birth	Height	Weight	Color Hair	Color of Eyes	
Title	Place of Birth	Marital Status	U.S. Citizen Yes ☐ No ☐		Percentage of Ownership %	
Applicant's Maiden Name						
Name of Spouse		(Spouse's Maiden Name)				
Applicant's Home Phone		Business Phone				

D

APPLICANT HISTORY

1. Have you had a similar type of permit previously denied, suspended or revoked within the five years immediately preceding the filing date of this application?

Please write Yes or No In the box provided ☐ **Initials** ☐

2. Have you, within the five years immediately preceding the filing date of this application, been convicted of a felony crime in any jurisdiction involving theft, fraud, violence , sale of a controlled substance as specified in section 11054,11055, 11056,11057, or 11058 of the California Health and Safety Code, or any moral turpitude offense?

Please write Yes or No In the box provided ☐ **Initials** ☐

3. Have you, within the three years immediately preceding the date of the filing of this application, been convicted of a crime in any jurisdiction involving theft, fraud, violence , sale of a controlled substance as specified in Sections 11054,11055, 11056,11057, or 11058 of the California Health and Safety Code, or any moral turpitude offense that has been the subject of 17(b) of the California Penal Code?

Please write Yes or No In the box provided ☐ **Initials** ☐

4. Have you, within the five years immediately preceding the date of the filing of this application, been convicted of any misdemeanor or felony classified by the state as a sex related offense, or any offense described in the California Penal Code Sections 266h,266i, 315,318,653.22, or 647(a) or (b)?

Please write Yes or No In the box provided ☐ **Initials** ☐

5. Have you, within the five years immediately preceding the date of the filing of this application, been convicted of any offense as specified in Section 311 - 313.5 of the California Penal Code?

Please write Yes or No In the box provided ☐ **Initials** ☐

6. Have you, within the five years immediately preceding the date of the filing of this application, been convicted of a charge of violating any lesser included or lesser related offense, including California Penal Code Section 415, in satisfaction of , or as a substitute for, an original charge of any of the offenses listed above?

Please write Yes or No In the box provided ☐ **Initials** ☐

7. Have you been convicted of any offense that requires registration as a sex offender under California Penal Code section 290?

Please write Yes or No In the box provided ☐ **Initials** ☐

8. Have you, within the five years immediately preceding the date of the filing of this application, been convicted of any offense involving deceptive trade practices or other illegal business practices reasonably and narrowly related to the nature of conduct of the business for which the application is made?

Please write Yes or No In the box provided ☐ **Initials** ☐

If the answer is "Yes" to any of the above, you must list each conviction below as follows (Please use supplemental pages as required to complete below information)

DATE	CITY/STATE	CHARGE	DISPOSITION	JAIL/FINE

ATTENTION - READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS FORM

I declare under the penalty of perjury, under the laws of the State of California, that all information contained on this Application for Police Permit and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license.

Applicant Name_____ Signature _____ Date_____

Witnessed by Deputy City Clerk or Notary Public

Name _____ Signature _____ Date_____

REQUEST FOR LIVE SCAN SERVICE
Applicant Submission

*****FOLLOW INSTRUCTIONS BELOW*****

ORI: CA0194200 Type of Application: LICENSE CERT OR PERMIT

Job Title or Type of License, Certification or Permit: ********************→ POLICE COMMISSION PERMIT

Agency Address Set Contributing Agency:

LAPD (CAPDLOS ANGELES)
Agency authorized to receive criminal history information

700 E. TEMPLE ST. STE B22
Street No. Street or P.O. Box

LOS ANGELES CA 91351
City State Zip Code

14923 ←LAPD has many codes. Use this.
Mail Code (five digit code assigned by DOJ)

Contact Name (Mandatory for all school submissions)

(213) 996-1210
Contact Telephone No.

*****ENTER INFORMATION FOR 1 – 11b*** Live Scan Operator: Be sure to enter all items.**

Name of Applicant: 1
(please print) Last First MI

Alias: 2
Last First 5

Driver's License No. 3

Date of Birth: 4 Sex: ☐ Male ☐ Female

Misc. No. BIL- N/A
Agency Billing Number

Height: 6 Weight: 7

Misc No:

Eye Color: 8 Hair Color: 9

Home Address: 11a
Street or P.O. Box

Place of Birth: 10

11b
City, State and Zip Code

SOC: ***DO NOT ENTER SOCIAL SECURITY***

*****MAKE TWO COPIES. GO TO LIVE SCAN CENTER.*****

Your Number: TRC#
OCA No. (Agency Identifying No.)

Level of Service [X] DOJ ☐ FBI

If resubmission, list Original ATI No.

Employer: (Additional response for agencies specified by statute)

Employer Name

Street No. Street or P.O. Box

City State Zip Code

*****DO NOT USE THIS SECTION*****

Mail Code (five digit code assigned by DOJ)

( )
Agency Telephone No. (optional)

Live Scan Transaction Completed By: Name of Operator Date:

Transmitting Agency ATI No. Amount Collected/Billed

LAPD 02/2016

GIVE COPIES OF FORM:
ORIGINAL-Live Scan Operator; **SECOND COPY-SEND TO LAPD;** THIRD COPY-Keep
BCII 8016 (Rev 04/01)

Los Angeles Police Commission - Commission Investigation Division
100 West 1st Street, Los Angeles, California 90012

Zoning and Use Clearance Form

PC Permit Type: _____

LADBS Permit Type: _____

Address of Business: _____

City: _____ Zip Code: _____

Located between streets: _____

Zone: _____

Business shown ____ is ____ is not **A PERMITTED USE**

Business shown ____ is ____ is not **A PERMITTED USE BY THE OCCUPANCY RECORD**

Business shown ____ is ____ is not **PERMITTED FOR ADULT USE** *(check only if applicable for permit type)*

Applicant Note – Additional Building and Safety and/or Zoning requirements may be applicable and imposed.

Is a Conditional Use Permit Required? **Yes** _____ **No** _____

CUP ZA No. _____

Has the USE been vacated for greater than one year? **Yes** _____ **No** _____

Remarks:

_____

_____

LADBS Signature: _____ Place Stamp Here

LADBS Printed Name: _____

Date: _____

Contact No: _____

****

The Los Angeles Police Commission will not issue a permit for any business activity which is not allowed at a location. Be advised that this form is only valid if signed, dated, stamped and all fields on the form are completely filled out by a representative of the Department of Building and Safety. All incomplete forms **will not** be accepted and will delay the application process.

Building and Safety Location:

Downtown Los Angeles: 201 N. Figueroa Street, First Floor, Los Angeles, 90012
Hours of Operation: Monday through Friday, 7:30 a.m. to 4:30 p.m.

CID/PPS Reviewer's Initials _____

Form

Police Permits

About My Lot

LOS ANGELES POLICE COMMISSION—PERMITS AND RECORDS
100 W. FIRST ST., #147
LOS ANGELES, CA 90012 (213) 996-1210

[1] MY COMPANY	
Company Name:	
Master Permit #:	
CAO Insurance/Bond#	
Date of Update :	

[2] ADDRESS OF LOT	
Address:	
City:	
Zip Code:	

[3] NUMBER OF SPACES	
Standard:	
Compact:	
Handicap:	
Tandem:	
Stack:	
Total:	

[4] NAMES AND ENTRANCE OF LOT	
Common Name of Lot:	
Your Name of Lot:	
Location of Main Entrance :	
# Entrances:	
# Exits:	

[5] DAYS & HOURS OF OPERATION		
DAY	OPEN	CLOSE
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

[6] DESCRIPTION OF LOT	
# of Floors/Levels:	
#Attendant Booths:	
Parking Office? (Yes/No)	
Facility Type:	
Usage:	
Description:	
Type of revenue control equipment (gates, arms, ticket machines, etc.):	

[7] PERSONNEL			
DAY	CASHIERS	ATTENDANTS	ON-SITE SUPERVISORS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

PARKING RATES	
DESCRIPTION OF PRICING (include information on validations, if any)	RATE

Signature:_____ Print Name:_____ Date:_____ Page____of____

SEC. 103.204. TOWING OPERATION.

(Added by Ord. No. 139,363, Eff. 11/23/69.)

(a) **Towing Operation Defined**. As used in this article, "**towing operation**" means the activity of towing vehicles for compensation within the City of Los Angeles. Towing operation includes the storing of vehicles and all other services performed incident to towing.

EXEMPTIONS:

The provisions of this section shall not apply to any towing operation:

(1) That provides tow service exclusively to members of an association, automobile club or similar organization, and receives remuneration only from the sponsoring association, automobile club or similar organization;

(2) That provides tow service without charge or fee for other vehicles owned or operated by the individual or organization furnishing tow service;

(3) That provides tow service for other vehicles owned or operated by the individual or organization furnishing the tow service, but which are being operated under terms of a rent or lease agreement or contract, and such towing is performed on a non-profit basis or said fee is a part of the rent or lease agreement or contract;

(4) That, being located in another city, enters the City of Los Angeles on a non-emergency towing assignment for the purpose of towing a disabled vehicle back to said city for repair.

A non-emergency towing assignment includes towing of vehicles that have been involved in a collision, but have been removed from the scene, that have experienced mechanical failure, but have been removed from the roadway and no longer constitute a hazard; or that, being mechanically operative, are towed for convenience. All non-emergency towing assignments require prior authorization by persons listed in (f)(1), (2), (3) or (4). Persons soliciting for such non-emergency towing assignments within the City of Los Angeles shall be deemed to come within the provisions of this article and are required to have a permit as specified herein.

(b) **Permit Required**. No person shall engage in, manage, conduct or operate a towing operation business without a written permit from the Board.

(c) **Business Location**. Any person conducting a towing operation-business shall maintain a physical location from which said business is conducted. Such physical location shall provide an office with an adjacent yard for vehicle storage. Such location shall be approved by the Board prior to the permit being issued.

(d) **Change of Location**. A change of location may be endorsed on a permit by the Board upon an application by the permittee accompanied by the change of location fee prescribed by Section 103.12 of this Code.

(e) **Towing Authorization**. A permittee shall not attach a vehicle to a tow unit without first receiving written authorization to do so by the registered owner, legal owner, driver, or other person in control of said vehicle. Such authorization shall list the services offered and the rates and charges required therefor. A copy of such authorization shall be furnished to the person authorizing the tow. Such copy shall list the name, address and telephone number of the towing operation business and the days and hours the business is open for release of vehicles. Such copy shall also be signed by the tow unit operator performing the authorized service.

(f) **Itemized Statement – When Required**. A permittee shall hereunder furnish an itemized statement to the person authorizing the towing service, or his agent. Such permittee shall furnish an itemized statement of services performed, labor and special equipment used in completing tow of vehicle and of the charges made therefor upon the request of:

(1) The registered owner; or

(2) The legal owner; or

(3) The insurance carrier of either (1) or (2); or

(4) The duly authorized agent of (1), (2), or (3).

Such permittee shall furnish a copy of the statement to any person authorized to receive the statement without demanding payment as a condition precedent.

(g) **Vehicle Repair or Alteration – When Permitted**. A permittee hereunder shall refrain from making any repairs or alterations to a vehicle without first being authorized by one of the persons listed in (f) (1), (2), (3), or (4). Parts or accessories shall not be removed from vehicles without authorization except as necessary for security purposes. Under such circumstances, the parts or accessories removed shall be listed on the itemized statement and stored in the business office. This section shall not be construed to prohibit permittees from making emergency alterations necessary to permit the removal by towing of such vehicle.

(h) **Disciplinary Action – Additional Grounds**. The following acts committed by a permittee hereunder shall be grounds for disciplinary action in addition to the grounds listed in Section 103.35 of this Code.

(1) The permittee, his agents or employees, obtained a tow contract by use of fraud, trick, dishonesty or forgery; or

(2) The permittee, his agents or employees, stopped on any street, highway or other public thoroughfare to render assistance to a person or disabled vehicle without first being requested to do so; or

(3) The permittee, his agents or employees, towed a vehicle to a location other than listed as the business address of such permittee without first receiving authorization to do so by the person authorizing the tow; or

(4) The permittee, his agents or employees, after towing a vehicle to the business location of permittee, without authorization, towed such vehicle to another location for storage; or

(5) The permittee, his agents or employees, have conspired with any person to defraud any owner of any vehicle, or any insurance company, or any other person financially interested in the cost of the towing or storage of any vehicle, by making false or deceptive statements relating to the towing or storage of any vehicle; or

(6) The permittee, his agent or employees, removed a vehicle involved in a collision prior to arrival by police, and; a person, as a result of such collision, suffered death or injury, or the driver of an involved vehicle, or a party to such collision, was under the influence of an intoxicant of any nature, or there is evidence that such vehicle was involved in a hit and run collision; or

(7) The permittee, his agent or employees, have charged for services not performed, equipment not employed or used, services or equipment not needed, or have otherwise materially misstated the nature of any service performed or equipment used.

(8) Failure of the permittee, his agent or employees, while on duty as an Official Police Garage Tow Unit Operator to wear the uniform of an Official Police Garage Tow Unit Operator as specified by the Board. **(Amended by Ord. No. 143,624, Eff. 8/24/72.)**

(i) **Prerequisite to Application**.

(1) **Insurance Required**. Before an application for a permit to operate a towing operation will be received or acted upon, the applicant must file with the City Attorney satisfactory evidence of insurance written by an insurance company admitted to do business in this State.

(2) **Insurance Coverage – Minimum Required**. Applicants are required to have minimum coverage as follows:

(**A**) Bodily injury – $100,000 any one person, $300,000 covering two or more persons in any one accident.

(**B**) Property damage – $25,000 each accident.

(**C**) Comprehensive fire and theft covering auto and contents.

(j) **Release of Vehicle**. Permittees shall provide for release of vehicles Monday through Friday from 9:00 a.m. to 4:00 p.m., excluding officially recognized holidays. Permittees may additionally release vehicles on other days and hours.

Upon the application to the Board and a showing of hardship by the permittee, the Board may permit an adjustment in the days and hours during which vehicles are to be released.

(k) **Rates and Charges – Signs – Change of**.

(1) Permittees shall maintain a sign listing the rules and charges of all services offered. Such sign shall be conspicuously placed in the office or other place where customer financial transactions take place. The letters on such sign shall be a minimum of one inch high with one quarter inch stroke. The letters shall be a contrasting color from the background.

(2) Applicants for towing operation permits shall file a schedule of rates and charges for each service offered with their application. No charge other than the rates and charges specified in such schedule shall be made except as herein provided.

Changes in rates and charges shall be made by written notice containing the new schedule of rates and charges to the Board at least 10 days prior to becoming effective. A duplicate copy of such notice shall be posted for a period of 10 days in the office next to the posted schedule of the existing rates and charges. Upon the expiration of the 10-day period the rates and charges shall be changed in accordance with such notice.

The Board may, upon a showing of hardship, permit a revision of the rate and charge schedule within the 10-day period.

(l) **Notification to the Police Department – When Required**. The Board may require a permittee to make notification to the Police Department whenever a vehicle is towed under the provisions of this article. Such notification shall be made as prescribed by the Board.

(m) **Tow Unit Operator – Identification**. A tow unit operator shall wear his name insignia attached in a conspicuous place on his clothing. A tow unit operator shall identify himself by giving his full, correct name to any patron of the towing operation upon request.

(n) **Tow Unit – Identification**. A tow unit shall have the permittee's Police Commission identification number on both sides of the unit in a conspicuous place. Such marking shall be in addition to those required by the California Vehicle Code and shall meet the same requirements.

(o) **Investigation**. Upon the filing of such application the Board shall make investigation as it deems necessary, and if the Board finds that the conduct or operation of a towing operation would not be detrimental or injurious to the public welfare, and that the applicant is of good character and of good business repute, and has not been convicted of theft or embezzlement, or of any offense involving the unlawful use, taking or conversion of a vehicle belonging to another, and is otherwise a fit and proper person to conduct a towing operation, or if the applicant is a corporation, its officers, directors and principal stockholders are of good character and of good business repute, and have not been convicted of theft or embezzlement, or of any offense involving the unlawful use, taking or conversion of a vehicle belonging to another, and are otherwise fit and proper persons to conduct such business, issue the permit, otherwise, the application shall be denied only after the Board shall conduct a hearing on said application.

City of Los Angeles
OFFICIAL POLICE GARAGE
TOWING & STORAGE RATES
Effective Date:
January 1, 2020

	2020 Rate for Payment by Credit Card	2020 Discounted Rate for Payment by a Means Other than Credit Card
TOW RATES		
Standard Vehicle for the first hour or fraction thereof	$ 137.00	$ 134.00
Standard Vehicle for each additional half-hour or fraction thereof beyond the first hour	$ 68.00	$ 66.50
Upright Heavy-Duty Vehicle for the first hour or fraction thereof	$ 263.00	$ 257.00
Upright Heavy-Duty Vehicle for each additional half-hour or fraction thereof beyond the first hour	$ 131.50	$ 128.50
Per hour or fraction thereof for each additional person required	$ 58.50	$ 57.00
Specialized equipment required – heavy duty removal for the first hour or fraction thereof	$ 396.00	$ 387.50
Hazardous or dangerous cargo - heavy duty removal	$ 593.50	$ 580.50
DAILY STORAGE RATES		
Standard Vehicle	$ 42.50	$ 41.50
Trucks Over One Ton		
-Trucks, Boats and trailers Under 20'	$ 47.00	$ 46.00
-Trucks, Boats and trailers 20' to 40'	$ 60.00	$ 58.50
-Trucks, Boats and trailers over 40'	$ 74.50	$ 73.00
Motorcycles	$ 12.00	$ 11.50
Major Component Parts	$ 8.50	$ 8.50
Bulk Items per Square Foot	$ 0.50	$ 0.50
MISCELLANEOUS RATES		
Mileage Rate (*per mile*)	$ 7.50	$ 7.50
Removal of Stolen Component Parts	$ 77.00	$ 75.50
Removal of Bulk Items	$ 137.00	$ 134.00

Approved by the Los Angeles Board of Police Commissioners.
Rates are effective 1/1/2020.
Reference: BPC #19-0271 and BPC #19-0291

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

VEHICLE CODE

Section 22524.5

22524.5. (a) Any insurer that is responsible for coverage for ordinary and reasonable towing and storage charges under an automobile insurance policy to an insured or on behalf of an insured to a valid claimant, is liable for those charges to the person performing those services when a vehicle is towed and stored as a result of an accident or stolen recovery. The insurer may discharge the obligation by making payment to the person performing the towing and storage services or to the insured or on behalf of the insured to the claimant.

(b) Any insured or claimant who has received payment, which includes towing and storage charges, from an insurer for a loss relating to a vehicle is liable for those charges to the person performing those services.

(c) (1) All towing and storage fees charged when those services are performed as a result of an accident or recovery of a stolen vehicle shall be reasonable.

(2) (A) For purposes of this section, a towing and storage charge shall be deemed reasonable if it does not exceed those fees and rates charged for similar services provided in response to requests initiated by a public agency, including, but not limited to, the Department of the California Highway Patrol or local police department.

(B) A storage rate and fee shall also be deemed reasonable if it is comparable to storage-related rates and fees charged by other facilities in the same locale. This does not preclude a rate or fee that is higher or lower if it is otherwise reasonable.

(3) The following rates and fees are presumptively unreasonable:

(A) Administrative or filing fees, except those incurred related to documentation from the Department of Motor Vehicles and those related to the lien sale of a vehicle.

(B) Security fees.

(C) Dolly fees.

(D) Load and unload fees.

(E) Pull-out fees.

(F) Gate fees, except when the owner or insurer of the vehicle requests that the vehicle be released outside of regular business hours.

(d) Notwithstanding this section, an insurer shall comply with all of its obligations under Section 2695.8 of Chapter 5 of Title 10 of the California Code of Regulations.

(e) Nothing in paragraph (3) of subdivision (c) prohibits any fees authorized in an agreement between a law enforcement agency and a towing company, if the tow was initiated by the law enforcement agency.

(Amended by Stats. 2018, Ch. 434, Sec. 2. (AB 2392) Effective January 1, 2019.)

LOS ANGELES POLICE COMMISSION—POLICE PERMITS
100 W. FIRST ST., #147
LOS ANGELES, CA 90012 (213) 996-1210

Police Commission Board Rules Governing Tow Operations and Tow Operators

The following Rules, in addition to State and City Laws, shall govern towing operations and tow operators:

DEFINITION: Properly interested persons are the legal owners and their agents, registered owners, lessees and persons last having lawful possession of the vehicle and who are in possession of the keys to the vehicle and have identification. Such persons are presumed to be properly interested persons as that term is used in these rules.

RULE #1: Every tow operation shall display at the business location the permittee's name and business name and address of the business. The lettering shall be a minimum of two inches (2") in width and six inches (6") in height. It shall be clearly visible and legible from the street at all times, including the hours of darkness.

RULE #2: Every permittee, employee or agent shall maintain all towed and impounded vehicles in his care and custody within the confines of his storage facility and not upon the public streets, sidewalks, or public property.

RULE #3: Every permittee, employee or agent who removes a vehicle from private property without the knowledge or consent of the properly interested person shall cause a written inventory to be made describing the condition of the vehicle. Any damage to.the vehicle shall be described in this inventory. In the event the vehicle has been opened by the permittee, employee or agent, the inventory shall also include a complete listing of all property contained therein. A copy of this inventory shall be made available to the properly interested person.

RULE #4: Every permittee, employee or agent who impounds a vehicle from private property shall obtain authorization, in writing, from the property owner, lessee or his employee who is present at the time of impound. Authority to make such impounds may not be delegated to a tow operation. California Vehicle Code Section 12110 prohibits tow operations from providing, and any person or public entity from accepting, any direct or indirect commission, gift, or any compensation whatever from a towing operation in consideration for arranging or requesting the services of a tow car.

RULE #5: Every permittee, employee or agent who removes a vehicle from private property without the properly interested person's knowledge or consent shall cause said vehicle to be available for release:

(a) During a minimum period of four (4) hours after impounding or towing said vehicle from private property;

(b) At the set fee recorded with the Board of Police Commissioners for towing and storage.

(1) Storage charges shall be based on daily rates.

(2) If a request to release a vehicle is made within eight hours from the time the vehicle is brought into the storage facility, regardless of the calendar date, only one day's storage will be charged.

RULE #6: No permittee, employee or agent impounding a vehicle from private property, without the properly interested person's consent, shall tow a vehicle a distance greater than 2.5 miles without special permission from the Towing Coordinator, Commission Investigation Division.

RULE #7: Every permittee, employee or agent who, within the City of Los Angeles, impounds a vehicle from private property without the properly interested person's knowledge or consent shall cause the Vehicle Processing Unit, Los Angeles Police Department, to be notified as soon as possible and in no event no later than thirty (30) minutes after taking control of the vehicle. If, after 120 hours from taking control of the vehicle, the properly interested person has not contacted the permittee, and the permittee does not know and is unable to ascertain the identity of or contact the properly interested person, the permittee shall ensure that provisions of California Vehicle Code Section 22853 are followed.

RULE #8: No permittee, employee or agent shall impound a vehicle from private property which is not clearly posted in compliance with Vehicle Code Section 22658. Every permittee, employee or agent responsible for impounding a vehicle from legally posted private property shall, upon request, furnish to the properly interested person the name and legal address of the person, company or corporation authorizing the impound in order that the vehicle owner may effectively fulfill his legal recourse provided for in Vehicle Code Section 22658.

RULE #9: Every permittee, employee or agent in the process of impounding a vehicle from private property, which has not been removed from the property and is not in transit to the tow yard, shall, upon request of a properly interested person, release the vehicle at the scene without charge. A towing company may, however, impose a service charge of not more than twenty dollars ($20.00) for the towing of a vehicle at the request of the owner of private property or the owner's agent if a properly interested person returns to the vehicle before it is completely removed from the private property. Non-payment of a service charge for a vehicle not in transit shall not authorize an impound to continue. Charges for the towing and storage of vehicles removed from private properly without the knowledge or consent of the properly interested person shall not exceed the rates for towing and storage established by the Board of Police Commissioners for the Official Police Garages.

RULE #10: It shall be the duty of the tow operator to request and remain at the location for the arrival of the police whenever a properly interested person arrives before the vehicle has completely left the scene, and the properly interested person either disputes the tow operator's authority to tow the vehicle or believes that no towing fee should be charged. There shall be no additional charge for the time required for the arrival of the police or any additional time required by the police to resolve the matter. After the tow operator has been notified by the properly interested person that the police have been summoned, the tow operator shall remain at the location for not less than 30 minutes. If the police do not arrive within the 30-minute period, the tow operator may continue with the tow.

RULE #11: Each permittee shall at all times keep the permit and copy of these Board Rules and Regulations posted in a conspicous place on the premises. In addition, each tow operator must have a copy of these Board Rules in his possession when operating a tow unit to enable him to inform the properly interested person of the tow operator's legal authority and responsibilities. These rules shall be presented to the properly interested person in the event of a dispute regarding the removal of the vehicle.

RULE #12: The permittee, his managers, and employees, while engaged in the business of tow service operation, shall extend to the general public and law enforcement officers courtesy and cooperation at all times.

RULE #13: Tow operators shall not charge for routine services required by the Vehicle Code, such as providing flares, sand and cleanup at the scene of a traffic accident.

RULE #14: Tow operations shall be governed by the provisions of California Vehicle Code Section 22851, with regard to all liens on stored vehicles. At least seven (7) days prior to a "long-lien sale" as described by Vehicle Code Section 22851.4, the permittee shall furnish a list of said lien sale vehicles to Burglary Auto-Theft Division.

A violation of the foregoing rules is grounds for suspension or revocation of the permit.

ADOPTED BY THE BOARD OF POLICE COMMISSIONERS, APRIL 25, 1974 — AMENDED MAY 1, 1979

ORDINANCE 139,363, SECTION 103.204, ORDINANCE 148,184, SECTION 103.204.1
January 1, 1985; July 1, 1986

Police Commission Board Rules Governing Official Police Garages

1. RULES AND CONDUCT: The Official Police Garage shall conduct business in an ethical and orderly manner so as to maintain the confidence of the community. While an Official Police Garage is an independent contractor, each contact it has with the public may reflect upon the City For that reason. and the inherent potential for conflict in vehicle removal and storage, an Official Police Garage designee and his employee must maintain a fair, impartial, and reasonable attitude, and perform his duties in a courteous manner. The designee's and his employees statements and actions must be the result of considered judgment and absent of personal opinion or bias
The Official Police Garage designee, when notified by the Board or the Board's designee of any complaint of discourtesy by an Official Police Garage employee, shall investigate and respond in writing to the Board within ten (10) calendar days of receipt of notification of the complaint The designee's response shall include the results of his investigation and, if the complaint is found to be true, what measures the designee look to prevent future complaints
2. SUPERVISION: An Official Police Garage is subject by law to the regulatory powers of the Board, and all relevant records, equipment and storage facilities are subject to periodic inspection by the Board or its designee to determine if the garage is in compliance with the rules **and regulations of the Board**
3. REGULATION: An Official Police Garage shall comply with all laws, ordinances and rules that regulate low units, tow unit operators. and the impound, towing, removal, storage, and disposal of vehicles. An Official Police Garage shall post the Los Angeles Police Commission Rules Governing Official Police Garages and the Rules Governing Tow Operations and Tow Unit Operators in their entirety in a conspicuous place, clearly visible to the public
4. COOPERATION: Tow unit operators shall abide by the lawful decisions of all peace officers and law enforcement employees of the City of Los Angeles and shall cooperate in removing and/or impounding vehicles.
5. AREA OF RESPONSE: Each Official Police Garage shall operate within its designated Area(s) and shall exceed this/these Area(s) only when responding to a request from another Official Police Garage or a law enforcement or City communication facility.
6. DISPATCHER: A dispatcher shall be on duty in the office ol the Official Police Garage seven (7) days a week, twenty-four (24) hours a day, every day of the year. A dispatcher shall receive calls from law enforcement and City communications facilities, dispatch tow units, provide security for stored vehicles, and perform such other tow related services as may be required by the Board. A dispatcher shall be responsible for releasing vehicles between the hours of 7 a.m. and 7 p.m., seven (7) days a week, every day of the year and may, at his/her discretion, release vehicles between the hours of 7 pm and 7 a m. An After Hours release tee is prohibited. Any vehicle impounded in connection with a special event, as designated by the Board or the Board's designee, shall be available for release for a minimum period of four (4) hours following the conclusion ol the special event. A dispatcher and/or other Official Police Garage employees providing service to the public shall wear their first name conspicuously on their clothing.
7. TIMEKEEPING AND DELAYS: An Official Police Garage shall record the following times pertaining to law enforcement and City agency low service requests by means of a computer or time stamp
- The time that the request for tow service is received,
- The time that a tow unit is assigned the call for service and given the location of the requested service,
- The time that a tow unit arrives at the location of requested service.
- The time that a tow unit returns to the Official Police Garage Facility with the vehicle,
- The lime that property is removed from an impounded vehicle, and
- The time that a vehicle is removed from the evidentiary hold area.

An Official Police Garage shall ensure that a sufficient number of tow units and tow unit operators are available at all times to meet the needs ol all law enforcement and City agencies that rely upon it for tow service
The Official Police Garage shall respond to all Los Angeles City agency requests 24 hours a day. 7 days a week, within the Maximum Response Time as established by these Board rules.
The OPG Designee will advise law enforcement or city agency communications facility, at the time of notification, if they are unable to respond or are unable to respond within the Maximum Response Time. If after accepting the call the OPG is unable to respond or will be delayed in responding. the OPG shall immediately notify the requesting law enforcement or City agency communications facility.
Maximum Response Time is 20 minutes from the time an OPG tow unit is requested by a City agency until its arrival. An additional 10 minutes may be allowed with reasonable pustification
EXCEPTION Department of Building and Safety orders to removed abated vehicles or vehicle parts from private property shall be executed by the ordered Official Police Garage within forty-eight (48) hours of receiving such notifications
8. RADIO COMMUNICATIONS: The dispatcher's office of an Official Police Garage shall be equipped to receive "police calls" Priority shall be given to calls from law enforcement or City communication facilities. In the event that multiple agency requests for services are received at the same proximate time, the Official Police Garage dispatcher shall assign response priority to the request of the most urgent nature based upon information the dispatcher has received. Official Police Garage tow units may be equipped lo monitor "police calls" while acting within the course and scope of their designated responsibilities after obtaining a permit from the Chief of Police
9. UNIFORM AND EQUIPMENT REQUIREMENTS: Each tow unit shall be painted and marked as prescribed by the Board in addition to markings required by the California Vehicle Code. Each tow unit shall have the capability of communicating by radio with the dispatcher. Tow unit operators shall be required to wear a Board approved uniform when acting within the scope of their Official Police Garage employment.
10. PRIMARY STORAGE FACILITY: All Primary Storage Facilities shall be inspected and approved by the Board or its Designee prior to use The Primary Storage Facility shall be adiacent to the operations office A Primary Storage Facility must be paved, clean, fenced tor maximum security. and lighted during hours of darkness to afford distinct visibility to all portions of the facility. A Primary Storage Facility shall be capable of accommodating all vehicles appraised in value in excess of twenty five hundred dollars ($250000): all vehicles bearing modified equipment or cargo valued in excess of live hundred dollars ($500.00). and vehicles being held for criminalisfic and/or evidentiary examinations The location where a vehicle is stored within a Primary Storage Facility shall be accurately recorded on the garage's impound records Unobstructed access shall be provided to any stored vehicle Vehicles shall be parked and separated to preclude the possibility of damage. Security provisions shall be implemented at the Primary Storage Facility to prevent the loss or theft of personal property or vehicle pans. The Primary Storage Facility shall have a segregated and designated area for the storage of vehicles held for criminalistic and/or evidentiary examination.
11. SECONDARY STORAGE FACILITIES: All Secondary Storage Facilities shall be inspected and approved by the Board or its designee prior to use. A Secondary Storage Facility is a designated location used by an Official Police Garage as a yard or lot for the temporary storage ol impounded vehicles. All Secondary Storage Facilities shall be within five (5) miles of the respective geographic Area(s) boundaries of responsibility of the Official Police Garage unless waived by the Board or its designee. Any Secondary Storage Facility located beyond the (5) miles of the Official Police Garage's respective geographic Areas(s) boundaries shall be referred to as a Satellite Secondary Storage Facility. All Secondary Storage Facilities must be fenced for maximum security and lighted during the hours of darkness to afford illumination of all stored vehicles Secondary Storage Facilities shall only be used to store vehicles appraised under twenty five hundred dollars (52,503 00) A Secondary Storage Facility may be used for emergency temporary Storage of vehicles appraised over twenty five hundred dollars (52.500.00) with the prior approval of the Board or its designee, but in such cases, an attendant' must be on duty at the facility for security The location where vehicles are stored within a Secondary Storage Facility shall be accurately recorded on the garage's impound records. Unobstructed access shall be provided

to all stored vehicles Vehicles shall be parked and separated to preclude the possibility of damage. Security provisions shall be implemented al all Secondary Storage Facilities lo prevent the loss or theft of personal property or vehicle parts
Official Police Garages utilizing an approved Secondary Storage Facility shall return the stored vehicle to the Primary Storage Facility within twenty-four (24) hours of the time tow and storage lees have been paid
SATELLITE SECONDARY STORAGE FACILITIES: All Satellite Secondary Storage Facilities shall only be used to store vehicles appraised under $2500.00. Official Police Garages utilizing an approved Satellite Secondary Storage Facility beyond five (5) miles of its respective Area(s) boundaries of responsibility shall additionally comply with the following.

- Return the stored vehicle to the Primary Storage Facility within twenty-lour (24) hours of the time tow and storage fees have been paid
- Prepare, maintain. and post in a conspicuous place, clearly visible to the public, a notice outlining procedures for properly interested persons to remove unattached personal property from a vehicle or to view and photograph a vehicle within twenty-four (24) hours, excluding weekends and holidays, ol such a request when the vehicle is stored in a Satellite Secondary Storage Facility. The notice shall be approved by the Board or its designee
- Systematically segregate stored vehicles by the respective Official Police Garage when a Satellite Secondary Storage Facility is shared by two or more Official Police Garages
- Distinctly sequester Official Police Garage stored vehicles from other activities at the facility when the facility conducts business other than Me storage of Official Police Garage vehicles and insure that access to the stored vehicles is separate from that of other business operation(s)
- Inventory all vehicles to be stored at the facility upon arrival Such inventories shall consist of the same criteria required on a LAPD Vehicle Investigation Report, Form 3 7, in addition to unattached personal property
- Return any stored vehicle to the Primary Storage Facility within twenty-lour (24) hours from receipt of a request to do so by the concerned law enforcement employee In instances where the law enforcement employee requests to inspect a vehicle at the Satellite Secondary Storage Facility. the Official Police Garage shall. upon adequate poor notification, clearly distinguish that vehicle from other vehicles stored at the location prior to the law enforcement employee's expected lime of arrival.

The Board Or its designee may, upon written application showing cause, waive any of the requirements of this rule
12. INVESTIGATIVE HOLD AREA AND VEHICLES: Each Official Police Garage shall maintain an area at its Primary Storage Facility for vehicles held for criminalistic and/or evidentiary examinations This Investigative Hold Area shall be isolated from other storage areas and shall be covered and capable of providing protection from the natural elements The Investigative Hold Area's storage capacity shall be capable of fulfilling the maximum expectations of the respective geographic detective division(s) being served The Board or its designee shall determine the maximum storage capacity The Investigative Hold Area shall be posted and cordoned off so as to prohibit entry by unauthorized persons as prescribed by the Board or its designee The only persons authorized to enter an Investigative Hold Area are Official Police Garage employees l over l
and concerned law enforcement employees Garage employees shall not remove property from vehicles being held for criminalistic and/or evidentiary purposes. Vehicles stored in an Investigative Hold Area shall not be removed from the area until authorized by the responsible investigator or the Area Vehicle Coordinator Once an investigative hold has been released on a vehicle it shall be immediately removed from the Investigative Hold Area The dale and time of removal and the removing employee's identity shall be recorded on Official Police Garage records.
Vehicles being held for Vehicle Code (V.C.) 22651(0) (No Current Registration): V C. 22651(p) (Unlicensed Driver). V C 22651(i) (Unpaid Parking Citations): V.C. 22651(j) (No Evidence of Registration): or V.C. 10751 (Altered Identification Number) (hereafter referred to as "statutory holds") need not be stored in the Investigative Hold Area but shall be stored in the same manner as vehicles available for release, unless there is an additional hold for criminafistic or evidentiary examinations.
Garage employees may remove unattached personal property for safekeeping when a vehicle is being held exclusively for a statutory hold. Any statutorily held vehicle shall not be available for release until authorized by the concerned governmental agency employee or the Area Vehicle Coordinator.
13. PROTECTION AND HANDLING OF VEHICLES: It 3 the responsibility of the Official Police Garage to protect all vehicles, vehicle parts and/ or attached accessories impounded by peace officers or City law enforcement employees until such time as the vehicles have either been released to properly interested persons or have been disposed of through legal process
Vehicle parts and/or attached accessories shall not be removed from an impounded vehicle with a criminalistic/evidentary hold on the vehicle without the prior approval of the concerned law enforcement employee
Vehicle parts and/or attached accessories may be removed for safekeeping by garage employees from other impounded vehicles When an Official Police Garage removes vehicle parts and/or attached accessories for safekeeping from a vehicle it shall

- Record a description of the removed vehicle parts and/or attached accessories on the corresponding copy of the garage impound report
- Implement controls to Inform office personnel responding to public inquiries that vehicle parts and/or attached accessories have been removed from a vehicle.
- Cause the vehicle parts and/or attached accessories to be individually packaged and identified
- Provide a secure location for the storage of the vehicle pans and/or attached accessories to preclude loss, theft or damage
- Inform properly interested person(s) that parts and/or attached accessories have been removed and how they may obtain possession of that property.
- Replace the vehicle part(s) and/or accessories to restore the vehicle to its original state, and repair any damage caused by the original removal or replacement

The release of impounded vehicles which are available for release, shall be the responsibility of an Official Police Garage.
Criminalistic/evidentiary or statutorily held vehicles shall not be available for release until authorization has been given to the Official Police Garage by the concerned governmental agency employee or the Area Vehicle Coordinator.
An Official Police Garage, at its Primary Storage Facility, shall prepare, maintain and post in a conspicuous place, clearly visible to the public'

- A notice stating that a vehicle placed on storage pursuant to Section 22850 V.0 may be released only on proof of current registration or, in the absence of that proof, upon the issuance of a notice to appear for the registration violation by the agency that caused the vehicle to be stored, and it shall specify the name and telephone number of the City agency
- A notice outlining procedures and the documentation necessary for properly interested persons to obtain possession of or remove unattached personal property from a stored vehicle and/or to view or photograph a stored vehicle within twenty-four (24) hours of making such a request

Vehicle inventories, when conducted by Official Police Garage employees, shall only be conducted within the confines of a storage facility
14, PROPERTY IN VEHICLES: An Official Police Garage has the responsibility of safeguarding all articles in impounded vehicles. An Official Police Garage shall maintain a record of the identity of all persons who have entered a stored vehicle for the purpose of accessing unattached personal property. The record shall also include the date of entry and a description of any properly removed Unattached personal property may be removed for safekeeping by garage employees, but only from available for release and statutorily held vehicles When an Official Police Garage removes unattached personal property for Safekeeping from a vehicle it shalt

- Record a description of the removed property on the corresponding copy of the garage impound report.
- Implement controls to inform office personnel responding to public inquiries that personal property
- Cause the property to be individually packaged and identified
- Provide a secure location for the storage of the property to preclude loss, theft or damage.
- Inform properly interested persons that property has been removed and how they may obtain possession of that property

15. IMPOUND REPORTS: An Official Police Garage tow unit operator shall sign and complete the necessary portions of the impounding employee's Impound Report The original copy of the Impound Report shall be retained by the impounding employee A copy of the Impound Report shall be retained by an Official Police Garage for two (2) years. The garage's copy of the Impound Report shall be used to record the vehicle release information in the appropriate space provided in the Impound Report

16. NOTIFICATIONS: Official Police Garage employees while acting within the course of their employment shall cause the appropriate law enforcement

agency to be notified without delay whenever they become aware of a possible crime or other activity requiring action by law enforcement personnel.

An Official Police Garage shall notify in writing its respective Area(s) Vehicle Coordinator(s) or DOT's VIPU on a weekly basis of the following

- All vehicles originally impounded by the concerned agency, but that have remained in storage beyond seven (7) calendar days
- All vehicles originally impounded with a criminalistic/evidentiary hold, but that have remained in storage with a hold beyond seven (7) calendar days

An Official Police Garage shall notify the Department of Transportation Vehicle Information Processing Unit on a weekly basis of all vehicles sold during the preceding week in accordance with statutorily approved lien procedures

17. HEAVY-DUTY TOW: Official heavy-duty tow units will be requested by a law enforcement or City department communication facility when the vehicle 10 be towed possesses one or more of the following: three or more axles; a gross weight, laden or unladen, in excess of 10,000 pounds: or a combination of commercial trailers.

18. RATES AND CHARGES: Rates and charges for the removal and storage of vehicles which have occurred as the result of law enforcement activity or in the performance of duties of an Official Police Garage shall not exceed the rates and charges set by the Board Except as provided by the Board, additional charges shall not be made for special equipment or service necessary to prepare vehicles for removal Board approved rates and charges shall be posted in a conspicuous place, clearly visible to the public

All bills shall be itemized

An Official Police Garage shall not enter into an agreement with a City employee to diminish or eliminate legally assessed vehicle removal and/or storage fees caused by an error committed by a member of the impounding City agency.

REMOVAL: Charges shall be based on a hourly rate for time actually consumed Removal charges commence at the lime a tow unit actually proceeds to a call for service and terminate at the time the low unit returns to the Primary Storage Facility. Vehicles shall not be taken directly to any Satellite Secondary Storage Facility without previous written approval by the Board or its designee. The first hour or fraction thereof shall be at the rate specified by the Board and at half of that hourly rate, for each additional half hour or fraction thereof over the first hour

STORAGE: Storage shall commence at the time the vehicle arrives at the storage facility. Charges shall be based on a daily rate, notwithstanding State law requirements which indicate that no charge exceeding that for one day of storage will be made if, within 24 hours after the vehicle is placed in storage, a request is made I or the release of the vehicle If the request is made more than 24 hours after the vehicle is placed in storage, charges may be imposed on a full calendar day basis for each day or pan thereof, the vehicle is in storage The daily rate extends from midnight to midnight

Exception

- When a release request is made within the first hour of storage, the storage fee shall be waived.

19. MONTHLY REPORTS: The "Official Police Garage Monthly Report" shall be submitted by the fifteenth (15) of each month to the Board or its designee. An explanation of each tow requiring in excess of one hour shall be provided. The report shall also contain a list of all employees that were employed by the Official Police Garage during the previous quarter. The fist shall contain each employee's position, operators license number, and PC number if permitted The monthly report shall be Signed by the designee.

The OPG designee shall notify the Board or its designee in writing of any sale or disposal of a formerly stored vehicle or vehicle part to an individual known to the Official Police Garage designee or his employees as a City employee

20. INSURANCE: Each Official Police Garage shall maintain insurance in effect at all times in amounts satisfactory to the Board, and the policies of insurance, in duplicate, shall be approved by and filed with the City Attorney.

This insurance shall protect the Official Police Garage and the City against any and all damages resulting from all operations as designated Official Police Garage and in picking up and towing any automobiles or other vehicle to a garage or other location.

Said policy shall indemnify any person or organization who suffers damage as result of picking up, removal or storage of a motor vehicle against any damage to the automobile or motor vehicle, or theft of any pan of the vehicle or from the contents thereof, upon any such person or organization obtaining a final judgment covering such loss or damage.

21. IMPOUND HEARINGS: Every Official Police Garage has the responsibility for posting and maintaining the Vehicle Impound Hearing Rights Sign. Form 16.27 3, in a conspicuous location, clearly visible to the public. An Official Police Garage shall distribute a Vehicle Impound Hearing Rights Notice, Form 16 27 4, and written directions indicating the location of the appropriate law enforcement agency facility at which an impound hearing may be requested, to any person who has had a vehicle impounded and who requests an impound hearing

22. LIEN ATTACHMENT: The employee of the City of Los Angeles who is requesting the impound shall be responsible for establishing that 'probable cause exists to conduct Me impound When "probable cause" is lost prior to a vehicle being removed and in transit to an Official Police Garage storage facility, no lien shall attach and no fee shall be charged for the file release of a vehicle to a properly interested person

23. DISPUTES AND INQUIRIES: The Board of Police Commissioners and persons designated by the Board, have the authority to settle all disputes arising from actions by the Official Police Garages. The decision of the Board, or persons designated by the Board, shall be binding on all parties Involved.

Inquiries pertaining to the conduct, practices, and regulation of the Official Police Garages may be referred to the Los Angeles Police Department, Commission Investigation Division. 100 W First Street, Room 147. Los Angeles, California, 90012: (323) 680-4-TOW (4869).

Insurance & Bond Requirements

1. **Submit DOCUMENTS to Risk Management**
   Learn how to submit proof of insurance. Risk Management website: http://cao.lacity.org/risk/ (Forms/Documents)

2. **Submit PRINTOUT from Risk Management website TO LAPD:**
   a) Website: http://track4la.lacity.org/ ➔ Verify Insurance/Bonds.
   b) Search for your company and print the page(s) from the database showing compliance with the requirements.
      - ➢ If you can't find your correct policy/printout, contact Risk Management. LAPD does not maintain the Track4LA website.
   c) Submit the printout (not copies of the insurance/bonds) as part of your application documents
   d) Submit printouts with each application.

	Surety Bond	POT Bond (Parking Occupancy Tax) LAMC 21.15.6(d)
Autopark LAMC 103.202(c)	$10,000 per lot or $50,000 blanket bond covering all lots	Contact Office of Finance to find out how to submit

	General Liability	Vehicle Liability	Garage Keepers Liability	Workers Compensation
Valet Parking Operator & On-Demand Valet Parking Operator LAMC 103.203(d)16	**$1 Million Occurrence** **$2 Million Aggregate**	**$1 Million Combine Single Limit**	**$250,000 Occurrence** **$1 Million Aggregate**	**Statutory (as required by law)**

	Bodily Injury	Property Damage	Other
Towing Operation LAMC 103.204(l)	$100,000 any one person, $300,000 covering two or more persons in any one accident	$25,000 each accident	Comprehensive fire and theft covering auto and contents

Firearms Dealer LAMC 103.314(g)	liability for damage to property and for injury to or the death of any person as a result of the sale, transfer or lease, or the advertising for sale, transfer or lease, or the offering or exposing for sale, transfer or lease, of any firearm also name the City and its officers, agents and employees as additional insureds minimum liability limit shall not be less than One Million Dollars ($1,000,000.00) for damage to or destruction of property in any one incident, and One Million Dollars ($1,000,000.00) for the death or injury to any one person

Firearms Ammunition LAMC 103.314.1(f)	liability for damage to property and for injury to or the death of any person as a result of the sale, transfer or lease, or the advertising for sale, transfer or lease, or the offering or exposing for sale, transfer or lease, of any Firearm Ammunition policy shall also name the City and its officers, agents and employees as additional insureds minimum liability limit shall not be less than One Million Dollars ($1,000,000.00) for damage to or destruction of property in any one incident, and One Million Dollars ($1,000,000.00) for the death or injury to any one person

See the Actual Requirements as Stated in the Los Angeles Municipal Code (LAMC)
website: **http://bit.ly/2hacaY2**

Valet Required:

- Insurance must be placed with insurers admitted in the State of California or have a current A.M. Best rating of no less than A:6.
- Deductibles not to exceed Five Thousand Dollars ($5,000.00) per occurrence are authorized in connection with the comprehensive general liability coverage, garage keeper's legal liability coverage and comprehensive vehicle liability coverage.
- The policies of insurance shall contain an endorsement naming the City as an additional insured.
- All of the policies required under this section shall contain an endorsement specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this section.
- The insurance provided by the Permittee shall be primary to any coverage available to the City.
- The policies of insurance required by this section shall include provisions for waiver of subrogation.

Autopark Required:

- Bond shall indemnify any person whose vehicle is accepted by the permittee for parking or storage against loss by reason of theft or other unlawful taking, or for damages to such vehicle for which the permittee is legally liable.
- Bond shall provide that it will be continuous until cancelled by a 30 day written notice, and that it will cover each and every annual permit issued to the principal named until so cancelled.
- Notice of cancellation shall be sent by registered mail to the City Attorney 30 days in advance of the cancellation date.
- All bonds shall be executed by a corporate surety approved by the Board and admitted to do business in this State.
- Such bond shall not be void upon the first recovery, but may be sued and recovered upon from time to time by any person aggrieved, until the whole amount is exhausted.
- If the amount of liability under the bond is decreased for any reason, the permit shall be automatically suspended. In order to reinstate the permit, the permittee shall either file a new bond or restore the bond on file to the original amount.

Firearms Dealer Required:

- Policy shall insure the applicant or permittee against liability for damage to property and for injury to or the death of any person as a result of the sale, transfer or lease, or the advertising for sale, transfer or lease, or the offering or exposing for sale, transfer or lease, of any firearm.
- The policy shall also name the City and its officers, agents and employees as additional insureds.
- Additional amounts may be required by the City if deemed necessary.
- Policy of insurance shall contain an endorsement providing that the policy will be continuous until canceled by a 30-day written notice sent by registered mail to the City Attorney 30 days in advance of the cancellation date. Prior to cancellation of any such policy, permittee shall secure equivalent insurance. Failure to so do is grounds for revocation of the permit.

Form Gen. 133 (Rev. 05/12)

CITY OF LOS ANGELES

INSTRUCTIONS AND INFORMATION
ON COMPLYING WITH CITY INSURANCE REQUIREMENTS

(Share this information with your insurance agent or broker)

1. **Agreement/Reference** All evidence of insurance must identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. **Provide the types of coverage and minimum dollar amounts** specified on Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. **When to submit** Normally, no work may begin until a CITY Insurance certificate approval number ("CA number") has been obtained, so insurance documents should be submitted as early as practicable. For As-needed Contracts, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. **Acceptable Evidence and Approval** Electronic submission is the best method of submitting your documents. **Track4LA©** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format – the CITY is a licensed redistributor of ACORD forms. **Track4LA©** advantages include standardized universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **Track4LA©** at http://track4la.lacity.org and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

   Insurance industry certificates other than the ACORD 25 that have been approved by the State of California may be accepted, however ***submissions other than through Track4LA© will significantly delay the insurance approval process as documents will have to be manually processed***. All Certificates must provide a thirty (30) days' cancellation notice provisions (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the CITY an additional insurance completed by your Insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as its interest May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter. Completed **Insurance Industry Certificates other than ACORD 25 Certificates** are sent electronically to CAO.insurance.bonds@lacity.org.

   Additional Insured Endorsements DO NOT apply to the following:

   - Indication of compliance with statute, such as Workers' Compensation Law.
   - Professional Liability Insurance.

   Verification of approved insurance and bonds may be obtained by checking **Track4LA©**, the CITY's online insurance compliance system, at http://track4la.lacity.org.

4. **Renewal** When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate or edit the existing Acord 25 Certificate through **Track4LA©** at http://track4la.lacity.org.

5. **Alternative Programs/Self Insurance** Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-audited financial statements. To initiate a review of your program, you should complete the Applicant's Declaration of Self Insurance form (http://cao.lacity.org/risk/InsuranceForms.htm) to the Office of the City Administrative Officer, Risk Management for consideration.

6. **General Liability** Insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at (www.2sparta.com), or by calling (800) 420-0555.

7. **Automobile Liability** insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. **Errors and Omissions** coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. **Workers' Compensation and Employer's Liability** insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (http://cao.lacity.org/risk/InsuranceForms.htm). **A Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the Insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. **Property Insurance** is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk/Course of Construction** is required during construction projects and should included building materials in transit and stored at the project site.

11. **Surety** coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance an payment surety bonds, please see the City of Los Angeles Bond Assistance Program website address at http://cao.lacity.org/BondAssistanceProgram.pdf or call (213) 258-3000 for more information.

Rev. 11/09

CITY OF LOS ANGELES

INSTRUCTIONS AND INFORMATION ON SUBMITTING BONDS TO THE CITY OF LOS ANGELES

(Share this information with your agent or broker)

1. **Agreement/Reference** All bonds must identify the nature of your business with the City. Clearly show any assigned number of a contract, lease, permit, etc., or give the project name and the job site or street address to ensure that your submission will be properly credited.

2. **When to submit** Normally, no work may begin until the bond Certificate Approval number ("CA number") has been obtained. Bond documents should be submitted as early as practicable.

3. **Acceptable Evidence** Bond forms are available directly from the City department requiring the bond, or you may obtain bond forms (interactive) from http://cao.lacity.org/risk/BondForms.htm.

Instructions for executing bond documents for the City are available at: http://cao.lacity.org/risk/BondDocExecutionInstructions.pdf

4. **Bond Document Approval** Electronic submission is the preferred method of submitting bond documents for approval.

Completed bond documents should be sent electronically to the Office of the City Administrative Officer, Risk Management (CAO.insurance.bonds@lacity.org). **Submissions other than via email will delay the approval process, as bond documents will have to be manually processed.**

Please note: Certain original bond documents, such as Department of Building and Safety Grading Bonds, must be submitted directly to the Office of the City Administrative Officer, Risk Management Division, 200 North Main Street, Room 1240, Los Angeles, CA 90012, for approval.

Verification of all approved bonds may be obtained by checking **Track4LA™**, the City's online insurance and bond compliance system, at http://track4la.lacity.org.