

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE**

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**OWNERS NOTIFICATION OF RECOVERED, TOWED AUTO**

467.00 PURPOSE

The purpose of this General Order is to establish procedures for notifying individuals of the recovery of stolen vehicles or towing of vehicles.

467.01 POLICY

When an officer recovers a stolen auto or tows a motor vehicle, an attempt must be made to notify the owner of the recovery or tow. It is the responsibility of the officer making the report, supplemental report, or towing the vehicle to attempt contact with the owner.

467.02 PROCEDURE

- A. The officer making the report, supplement, or tow report will complete FPD Form 98, Notification of Recovered Auto. The reporting officer **MUST** indicate on the form that he notified the owner of the tow or recovery or that he attempted to contact the owner to no avail. This notification or attempt notification shall be logged at the bottom of the form, which will include the date, time and phone number called.
- B. The completed form, regardless if contact was made or not, will be attached to the **tow report** by the reporting officer.
- C. The record clerk, upon receiving a [FPD Form 98](#) where no contact was made with the owner, will make an attempt to contact the owner and log the attempt at bottom of the form.
- D. If at any time during the process contact is made with the owner, the reporting officer or records clerk will note the date, time, number called and person contacted on the form and attach it to the **tow report**.
- E. The records clerk will send a copy of the Form 98 via certified mail return receipt requested, to the owners address in all cases of unclaimed vehicles. The receipt will be attached to the original copy of Form 98 which will be filed with the report reflecting the autos tow.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in black ink and is positioned above the printed name and title.

COLONEL THOMAS JACKSON  
Chief of Police

Distribution: All Department Personnel

Attachments: FPD Form 098

April 21, 2010

**FERGUSON POLICE DEPARTMENT****OWNER'S NOTIFICATION OF TOWED VEHICLE****REPORT #** \_\_\_\_\_**Date** \_\_\_\_\_**Time** \_\_\_\_\_**Location of Incident** \_\_\_\_\_**Reason for Tow** \_\_\_\_\_**Vehicle Description** \_\_\_\_\_

Year	Color	Make	Model	Lic. Number
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**VIN** \_\_\_\_\_**Mileage** \_\_\_\_\_**Owner/Lien Holder** \_\_\_\_\_**Name****Street****City****State****Zip Code****Towed by Officer** \_\_\_\_\_ **DSN** \_\_\_\_\_**NOTIFICATION****Owner's Signature** \_\_\_\_\_

If the owner/lien holder is not present for signature, attempt will be made to contact the registered owner/lien holder as documented below:

Date	Time	Phone Number	Person Notified	Officer/Clerk
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The above vehicle, registered in your name, has been towed to **Ferguson Super Service, 1803 Chambers Rd, St. Louis, Mo. 63136 (314) 869-0050** by the Ferguson Police Department. You will need this letter and the car title or proof of ownership to identify and claim your property. The vehicle owner has a right to file a petition with the associate circuit court of St. Louis County if he/she feels the tow was illegal or unjustified. (This does not apply to vehicles which are towed and held as evidence related to a police investigation).

**FPD Form 098 (Aug/02)**