

Required Documents to Submit with Towing Application

1. Completed and legible application for towing operators license (SPD form 075)
2. Signed and notarized conflict of interest affidavit.
3. Signed and notarized minimum toing experience affidavit (***only required if not issued a towing license before December 31, 2010***)
4. Copy of insurance declaration page for each vehicle
5. Copy of the title for each vehicle.
6. Certificate of insurance evidencing commercial liability insurance in the amounts required by the current ordinance with ***The City of Salisbury, Maryland listed as an additional insured.***

NOTE: Only Salisbury Police Issued or approved tow rate signs are authorized.

Please have your application and all required documents submitted to finance by December 15,2023, so all required inspections can be completed in a timely manner for the new license year.





SALISBURY POLICE DEPARTMENT

Guidelines & APPLICATION FOR TOWING OPERATOR LICENSE

Revised June 2022

The firm or person listed below does hereby apply to the City of Salisbury, Wicomico County, Maryland for the issuance of a Towing Operator's License as provided in Chapter 5.64 of the Salisbury city code. This application for license shall be sent to the City of Salisbury Finance Department, Route 50 & N. Division Street, Salisbury, Maryland 21801, along with a filing fee of \$80.00 (not refundable if license is not issued) and a copy of your Certificate of Insurance. If the application is approved, the towing company shall pay an additional sum of \$80.00 covering the license in this current calendar year.

This license is renewable on or before the first day of January of each succeeding year after date of issuance upon reapplication and payment of a \$80.00 filing fee and renewal fee of \$80.00. Said license shall not be transferable or refundable.

Applicant Firm Name: _____ Firm Phone #: _____

Firm Address: _____

Applicant's Name and Position: _____

Applicant's: DOB: _____ Email: _____

Business Phone #: _____ Home Phone #: _____

Driver's License #: _____

Owner's Name: _____

Owner's Address: _____

Owner's: DOB: _____

Business Phone #: _____ Home Phone #: _____

Driver's License #: _____

List name, address, driver's license and phone number of each employee who is authorized to operate a wrecker for the listed firm. In the event such employees are from time-to-time changed at such firm, immediate notice of the names, addresses, driver's license and phone numbers of new employees shall be given to the Chief of Police.

Employee's Name: _____

Employee's Address: _____

Employee's: DOB: _____ Phone #: _____

Driver's License #: _____

Employee's Name: _____

Employee's Address: _____

Employee's: DOB: _____ Phone #: _____

Driver's License #: _____

Employee's Name: _____

Employee's Address: _____

Employee's: DOB: _____ Phone #: _____

Driver's License #: _____

Employee's Name: _____

Employee's Address: _____

Employee's: DOB: _____ Phone #: _____

Driver's License #: _____

Employee's Name: _____

Employee's Address: _____

Employee's: DOB: _____ Phone #: _____

Driver's License #: _____

LIST ALL TOWING VEHICLES - See Towing Regulations for Class

Make:	Year:	Model:	Tag #:
VIN #:		Class:	
Make:	Year:	Model:	Tag #:
VIN #:		Class:	
Make:	Year:	Model:	Tag #:
VIN #:		Class:	
Make:	Year:	Model:	Tag #:
VIN #:		Class:	

Police directed tows – Standards and Expectations

- If called upon to provide towing service, you must arrive at the scene of the collision, parking violation, or accident within thirty (30) minutes after the request is made; if you fail to arrive within this timeframe, the next company on the police directed tow list shall be contacted. At the discretion of the Officer in charge, in accordance with Chapter 5.54.100 of the City code, consideration will be given to delays resulting from adverse weather conditions, emergencies, and other causes.
- Any licensed towing company that declines three or more tow requests shall have their police directed towing license suspended in accordance with Chapter 5.64.100 of the City code.

Three (3) declinations within calendar year	One (1) month suspension
Six (6) declinations within calendar year	Three (3) month suspension

The following situations shall be considered a declination:

- Failure to respond to the tow scene within the 30 minute on-scene timeframe
- Failure to respond when requested, regardless of reason,
- Failure to answer or respond to a call for service shall constitute a failure to respond.
- Explicit refusal to respond.

In the event of a suspension, the company may submit an appeal in accordance with Chapter 5.64.170 of the city code.

The vehicle shall be towed by the safest and shortest practical route possible from the point of origin to the vehicle's destination. For all standard or basic tows, the vehicle shall be towed to a storage lot or facility that is located no more than ten miles from 125 North Division Street in Salisbury.

Any licensed towing company who would like to be temporarily removed from the towing list, may request that the Finance Department temporarily suspend their police directed tow license. Following the suspension, the tow company shall be placed back into the tow list rotation at the bottom of the existing list. All requests for a temporary suspension shall be made in writing to the Finance Department and the Police Department. Making such a request will remove a company from the list of companies with police directed tow license until such a time that the company requests its license be reinstated. Companies may request to have their license suspended for no less than thirty (30) days and no more than one hundred and eighty (180) days. Any requests for a temporary suspension must include the requested police directed tow license suspension and reinstatement dates.

Within fifteen (15) days after receipt of an application and a certificate of insurance from the firm's insurance company as provided for herein, the Chief of Police shall cause an investigation to be made of the applicant and his proposed operation. Investigation of the applicant will consist of a criminal history, driving history, Better Business Bureau check and your records pertaining to towed vehicles, such as date released & who vehicle was released to. The Chief of Police or their designee shall promptly approve or disapprove all applications and report all findings to the City Finance Department.

Vehicle Release and Disposal Regulations

Vehicles removed at the order of the Police Department may be released to the owners/operators by the tow company unless the vehicle has a yellow Stored Vehicle Tag. If a yellow tag is attached the owner must have a signed release from this agency and all fines and fees paid before releasing the vehicle.

An Application for Authority to Dispose of an Abandoned Motor Vehicle (form SPD-179) must be submitted to the Police Department within ten (10) days for a vehicle which was abandoned on the property for a period of ten (10) days. Upon violation of any of the terms of Chapter 5.64 by any licensee or the failure of any licensee to comply with the provisions of Chapter 5.64, the Salisbury City Council, after a hearing, may revoke or suspend the license.

Violations – Penalties

Any towing company, its employees and agents who shall violate any of the provisions of this chapter, **other than the provisions of chapter 5.64.100 (B) concerning tow declinations**, shall be guilty of a civil infraction and shall be subject to a fine not to exceed five hundred dollars (\$500.00) for a first violation or one thousand dollars (\$1,000.00) for subsequent violations. Any towing company, its employees and agents found guilty of perjury under Maryland Criminal Law Title 9 shall be subject to imprisonment not exceeding ten years. **Any towing company, its employees, and agents who shall violate the provisions of chapter 5.64.100 (B) shall be subject to license suspension in accordance with the provisions enumerated in chapter 5.64.100.**

Chapter 5.64 of city code: furthermore, all the attached information is true and correct to the best of my knowledge. Additionally, I have received a copy of the police directed tow operator Code of Conduct and agree to abide by all regulations stipulated therein.

Applicant's Signature

Date

Conflict of Interest Affidavit

Personally came and appeared before me, the undersigned Notary, the within named _____, who is a resident of _____ County, State of _____, and makes this his/her statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts and things set forth are true and correct to the best of his/her knowledge:

As and owner/applicant for police directed tow license I am not directly or indirectly financially interested in any other licensed police directed towing company for the City of Salisbury police department. All owner/applicant and towing companies operating pursuant to police directed tow license may hold just one police direct tow license.

DATED this the _____ day of _____, 20_____

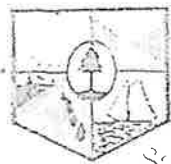
Signature of Affiant

SWORN to subscribed before me, this _____ day _____, 20_____

NOTARY PUBLIC

My Commission Expires:





Salisbury
Salisbury Police Department

Minimum Towing Experience Affidavit

Personally came and appeared before me, the undersigned Notary, the within named _____, who is a resident of _____ County, State of _____, and makes this his/her statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts and things set forth are true and correct to the best of his/her knowledge:

I have not been issued a towing license by the City of Salisbury before December 31, 2010 and have a minimum of three years towing experience.

DATED this the _____ day of _____, 20_____

Signature of Affiant

SWORN to subscribed before me, this _____ day _____, 20_____

NOTARY PUBLIC

My Commission Expires:



699 W. Salisbury Parkway
Salisbury, MD 21801
410-518-3165
www.salisburypd.com





Police Directed Tow Operator Code of Conduct

The City of Salisbury ("City") is committed to the highest standards of ethical and legal behavior and to the stewardship of resources. This document contains principles and conduct standards for Police Directed Tow License Holders (hereafter referred to as "Tow Operators")

Appearance

Tow Operators are responsible for being adequately and properly dressed for work performed for or at the direction of the City. They are expected to maintain high standards of appearance, with garments properly fitted and maintained in a clean, neat and serviceable condition. Apparel and body art that display derogatory words or images, with the exception of communications protected by any applicable federal, state, or local law, are prohibited when performing work for or at the direction of the City. Additionally, warning garments (i.e., vests, jackets, shirts, retro-reflective clothing), high-visibility personal protective safety clothing and personal protective equipment must be worn according to federal, state and local law or regulations.

Confidentiality

Tow Operators will maintain the confidentiality of information including all non-public information. "Confidential information" includes all non-public information that might be of use to competitors or other third parties, and harmful to the City's interests if disclosed. The obligation to preserve confidential information continues indefinitely.

Demeanor and Conduct

In addition to Tow Operators' compliance with applicable federal, state and local laws, rules, regulations and statutes prohibiting discrimination, the City requires Tow Operators to treat City employees and citizens with respect, fairness and dignity while performing work at the request of the City. Tow Operators shall refrain from any acts of misconduct including, but not limited to, any of the following:

- Rude or discourteous behavior.
- Threats of violence, verbal or physical abuse, mental or physical coercion, harassment or intimidation.
- Lack of service, selective service, or refusal to provide service which the vendor is capable of performing.
- Any act of sexual harassment or sexual impropriety.
- Unsafe driving or equipment operating practices.
- Exhibiting any objective symptoms of alcohol or drug use.
- Any acts of discrimination based on a protected group.

Adherence with City Code of Ordinances

Tow Operators are advised of and will conform to the Salisbury, Maryland – Code of Ordinances, § 5.64 – Towing Companies.

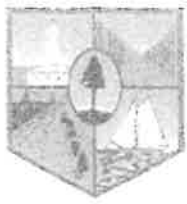
Identification

Tow Operators must have appropriate identification visible at all times when responding to a police-directed tow call.

Tow Operator Responsibility

Tow Operators are responsible for ensuring:

- This Code is shared with all individuals assigned to perform a police-directed tow call.



City of Salisbury

John "Jack" B. Heath, Mayor

- Any work performed under a police-directed tow call is done in full compliance with this Code of Conduct, Chapter 5.64 of the City Code, and all other applicable laws, regulations, and in accordance with the highest standards of ethical business conduct; and,
- Any work performed under a police-directed tow call is done by trained individuals with the skills, expertise and certifications necessary to complete the job in a safe and compliant manner.

This Code of Conduct is not a contract and does not create new or additional rights, or any City obligations, in favor of Tow Operators, or any third parties. It supplements, but does not supersede, any other agreement between the City and the Police Directed Tow Operator. The City reserves the right to revise the Code of Conduct at any time.

I, _____, do certify that:
Printed Name of Tow License Holder

1. I am the owner or authorized representative of _____, and
Printed Name of Tow Company
2. I have read and understand this Code of Conduct, and
3. I have shared this Code of Conduct with all employees assigned to conduct a police-directed tow under the Police Directed Tow License granted me by The City of Salisbury.

All Tow License Holder's employees authorized to conduct a police-directed tow are required to sign below acknowledging that they have read and understand this Code of Conduct.

Tow Operator Name (Printed)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I declare that the foregoing is true and correct.

Date

Signature

Printed Name