

## DEFINITIONS

### 1. ABANDONED VEHICLE.

a. A vehicle is considered "abandoned" if it is left on a highway, public property, or private property in such inoperable or neglected condition that the owner's intention to relinquish all further rights or interests in it may be reasonably concluded.

b. In reaching a reasonable conclusion, one must consider several elements, such as the amount of time the vehicle has been at the location without being moved, its condition, statements from the owner and/or witnesses, response or lack of response to posted and/or mailed notices, etc.

c. In reference to highways or public rights-of-way, "abandonment" is presumed to have occurred if a vehicle is parked, resting, or otherwise immobilized on any highway or public right-of-way, and lacks an engine, transmission, wheels, tires, doors, windshield, or any other part or equipment necessary to operate safely on the highway in this condition. Such vehicles are presumed to be a hazard to public safety, health, and welfare and may be removed immediately upon discovery by a peace officer or other designated employee of the state, county, or city.

2. AGENT. A person authorized by another to act for or in place of the registered or legal owner. A person entrusted with a registered or legal owner's business who represents and acts for another. An agent transacts or manages for the registered or legal owner by their authority.

3. APPEAL. The final level of review for written reprimands, suspensions, or terminations of the CHP 234 (Tow Service Agreement), or review of an Area commander's decision regarding the approved towirig1 and storage rates or the midterm review process. An informal hearing conducted by the Division commander, or his/her designee, at which the tow operators or their representatives may present evidence or witnesses to show that an action taken by an Area commander was inappropriate, or to mitigate the action taken.

4. DAYS. Any reference to "days" designates calendar days unless specified.

5. DISMANTLED VEHICLE. Any vehicle which is partially or wholly dismantled.

6. ENROLLMENT PERIOD. The period of time when a tow company may submit an application for inclusion on an Area's Rotation Tow List. The enrollment period may be open continuously throughout the year but must be open at least 30 days a year.

7. EVIDENCE. Any tangible object or testimony which may be used to prove the existence or nonexistence of a fact.
  
8. HEARING. An informal process in which the tow operators, or their representatives may present evidence or witnesses, which would show that an action was inappropriate, or to mitigate the action taken. The first level of review for written reprimands, suspensions, or terminations of the Tow Service Agreement (TSA), or review of an Area commander's decision regarding the approved towing and storage rates or mid-term review process. The hearing will be conducted by the Area commander or his/her designee.
  
9. IMPOUNDED VEHICLE. "To seize and take into the custody of the law or of a court." (Reference Black's Law Dictionary.) An impounded vehicle is one which has been removed from a highway, public or private property, under legal authority, and is subject to a conditional release or is being held as evidence.
  
10. INOPERATIVE VEHICLE. Any motor vehicle that cannot be moved under its own power.
  
11. LIEN. A charge or security upon property.
  
12. LIENHOLDER. One who has a charge or security upon property.
  
13. LOAD SALVAGE OPERATIONS. Any operation involving the recovery of a load which has been spilled, or the off-loading and reloading of a load from an overturned vehicle performed in order to upright the vehicle. This will normally be limited to operations involving Class B, C, and D tow trucks.
  
14. MAJOR VIOLATIONS. Violations of the TSA which are serious enough to require suspension or termination as the first level of disciplinary action.
  
15. MINOR VIOLATIONS. Violations of the TSA which are not flagrant and will generally result in a written reprimand as the first level of discipline. Subsequent minor violations may result in suspension.
  
16. PARTY OF INTEREST. Refers to the registered owner of the vehicle, or his/her agent. An agent is a party who may lawfully act on behalf of the registered or legal owner of the vehicle.

17. PORTAL TO END OF SERVICE. Service shall start at the time of departure from the place of business and shall end at the estimated time of return to the place of business, including a reasonable and verifiable amount of time required to place the tow truck back into service, or the completion of the call, if another call is pending, whichever is shorter.

18. PORTAL TO PORTAL. Towing service shall start at the time of departure from the place of business and shall end at the time of return to the place of business, including a reasonable and verifiable amount of time required to place the tow truck back into service.

19. POSSESSION. Pursuant to California Civil Code (CC) Section 3068, possession is deemed to arise when the vehicle is removed and is in transit.

20. PRIVATE PROPERTY. Property that belongs solely to an individual or private entity which has the exclusive right of disposition. Property of a specific, fixed, and tangible nature, capable of being in possession of, and of being transmitted to another, such as houses, lands, vehicles, etc.

21. PUBLIC NUISANCE VEHICLE. Any vehicle that is abandoned, wrecked, dismantled, or any inoperative parts thereof, that is on public or private property, not including highways, and that creates a condition tending to reduce the value of private property, promotes blight and deterioration, invites plundering, creates fire hazards, constitutes a visual nuisance endangering the health and safety of minors, harbors rodents and insects, or jeopardizes health, safety, and general welfare is a public nuisance.

22. PUBLIC PROPERTY. Those things or property which are considered to be owned by "the public," the state or community, and not restricted to dominion of a private person or entity. This definition may also apply to any property owned by a municipality or nation.

23. RECOVERED VEHICLE. A recovered vehicle is one which has been located and identified as a vehicle previously reported stolen or embezzled.

24. RECOVERED VEHICLE COMPONENT. A recovered vehicle component is a vehicle component which has been located and identified as a vehicle component that was previously reported stolen.

25. REPOSSESSOR. A reposessor or repossession agency means and includes any person who, for any consideration whatsoever, engages in the repossession business or accepts employment to locate or recover personal property, including but not limited to, personal property registered under provisions of the Motor Vehicle Code, which is subject to a security agreement. (Refer to Business and Professions [B&P] Code Section 7500.2.)

26. REPRESENTATIVE. A person or group of persons appointed by the tow operators within an Area, designated to represent their interests to the specified Area or Division commander.

27. RESPONSE TIME. The period of time from a tow operator's notification by a California Highway Patrol (CHP) communications center of a call to the arrival of the tow truck at the location requested.

28. STORED VEHICLE. A stored vehicle is one which has been removed from a highway, public or private property, under legal authority, for the purpose of providing safe custody, and is subject to an unconditional release.

29. SUSPENSION. Removal of a tow operator from the Area's Rotation Tow List for a specified period of time. A suspension may be for a period of time which exceeds the current term of the TSA.

30. TERMINATION. Permanent removal of a tow operator from the Area's Rotation Tow List for the remainder of the term of the TSA and disqualification from any further participation in the Department's Rotation Tow Program.

31. TOW DISTRICT. The geographical area in which a tow operator may receive CHP referred calls. The number, as well as boundaries of tow districts will be determined solely by the Area commander in consideration of the needs of the Department.

32. TOW OPERATOR. A tow service which has been issued a letter of authorization, has signed the TSA, and is approved to receive CHP referred calls.

33. TOW SERVICE AGREEMENT. A document which sets forth the terms and conditions of an agreement between the tow operator and the Area commander representing the CHP. Also referred to as "the Agreement."

34. TOW TRUCK. A tow truck as defined in California Vehicle Code Section 615. Also includes slide back carriers and wheel lift vehicles.

35. VEHICLE RECOVERY OPERATION. For the purposes of establishing specific rates for services performed under the terms of the TSA, a "vehicle recovery operation" is an operation involving the process of uprighting an overturned vehicle or retrieving a vehicle which has left the roadway and come to rest down an embankment. Such an operation would require the use of auxiliary equipment due to the size or location of the vehicle. This will normally be limited to operations requiring a Class B, C or D tow truck. A "vehicle recovery operation" is consistent with a load salvage operation and does not refer to the simple towing service performed for a "recovered vehicle," which is defined in item 23, above.

36. WAIVER OF REQUIREMENTS. Provides for temporary relief from selected terms and conditions of the TSA.

37. WRECKED VEHICLE. Any vehicle that is damaged to such an extent that it cannot be operated upon a highway. A vehicle which has been wrecked in a traffic accident, and which has been removed from the roadway to a storage facility, but which has not been claimed by its owner shall not be considered an abandoned vehicle.

38. WRITTEN REPRIMAND. A written notice to a tow operator which specifies any violations of the TSA, orders corrective action, and warns of further disciplinary actions to be taken if corrective action is not taken or if subsequent violations occur. A written reprimand is the first level of disciplinary action for minor violations of the Agreement.

STORAGE/IMPOUND AUTHORITY DIRECTORY  
(Revised 05-03.)

- \*14602.6 VC Thirty (30) Day Hold, driver's license suspended.
- \*14602.7 VC Thirty (30) Day Impound, vehicle evading a peace officer.
- \*14607.6 VC Forfeiture.
- 22651(a) VC Unattended on bridge/tunnel causing obstruction.
- 22651(b) VC Parking/Standing on any highway so as to cause obstruction.
- 22651(c) VC Stolen/Recovered vehicle.
- 22651(d) VC Blocking driveway.
- 22651(e) VC Blocking fire hydrant.
- 22651(f) VC On highway more than four (4) hours.
- 22651(g) VC Driver incapacitated.
- 22651(h) VC Driver either arrested or served suspension/revocation notice.
- \*22651(i) VC Five (5) or more delinquent parking violations.
- \*22651(j) VC Illegally parked with no evidence of registration.
- 22651(k) VC Violation of 72-hour parking - local ordinance.
- 22651(l) VC Violation of temporary no parking (e.g., construction, air show).
- 22651(m) VC Violation of temporary no parking (oversize load).
- 22651(n) VC No parking - Tow Away Zone.
- \*22651(o) VC Registration expired over six (6) months.
- \*22651(p) VC Unlicensed/Suspended driver (or out of class).
- 22651(r) VC Illegally parked blocking movement of legally parked vehicle.
- 22651.5 VC Sounding alarm.
- 22653(a) VC Removal from private property, stolen or embezzled.

22654 VC Removal of vehicle when parked or left standing obstructing emergency services at disaster scene.

\*22655(a) VC Hit and Run - Hold 48 hours.

\*22655.3 VC Abandoned in pursuit - Hold for investigation.

\*22655.5 VC Evidence Hold - NOTIFY TOW OFFICER IMMEDIATELY !!!

22669 VC Abandoned vehicle, removal from highway or from public or private property.

23109.2 VC Speed Contest.

34596.4 VC Big rig, unsafe condition.

Registration holds pursuant to Section 22850.3(a) VC are determined by storing law enforcement agency and noted on the CHP 180 ("Release to" box or narrative).

\* Denotes hold - release through storing agency.

# VEHICLE REPORT (CHP 180)

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

NOTE: CHP 180 IS FURNISHED TO ALL PEACE OFFICERS BY THE CALIFORNIA HIGHWAY PATROL

## VEHICLE REPORT

CHP 180 (Rev. 4-16) OPI 061

REPORTING DEPARTMENT		LOCATION CODE	DATE / TIME OF REPORT	NOTICE OF STORED VEHICLE DELIVERED PERSONALLY <input type="checkbox"/>	FILE NO.
LOCATION TOWED / STOLEN FROM			ODOMETER READING	VIN CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO LIC. CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE / TIME DISPATCH NOTIFIED
YEAR	MAKE	MODEL	BODY TYPE	COLOR	LICENSE NO. <input type="checkbox"/> ONE <input type="checkbox"/> TWO
VEHICLE IDENTIFICATION NO.			ENGINE NO.	VALUATION BY <input type="checkbox"/> OFFICER <input type="checkbox"/> OWNER	
				<input type="checkbox"/> 0-500 <input type="checkbox"/> 501-4000 <input type="checkbox"/> 4001+ <input type="checkbox"/> \$	
<input type="checkbox"/> REGISTERED OWNER			<input type="checkbox"/> SAME AS R/O	<input type="checkbox"/> LEGAL OWNER	

**STORED**     
  **IMPOUNDED**     
  **RELEASED**     
  **RECOVERED - VEHICLE / COMPONENT**

TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE) \_\_\_\_\_ STORAGE AUTHORITY / REASON \_\_\_\_\_

REASON FOR STOP \_\_\_\_\_ AIRBAG?  YES  NO  1  2 DRIVEABLE?  YES  NO  JUNK  UNK VIN SWITCHED?  YES  NO

CONDITION	YES		NO		ITEMS	YES		NO		ITEMS	YES		NO		TIRES / WHEELS	CONDITION	
WRECKED					SEAT (FRONT)					REGISTRATION					CAMPER		
BURNED HULK per 431(c) CVC					SEAT (REAR)					ALT. / GENERATOR					VESSEL AS LOAD		
VANDALIZED					RADIO					BATTERY					FIREARMS		
ENG. / TRANS. STRIP					TAPE DECK					DIFFERENTIAL					OTHER		
MISC. PARTS STRIP					TAPE					TRANSMISSION							
BODY METAL STRIP					OTHER RADIO					AUTOMATIC							
SURGICAL STRIP per 431(b) CVC					IGNITION KEY					MANUAL							

RELEASE VEHICLE TO:  R/O OR AGENT  AGENCY HOLD  22850.3 CVC

GARAGE PRINCIPAL / AGENT STORING VEHICLE (SIGNATURE) \_\_\_\_\_ DATE / TIME \_\_\_\_\_

NAME OF PERSON / AGENCY AUTHORIZING RELEASE \_\_\_\_\_ I.D. NO. \_\_\_\_\_ DATE \_\_\_\_\_

CERTIFICATION: I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM LEGALLY AUTHORIZED AND ENTITLED TO TAKE POSSESSION OF THE ABOVE DESCRIBED VEHICLE.

SIGNATURE OF PERSON AUTHORIZING RELEASE \_\_\_\_\_ SIGNATURE OF PERSON TAKING POSSESSION \_\_\_\_\_

**STOLEN VEHICLE / COMPONENT**     
  **EMBEZZLED VEHICLE**     
  **PLATE(S) REPORT**


DATE / TIME OF OCCURRENCE	DATE / TIME REPORTED	NAME OF REPORTING PARTY (R/P)	DRIVER LICENSE NO. / STATE
LAST DRIVER OF VEHICLE	DATE / TIME	ADDRESS OF R/P	TELEPHONE OF R/P ( )

SIGNATURE OF PERSON MAKING REPORT \_\_\_\_\_


I CERTIFY OR DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

**REMARKS**  
(LIST PROPERTY, TOOLS, VEHICLE DAMAGE, ARRESTS)


DRIVER'S NAME	ARRESTED / SECTION? <input type="checkbox"/> YES <input type="checkbox"/> NO	REPORTED BY	CARGO / TYPE? <input type="checkbox"/> YES <input type="checkbox"/> NO	VALUE \$
				<input type="checkbox"/> BILL OF LADING ATTACHED




FRONT




LEFT SIDE



RIGHT SIDE



REAR



TOP

SIGNATURE OF OFFICER TAKING REPORT _____	I.D. NO. _____	SUPERVISOR _____	REQUIRED NOTICES SENT TO REGISTERED AND LEGAL OWNERS PER 22852 CVC? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE NOTIFIED _____
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An Internationally Accredited Agency Chp180\_0523.pdf



## NOTICE OF STORED VEHICLE (CHP 180, PAGE 2)

### NOTICE OF STORED VEHICLE (22852 CVC)

NOTE: CHP 180 IS FURNISHED TO ALL PEACE OFFICERS BY THE CALIFORNIA HIGHWAY PATROL

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REPORTING DEPARTMENT

LOCATION CODE

DATE / TIME OF REPORT

NOTICE OF STORED VEHICLE DELIVERED PERSONALLY

FILE NO.

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LOCATION TOWED / STOLEN FROM

ODOMETER READING

VIN CLEAR IN SVS?  YES  NO

DATE / TIME DISPATCH NOTIFIED

LOG NO.

---

YEAR

MAKE

MODEL

BODY TYPE

COLOR

LICENSE NO.

ONE

MONTH / YEAR

STATE

---

VEHICLE IDENTIFICATION NO.

ENGINE NO.

VALUATION BY  OFFICER  OWNER

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REGISTERED OWNER

SAME AS R/O

LEGAL OWNER

---

STORED

IMPOUNDED

RELEASED

RECOVERED - VEHICLE / COMPONENT

---

TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE)

STORAGE AUTHORITY / REASON

---

REASON FOR STOP

AIRBAG?  YES  NO  1  2

DRIVEABLE?  YES  NO  JUNK  UNK

VIN SWITCHED?  YES  NO

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CONDITION	YES		NO		ITEMS	YES		NO		ITEMS	YES		NO		ITEMS	YES		NO		TIRES / WHEELS	CONDITION	
WRECKED					SEAT (FRONT)					REGISTRATION					CAMPER					LEFT FRONT		
BURNED HULK per 431(c) CVC					SEAT (REAR)					ALT. / GENERATOR					VESSEL AS LOAD					RIGHT FRONT		
VANDALIZED					RADIO					BATTERY					FIREARMS					LEFT REAR		
ENG. / TRANS. STRIP					TAPE DECK					DIFFERENTIAL					OTHER					RIGHT REAR		
MISC. PARTS STRIP					TAPES					TRANSMISSION										SPARE		
BODY METAL STRIP					OTHER RADIO					AUTOMATIC										HUB CAPS		
SURGICAL STRIP per 431(b) CVC					IGNITION KEY					MANUAL										SPECIAL WHEELS		

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RELEASE VEHICLE TO:  R/O OR AGENT  AGENCY HOLD  22850.3 CVC

GARAGE PRINCIPAL / AGENT STORING VEHICLE (SIGNATURE)

DATE / TIME

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NAME OF PERSON / AGENCY AUTHORIZING RELEASE

I.D. NO.

DATE

CERTIFICATION: I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM LEGALLY AUTHORIZED AND ENTITLED TO TAKE POSSESSION OF THE ABOVE DESCRIBED VEHICLE.

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SIGNATURE OF PERSON AUTHORIZING RELEASE

SIGNATURE OF PERSON TAKING POSSESSION

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SEE REVERSE FOR INFORMATION

**NOTICE OF STORED VEHICLE (CHP 180, PAGE 2, REVERSE SIDE)**

**NOTICE OF STORED VEHICLE (22852 CVC)**

CHP 180S (Rev. 6-15)

NOTE: CHP 180 IS FURNISHED TO ALL PEACE OFFICERS  
BY THE CALIFORNIA HIGHWAY PATROL

**A. ATTENTION VEHICLE OWNER**

The vehicle identified on the reverse side, registered/owned in your name, was stored pursuant to the provisions of the California Vehicle Code (CVC) by the agency shown below.

Under the provisions of Section 22852 CVC, you have the right to a hearing to determine the validity of this storage. If you choose to contest the validity of this storage, you shall request the hearing in person, writing, or by telephone at the office identified as the Storing Agency on this form.

Your request for a hearing shall be received at the Storing Agency's office within ten (10) days from the date of this notice. If you request a hearing, it will be conducted within 48 hours of the request, excluding weekends and holidays. The vehicle storage hearing is an informal process to determine whether or not a vehicle was lawfully stored.

If the hearing determines the storage to be unlawful, the storing agency will be responsible for the towing and storage charges. Your failure to request or attend a scheduled hearing shall satisfy the Post-Storage Validity requirements of Section 22852 CVC. If you have any questions, or if this vehicle is no longer owned by you, please contact the Storing Agency shown below.

**B. CERTIFICATION**

I hereby certify that notices with postage prepaid were deposited in the United States Mail, and these notices, of which this is a copy, were addressed to the person named herein.

NAME / TITLE

LOCATION

DATE DEPOSITED

**C. NOTICE TO DEPARTMENT OF JUSTICE**

Owner cannot be identified       Owner cannot be notified

We have been unable to give notice to the owner of record as required by the Notice of Stored Vehicle (22852 CVC) and the vehicle, after 120 hours of storage, has not been returned. Send to Department of Justice, Stolen Vehicle Unit, P.O. Box 903387, Sacramento, CA 94203-3870.

**AVISO DE VEHÍCULOS ALMACENADOS (22852 CVC)**

CHP 180S (Rev. 4-13)

NOTA: CHP 180 ESTA PROVEYIDO A TODOS LOS OFICIALES POR LA PATRULLA DE CAMINOS DE CALIFORNIA

**A. PROPIETARIO DEL VEHÍCULOS ATENCIÓN**

El vehículo identificado en el reverso, propiedad/registrado a su nombre, se almacenó en virtud de las disposiciones del código de vehículos de California (CVC) por la agencia que se muestra a continuación.

Bajo las disposiciones de la sección 22852 CVC, usted tiene el derecho a una audiencia para determinar la validez de este almacenamiento. Si usted decide impugnar la validez de este almacenamiento, deberá solicitar la audiencia en persona, escribir, o por teléfono en la oficina, identificada como la Agencia de almacenamiento en este formulario.

Su petición para una audiencia será recibido en la oficina de la Agencia de almacenamiento dentro de diez 10 días desde la fecha de este aviso. Si usted solicita una audiencia, se realizará dentro de 48 horas de la solicitud, excluyendo los fines de semana y días feriados. La audiencia de almacenamiento del vehículo es un proceso informal para determinar si o no un vehículo legalmente fue almacenado.

Si la audiencia determina el almacenamiento a ser ilegal, la Agencia almacenamiento será responsable de los cargos de remolque y almacenaje. La imposibilidad de solicitar o asistir a una audiencia programada deberá cumplir los requisitos de la Post-Storage de sección 22852 CVC. Si usted tiene alguna pregunta, o si este vehículo ya no es propiedad de usted, póngase en contacto con la Agencia de almacenamiento se muestra a continuación.

**STORING AGENCY / AGENCIA ALMACENAMIENTO**

VEHICLE REPORT (CHP 180)  
COMPLETION GUIDE (*Revised 09-03.*)

PAGE ONE

**REPORTING DEPARTMENT:** The identity of the reporting department; e.g., California Highway Patrol (CHP), Los Angeles Police Department (LAPD), etc., shall be entered by the officer or employee completing the report.

**LOCATION CODE:** Enter the reporting department's National Crime Information Center (NCIC) identifier; e.g., an officer or employee of CHP South Sacramento Area completing the report shall enter "9252" (a four digit number).

When taking a stolen report as a courtesy for another department or CHP Area, use the NCIC identifier for the Area or department with original jurisdiction; e.g., if the CHP South Sacramento Area is taking a stolen report for a theft that occurred in the CHP North Sacramento Area, the officer completing the report shall enter the CHP North Sacramento Area's NCIC identifier "9250" instead of CHP South Sacramento Area's identifier. This will facilitate the forwarding of a copy of the report to the Area or department having jurisdiction where the theft occurred. Except as noted, the officer or employee completing the report shall make entries in the appropriate sections.

**DATE / TIME OF REPORT:** Enter the date and time the report was taken or made. Record the time using the 24-hour clock.

**NOTICE OF STORED VEHICLE DELIVERED PERSONALLY:** If the registered owner (R/O) is present when the vehicle is stored, the officer or employee shall check this box and give a copy of the Notice of Stored Vehicle to the R/O personally. The officer shall complete the agency address information in the location provided on the reverse side of the Notice of Stored Vehicle.

**FILE NO.:** File numbers for stored or impounded vehicles will normally be entered by clerical personnel. The officer taking the stolen report shall enter the stolen vehicle case number (S number) assigned by the communications center.

**LOCATION TOWED / STOLEN FROM:** Enter the location from which the vehicle was towed or stolen. If the vehicle was towed or stolen from a street or highway, enter the name of the street or highway from where it was towed or stolen, as well as the nearest cross street or highway. If the vehicle was towed or stolen from private or public property, enter the street address or a brief description of the location.

**ODOMETER READING:** Enter the vehicle's odometer reading at the time of the vehicle's storage or impound. The entry should be to the nearest tenth of a mile.

**VIN CLEAR IN SVS? / LIC. CLEAR IN SVS?**: Check the appropriate response (yes or no) after determining the status of the vehicle's license and/or Vehicle Identification Number (VIN).

**DATE / TIME DISPATCH NOTIFIED**: Enter the date and time that the appropriate communications center was advised of the vehicle's status (stored, impounded, stolen, recovered, etc.).

**LOG NO.**: Enter the number relayed by the communications center which identifies the vehicle as stolen or recovered. The log number sequentially identifies a stolen or recovered vehicle; e.g., S97-075 would be the 75th vehicle stolen in 1997, and R97-002 would be the second vehicle recovered in 1997.

**YEAR**: Enter the vehicle's year of manufacture in the box provided.

**MAKE**: Enter the vehicle manufacturer's name in the box provided.

**MODEL**: Enter the vehicle's model type in the box provided.

**BODY TYPE**: Enter the appropriate vehicle body type in the space provided.

**COLOR**: Enter the color of the vehicle in the space provided.

**LICENSE NO.**: The officer or employee completing the report shall exercise particular care in recording license plate numbers. For example, dashes or symbols shall be shown as they appear on the license plates. Check the appropriate box indicating whether the vehicle has one or two license plates.

**MONTH / YEAR**: Enter the month and year of expiration of the vehicle's license plate or registration tabs and verify registration status.

**STATE**: Enter the standard abbreviation for the state in which the vehicle is registered.

**VEHICLE IDENTIFICATION NO.**: Enter the VIN in the spaces provided. The VIN shall be taken from the VIN plate whenever possible, rather than from the registration documents. Particular care shall be exercised in recording the VIN, since complete and accurate VIN numbers are absolutely essential to determine correct identification and registration information. Letters of the alphabet shall be legibly written in large script to avoid being mistaken for numerals. For example, the letter S shall be written as **S**.

**ENGINE NO.**: If possible, enter the vehicle's engine number. If the officer or employee is taking a stolen report, he/she shall ascertain if the vehicle is equipped with its original engine, and shall enter that information in the appropriate space in the Stolen/Embezzled Narrative on the reverse side of page one.

**VALUATION BY:** Check the appropriate valuation box on vehicle storages and impounds. However, on 22669(d) VC storages, if the vehicle is valued at \$100.00 or less, write in <\$100.00.

**REGISTERED OWNER / LEGAL OWNER:** Obtain the names and addresses of the R/Os and (L/O) by requesting a registration check from the appropriate communications center. This will provide the most up-to-date R/O and L/O information available. The reporting officer or employee shall not rely on registration cards found in the vehicle. The information obtained shall be printed legibly, since it appears on the Notice of Stored Vehicle and will serve as the address information label when the notice is mailed. If the L/O is the same as the R/O the "Same as R/O" box may be checked.

**STORED - IMPOUNDED - RELEASED - RECOVERED VEHICLE / COMPONENT:**

Identify the type of vehicle report being made by checking the appropriate boxes (stored, impounded, etc.). If the report is a stolen or a stolen recovery report, particular care shall be exercised to designate whether it is an entire vehicle or vehicle component that was stolen or is being recovered. This can be accomplished by circling either vehicle or component.

**TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE):** Enter the name, address, and phone number of the garage towing and storing the vehicle.

**STORAGE AUTHORITY / REASON:** Enter the appropriate storage authority (California Vehicle Code Section) and the reason for the storage. The reason shall be entered in lay terms so that the Notice of Stored Vehicle can be easily understood by the party receiving it; e.g., 22651(h) VC - Driver Arrested, or 22655.5 VC - Impounded for Investigation, etc. If the storage authority is 22651(h) VC, and the vehicle is removed from private property, the storing officer shall enter "Pvt. Prop." following the storage authority. This will assist in ensuring that the required notices for private property storages are sent.

**TOWED TO / STORED AT:** If the vehicle will be stored at a location other than the tow company's address listed in item 19, enter the address of the storage facility in this box. Enter "Same" if it is being stored at the same address as listed in item 19.

**AIRBAG?:** Indicate whether an airbag is installed in the vehicle. The number of airbags shall also be indicated by checking the appropriate box. If an airbag is missing from a recovered stolen vehicle indicate in the narrative which airbag is gone.  
**CAUTION: DO NOT ATTEMPT TO INSPECT AIRBAGS AS THEY MIGHT DEPLOY CAUSING INJURY.**

**DRIVEABLE?:** Indicate whether or not the vehicle is driveable by checking the appropriate box. If the officer is unable to determine whether the vehicle is driveable or not, the "Unknown" box shall be checked.

**VIN SWITCHED?** Visually inspect the VIN to ascertain if it appears to have been altered, if it has been removed, or if it compares with the registration information or registration documents. After making the appropriate determination, the officer or employee shall check “Yes” or “No” as appropriate.

**CONDITION:** Visually inspect the vehicle to determine whether or not it has been wrecked, burned, vandalized, or stripped. After making the appropriate determinations, the officer or employee shall check the appropriate answers to the questions asked in this portion of the report. Specific damage shall be shown in the “Vehicle Damage Diagram” and noted in the “Remarks” section of the CHP 180. If the vehicle is a stolen recovery, the officer or employee completing the report shall enter the required information in the “Stolen/Embezzled Narrative.” The officer or employee completing the report shall visually inspect the vehicle equipment specified in this section of the CHP 180, and enter the appropriate response concerning the equipment, accessories, cargo, load, etc.

- The “Burned Hulk per 431(c) VC” box should be checked YES if the vehicle being stored or impounded meets the definition in the VC. This applies to any vehicle which is a recovered stolen, is burned, or is involved in a collision which results in a vehicle fire.
  - Section 431(c) VC - “A nonrepairable vehicle is a completely burned vehicle (burned hulk) that has been burned to the extent there are no more usable or repairable body or interior components, tires and wheels, or drive train components, and which the owner irreversibly designates as having little or no resale value other than its worth as scrap metal or as a source of a vehicle identification number that could be used illegally.”
- The “Surgical Strip per 431(b) VC” box should be checked YES if the vehicle being stored or impounded meets the definition in the VC. A vehicle can only meet this definition if it is a recovered stolen vehicle.
  - Section 431(b) VC - “A nonrepairable vehicle is a completely stripped vehicle (a surgical strip) recovered from theft, missing all of the bolt on sheet metal body panels, all of the doors and hatches, substantially all of the grill and light assemblies, or that the owner designates has little or no resale value other than its worth as a source of scrap metal, or as a source of a vehicle identification number that could be used illegally.”

**RELEASE VEHICLE TO:** Check the appropriate box or write in the proper instructions concerning release of the vehicle.

**GARAGE PRINCIPAL OR AGENT STORING VEHICLE (SIGNATURE):** The officer or employee completing the report shall have the tow operator sign the CHP 180 in this box.

**DATE / TIME:** The officer or employee completing the report shall have the tow operator enter the date and time of his/her signature.

**NAME OF PERSON / AGENCY AUTHORIZING RELEASE:** At the time of the vehicle's release, the name of the person or agency authorizing the release of the vehicle shall be printed in this box. If there is an agency hold on the vehicle, only an officer employed by that agency can authorize the release. If an agency other than the storing agency places a hold on the vehicle, the vehicle's release may be authorized by phone. If there is no agency hold on the vehicle, the storage facility owner or his/her agent's name should be entered.

**I.D. NO.:** The I.D. number of the person authorizing the release shall be entered in this box.

**DATE:** The date that the authorization for release was given shall be entered in this box.

**CERTIFICATION:** The party releasing the vehicle shall have the party taking possession of the vehicle read this statement.

**SIGNATURE OF PERSON AUTHORIZING RELEASE:** The party authorizing the vehicle's release should sign the CHP 180 in this box. If there is an agency hold on the vehicle, only an officer employed by that agency can sign the authorization for release.

**SIGNATURE OF PERSON TAKING POSSESSION:** The party taking possession of the released vehicle shall sign the CHP 180 in this box.

**STOLEN VEHICLE / COMPONENT - EMBEZZLED VEHICLE - PLATE(S) REPORT:**

The officer or employee completing the report shall check the appropriate box.

**DATE / TIME OF OCCURRENCE:** The date and time the vehicle or vehicle component was stolen, embezzled, or the license plate was lost or stolen shall be entered in this box.

**DATE / TIME REPORTED:** The date and time that the vehicle or vehicle component theft, embezzlement, license plate loss, or theft was reported shall be entered in this box.

**NAME OF REPORTING PARTY (R/P):** The name of the reporting party shall be legibly printed in this box.

**DRIVER LICENSE NO. / STATE:** The driver's license number and the issuing state of the party reporting the theft, embezzlement, or loss shall be entered in this box.

**LAST DRIVER OF VEHICLE:** The name of the last driver shall be entered in this box.

**DATE / TIME:** The date and time that the vehicle was last driven shall be entered in this box.

**ADDRESS OF R/P:** The reporting party's address shall be listed in this box.

**TELEPHONE OF R/P:** The reporting party's telephone number shall be entered in this box.

**CERTIFICATION:** The party taking the report shall have the person making the report read this statement.

**SIGNATURE OF PERSON MAKING REPORT:** The officer or employee completing the stolen or embezzled report shall have the reporting party sign the report in this box.

**REMARKS SECTION:** The officer or employee shall utilize this section to record the property inventory, vehicle damage, the arrestee's name, the name and ID number of any employee who actively participates in the inventory of the vehicle or any other pertinent information.

**DRIVER'S NAME:** Enter the name of the driver in this box.

**ARRESTED / SECTION?:** Indicate whether the driver was arrested by checking the appropriate box. The officer shall write in the section number for which the driver was arrested.

**REPORTED BY:** Enter the name of the complaining party when the storage results from a citizen's complaint if the complaining party's name is known. This information box is so located that the information does not appear on the Notice of Stored Vehicle.

**CARGO / TYPE?:** Indicate whether there was cargo present by checking the appropriate box. The officer shall also state the type of cargo that was present; e.g., electronic equipment, televisions, bulk hay, or dry goods.

**VALUE:** Provide an estimated value of the cargo. The officer shall also indicate whether a bill of lading is attached to the report. If possible, the estimated value should come from the bill of lading or from the shipper. The driver's estimate should be used as a last resort. Do not attach the original bill of lading to the report. Copies should be made and the original returned to the driver.

- If serial numbers were assigned to the stolen cargo and they are not listed on the bill of lading, attempt to obtain those numbers from the shipper and list them in the "Narrative" portion of the report. Those numbers must be entered into the Stolen Property System.

**VEHICLE DAMAGE DIAGRAM:** The officer or employee completing the report should shade or mark the vehicle diagrams in the appropriate locations to indicate damage. While there is no set method of showing damage, the officer or employee should

establish a consistent method of marking to facilitate interpretation of the markings which depict specific damage. In addition to the damage indicated in the Vehicle Damage Diagram, the damage shall be noted in the "Remarks" section or the "Vehicle Condition" section of the CHP 180.

**SIGNATURE OF OFFICER TAKING REPORT:** The officer or employee completing the report shall sign the report in this box.

**I.D. NO.:** The officer or employee completing the report shall enter his/her identification number in this box.

**SUPERVISOR:** The supervisor of the officer or employee completing the report shall review the report for legibility, accuracy, and completeness. When the supervisor is satisfied that the report is legible, accurate, and complete, he/she shall indicate approval by initialing this box.

**REQUIRED NOTICES SENT TO REGISTERED AND LEGAL OWNERS PER SECTION 22852 VC:** A member of the office clerical staff shall check the appropriate box indicating whether or not the required notices have been sent to the L/O or R/O.

**DATE NOTIFIED:** A member of the office clerical staff shall enter the date that the notices required by Section 22852 VC were sent.

**REVERSE SIDE OF PAGE ONE (STOLEN / EMBEZZLED NARRATIVE)**

1. **AREA:** Indicate the area where the vehicle was located by checking the appropriate box.
2. **TAKEN FROM:** Indicate the area the vehicle was taken from by checking the appropriate box.
3. **REGISTRATION IN VEHICLE?:** Indicate whether the registration was in the vehicle by checking the appropriate box.
4. **WAS NEIGHBORHOOD CHECKED FOR VEHICLE, WITNESSES, CLUES, OTHER CRIMES?:** Indicate whether or not a neighborhood check was completed by checking the appropriate box.
5. **PAYMENTS CURRENT?:** Indicate whether or not the vehicle payments were current by checking the appropriate box.
6. **DOORS LOCKED?:** Indicate whether or not the vehicle doors were locked by checking the appropriate box.
7. **KEYS IN VEHICLE?:** Indicate whether or not the keys were in the vehicle by checking the appropriate box.

8. **ALL KEYS ACCOUNTED FOR?**: Indicate whether all keys for the vehicle were accounted for by checking the appropriate box.
9. **WHEN WAS THE VEHICLE LAST SERVICED?**: Enter the approximate date the vehicle was last serviced.
10. **WHERE?**: Enter the location the vehicle was last serviced.
11. **IS THIS THE USUAL MECHANIC?**: Indicate whether or not the usual mechanic performed the service on the vehicle.
12. **RECENTLY LEFT IN PARKING GARAGE OR PARKING VALET SERVICE?**: Indicate whether or not the vehicle was recently left in a parking garage or parking valet service by checking the appropriate box.
13. **IF YES, WHERE?**: Enter the location of the parking garage or valet service last used.
14. **VEHICLE EQUIPPED WITH ORIGINAL ENGINE?**: Indicate whether or not the vehicle was equipped with the original engine by checking the appropriate box.
15. **ORIGINAL TRANSMISSION?**: Indicate whether or not the vehicle was equipped with the original transmission by checking the appropriate box.
16. **ORIGINAL PAINT?**: Indicate whether or not the vehicle had the original paint by checking the appropriate box.
17. **IF ANSWER TO 14, 15, OR 16 IS NO, PROVIDE ADDITIONAL INFORMATION, SERIAL NO., ORIGINAL COLOR, ETC.**: The officer or employee completing the report shall provide pertinent information regarding the engine, transmission, or color of the vehicle in the space provided.
18. **HAS VEHICLE BEEN PREVIOUSLY INVOLVED IN AN ACCIDENT?**: Indicate whether or not the vehicle was involved in an accident by checking the appropriate box.
19. **IF YES, HAS DAMAGE BEEN FIXED?**: Indicate whether or not the collision damage was repaired by checking the appropriate box.
20. **PARTS DAMAGED**: Name the damaged vehicle parts in the space provided.
21. **FACTORY EQUIPPED RADIO?**: Indicate whether or not the vehicle had a factory equipped radio by checking the appropriate box.
22. **IF NO, MAKE AND SERIAL NO.**: Enter the make and serial number of the radio installed in the vehicle.

23. **DOES VEHICLE HAVE LOCKING GAS CAP?**: Indicate whether or not the vehicle had a locking gas cap by checking the appropriate box.
24. **IS VEHICLE FULLY INSURED?**: Indicate whether or not the vehicle was fully insured by checking the appropriate box.
25. **NAME / ADDRESS OF INSURANCE COMPANY:** Enter the name and address of the insurance company in the space provided.
26. **NAME / ADDRESS OF NEAREST RELATIVE NOT LIVING WITH R/P:** Enter the name and address of the nearest relative not living with the R/P in the space provided.
27. **IDENTIFYING MARKS, BUMPER STICKERS, ADD ON EQUIPMENT, ETC.:** List any identifying marks on the vehicle, or add on equipment.
28. **SUSPECT NAME:** Enter the suspect's name, if known, in the space provided. The driver license number and state, address, and a description of the suspect shall also be entered in the appropriate spaces.

#### RECOVERY NARRATIVE

29. **NAME, DATE AND CASE NUMBER OF REPORTING AGENCY:** Enter the name, date, and case number of the reporting agency in the space provided.
30. **AREA RECOVERED:** Indicate whether the area the vehicle was recovered from was rural or urban by checking the appropriate box.
31. **DESCRIPTION OF RECOVERY AREA:** Enter a description of the recovery area in the space provided.
32. **RECOVERY:** Identify whether the recovery of the vehicle was complete or partial by checking the appropriate box.
33. **ANY EVIDENCE LOCATED:** Indicate whether or not evidence was located by checking the appropriate box.
34. **WITNESSES, CLUES AND OTHER CRIMES:** Enter any information regarding witnesses, clues, and other crimes in the space provided.
35. **HAVE MISSING, IDENTIFIABLE PARTS BEEN ENTERED IN SVS?:** Indicate whether or not the missing vehicle parts were entered into the Stolen Vehicle System (SVS) by checking the appropriate box.

#### COMPONENT RECOVERY

36. **DESCRIPTION**: Enter a brief description of the recovered vehicle component in the space provided.

37. **SERIAL NO.**: Enter the serial number of the recovered vehicle component in the space provided.

### NARRATIVE

The officer or employee should use the "Narrative" portion to record any additional information not covered in the numbered sections including evidence located during the investigation.

### NOTICE OF STORED VEHICLE, PAGES TWO AND THREE

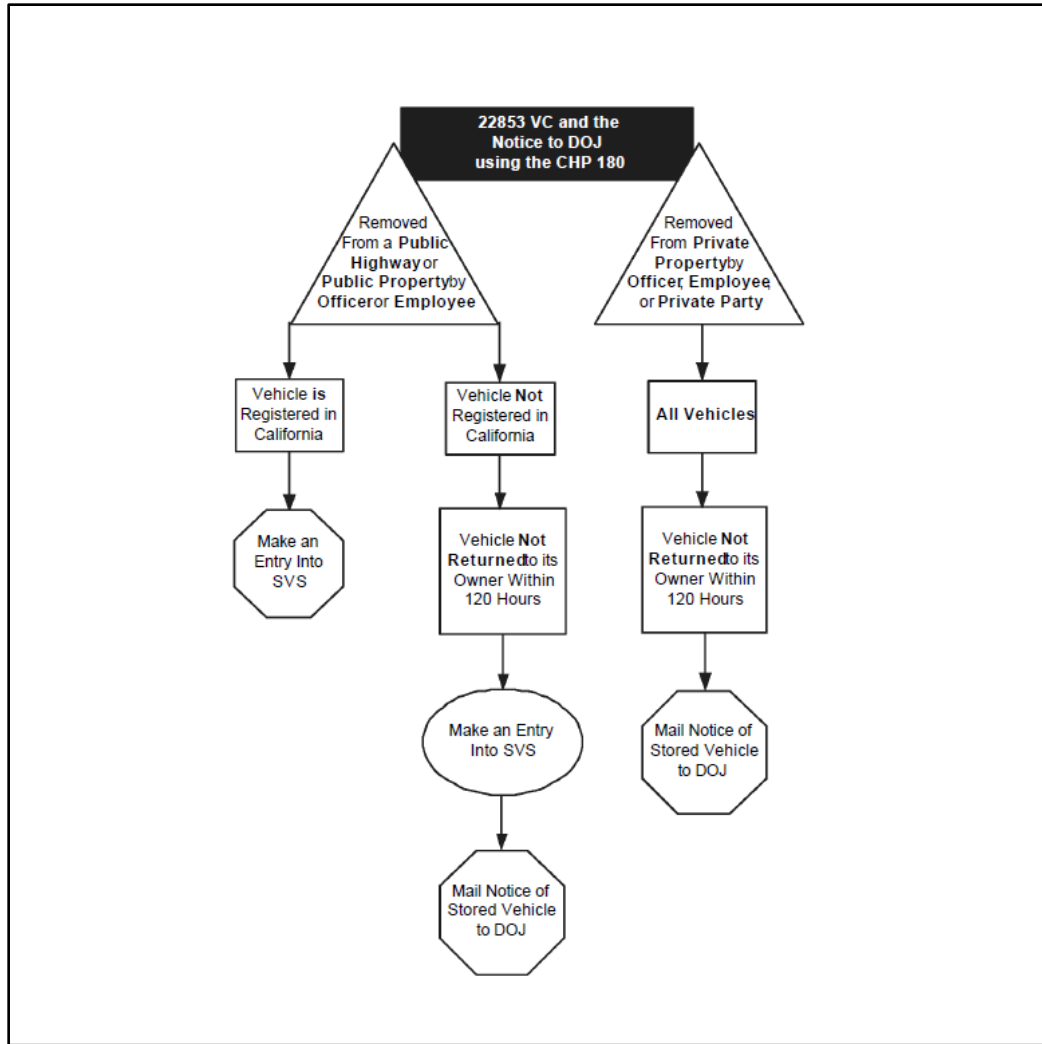
1. Pages two and three of the CHP 180 are two copies of the Notice of Stored Vehicle, and are duplicates of the top portion of page one. One copy of the Notice of Stored Vehicle is to be mailed to the L/O, the other to the R/O.
2. The L/O and R/O information shall be verified by the appropriate member of the clerical staff. The reverse side of the document shall be signed, dated, and stamped with the office address in the locations indicated.
3. The Notice of Stored Vehicle may be discarded if the CHP 180 is a stolen or embezzled report.
4. If the CHP 180 is a stolen or embezzled recovery report and there is no legal owner of record, the reporting party's name and address may be entered in the space for the legal owner. The form may be utilized to make the required notice of recovery to the reporting party.

### NOTICE OF STORED VEHICLE, REVERSE SIDES OF PAGES TWO AND THREE

1. Section A contains information regarding the R/O's or L/O's right to a post storage hearing to determine the validity of the impound.
2. Section B is to be signed by a member of the office clerical staff when the notices are sent by mail.
3. Section C is the Notice to Department of Justice (DOJ). This notice is to be completed in the following circumstances:
  - When a California registered vehicle is removed from a highway or from public property for storage and the required notification to the owner was not successful, the impounding agency must notify DOJ, SVS. DOJ notification

requirement is fulfilled when a stored vehicle is entered into the SVS as a “Stored Vehicle” or an “Impounded Vehicle.” **This form should not be sent to DOJ.**

- When a vehicle not registered in California is removed from a highway or from public property for storage and the required notification to the owner was not successful, the agency storing the vehicle must notify DOJ, SVS. The vehicle must be entered into the SVS as a “Stored Vehicle” or an “Impounded Vehicle.” **Additionally, if the vehicle is not returned to the owner within 120 hours, this form shall immediately be forwarded to DOJ.**
- When a vehicle is removed from private property for storage, the required notification to the owner was not successful, and the vehicle was not returned to the owner within 120 hours, **the agency shall immediately forward this form to DOJ.** Entry of the vehicle into the SVS is not required.
- Do not send a report to DOJ in the following instances:
  - Vehicles removed pursuant to the Abandoned Vehicle Abatement statutes (Sections 22660-22668, and 22710 VC).
  - Vehicles impounded pursuant to Section 22655 VC for investigation.
  - Vehicles removed from private property pursuant to Section 22658 VC.
  - Abandoned vehicles valued at \$300 or less (Section 22669 VC).
- The following is a flow chart outlining when entries must be made into the SVS, and when notices must be sent to DOJ. It should be **emphasized** that, unless the notice **is required** to be sent to DOJ, it should **not** be sent.



PAGE FOUR

1. Page four (yellow copy) is a copy of the CHP 180.
2. This copy shall be provided to the company that towed and stored the vehicle listed on the first and subsequent pages of the CHP 180.
3. If the CHP 180 is a record of a stolen or embezzled report, page four may be given to the reporting party.

AMENDING A CHP 180 – SAMPLE MEMORANDUM

State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date:

To:

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Area office

File No.: **##.#####.####**

Subject: **AMENDMENT TO CHP 180, VEHICLE REPORT**

On \_\_\_\_\_ Date \_\_\_\_\_, the conviction that resulted in the impoundment of the  
\_\_\_\_\_ Vehicle Description \_\_\_\_\_, \_\_\_\_\_ License or VIN \_\_\_\_\_,  
\_\_\_\_\_ State \_\_\_\_\_ for Sections 14607.6 and 14602.6 of the Vehicle Code (VC)  
was verified as  an infraction  a misdemeanor.

As a result of the verification  Section 14607.6 VC  Section 14602.6 VC was removed from  
the CHP 180 as an impound authority.

NAME, Rank  
Position

AMENDING A CHP 180—SAMPLE CITIZEN LETTER

State of California—Business, Transportation and Housing Agency

GRAY DAVIS, Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Your Address

City, CA, Zip Code

Office Phone Number

(800) 735-2929 (TT/TDD)

(800) 735-2922 (Voice)

Month, Day, Year

File No.:

Mr./Mrs./Ms. Citizen

Some Street

Anyplace, CA 99999

Dear Tow Company Representative,

On \_\_\_\_\_ *Date* \_\_\_\_\_, your \_\_\_\_\_ (Vehicle Description) \_\_\_\_\_, was impounded under authority of Section 14607.6 and 14602.6 of the California Vehicle Code (VC). Additional information obtained by this Department regarding the conviction that resulted in the impoundment of your vehicle was obtained from the Department of Motor Vehicles. As a result,

14607.6 VC (impound for forfeiture)

14602.6 VC (30-day impound)

was deleted as an impound authority. Your vehicle will be

retained for forfeiture.

available for release 30 days after the date of impoundment.

If you have any questions regarding this vehicle, please contact \_\_\_\_\_ *Name/Title* \_\_\_\_\_, \_\_\_\_\_ *Area Office* \_\_\_\_\_ at \_\_\_\_\_ *Telephone Number* \_\_\_\_\_

Sincerely,

NAME,

Commander

AMENDING A CHP 180—SAMPLE TOW COMPANY LETTER

State of California—Business, Transportation and Housing Agency

GRAY DAVIS, Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Your Address

City, CA, Zip Code

Office Phone Number

(800) 735-2929 (TT/TDD)

(800) 735-2922 (Voice)

Month, Day, Year

File No.:

Tow Company

Some Street

Anywhere, CA 99999

Dear Tow Company Representative,

On \_\_\_\_\_ Date \_\_\_\_\_, a \_\_\_\_\_ (Vehicle Description) \_\_\_\_\_, License/VIN \_\_\_\_\_ was towed by your company at the discretion of the California Highway Patrol under authority of Section 14607.6 and 14602.6 of the California Vehicle Code (VC).

Please note that Section

14607.6 VC (impound for forfeiture)

14602.6 VC (30-day impound)

was deleted as an impound authority for the above described vehicle. Please make the changes to your records and include a copy of this letter in the appropriate file. As a result of the deletion of the above impound authority, this vehicle will be

held for forfeiture pursuant to Section 14607.6 VC

available for release 30 days after the date of impoundment pursuant to Section 14602.6 VC.

If you have any questions regarding this vehicle, please contact \_\_\_\_\_ Name/Title \_\_\_\_\_, \_\_\_\_\_ Area Office \_\_\_\_\_ at \_\_\_\_\_ Telephone Number \_\_\_\_\_

Sincerely,

NAME,

Commander

# VEHICLE FORFEITURE REPORT (CHP 180F)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL							
<b>VEHICLE FORFEITURE REPORT</b>							
CHP 180F (Rev. 9-17) OPI 061							
DRIVER NAME (LAST, FIRST, MI)				DRIVER LICENSE NO.		RESIDENCE PHONE NUMBER	
ADDRESS				DRIVER'S DATE OF BIRTH		BUSINESS PHONE NUMBER	
YEAR	MAKE	MODEL	BODY TYPE	COLOR	LICENSE NO.	MONTH / YEAR	STATE
VEHICLE IDENTIFICATION NO.				ENGINE NO.		VALUATION BY <input type="checkbox"/> OFFICER <input type="checkbox"/> OWNER	
						<input type="checkbox"/> 0-500 <input type="checkbox"/> 501-4000 <input type="checkbox"/> 4001+ <input type="checkbox"/> \$	
<input type="checkbox"/> REGISTERED OWNER				<input type="checkbox"/> SAME AS R/O		<input type="checkbox"/> LEGAL OWNER	
LOCATION TOWED FROM				ODOMETER READING			
TOWING / STORAGE CONCERN (NAME AND ADDRESS)				PHONE NUMBER			
REPORTING DEPARTMENT		LOC CODE	DATE / TIME OF IMPOUND	CITATION NO.	CASE NO.		
OFFICER NAME			I. D. NO.	PROBABLE CAUSE OF STOP (VC SECTION OR EXPLANATION)			
<b>VEHICLE FORFEITURE REQUIREMENTS</b>							
<input type="checkbox"/> DRIVER LICENSE IS SUSPENDED OR REVOKED				AUTHORITY		DATE	SERVICE CODE
<input type="checkbox"/> DRIVER IS REGISTERED OWNER OF VEHICLE				<input type="checkbox"/> REGISTRATION PRINTOUT ATTACHED			
<input type="checkbox"/> DRIVER HAS PRIOR MISDEMEANOR CONVICTION FOR 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4, or 14601.5 VC. <b>Note:</b> IF THE CONVICTION IS FOR 12500(a) or 14601.1 VC, COURT VERIFICATION IS REQUIRED TO SHOW THAT THE CONVICTION WAS A MISDEMEANOR. CONVICTIONS FOR 14601, 14601.1, AND 14601.2 VC THAT OCCURRED BETWEEN 1/1/95 AND 1/1/96 MAY BE INFRACTIONS AND REQUIRE COURT VERIFICATION.				VIOLATION _____		CONVICTION DATE _____	
				<input type="checkbox"/> DMV DRIVING RECORD ATTACHED			
				<input type="checkbox"/> COURT VERIFICATION REQUIRED (FOR 12500(a) AND 14601.1 VIOLATIONS)			
				<input type="checkbox"/> COURT DOCUMENTATION ATTACHED (IF REQUIRED)			
<b>OR</b>							
<input type="checkbox"/> REGISTERED OWNER HAS A SIGNED STIPULATED VEHICLE RELEASE AGREEMENT ON FILE.				<input type="checkbox"/> REGISTERED OWNER'S DMV DRIVING RECORD ATTACHED.			
				<input type="checkbox"/> STIPULATED VEHICLE RELEASE AGREEMENT ATTACHED (IF REQUIRED).			
<b>NOTICE OF FORFEITURE</b>							
<input type="checkbox"/> PERSONAL SERVICE TO DRIVER							
I DECLARE UNDER PENALTY OF PERJURY THAT I SERVED A COPY OF THE ATTACHED PERSONAL NOTICE OF INTENDED VEHICLE FORFEITURE TO THE ABOVE DRIVER ON _____, 20_____, AT _____ HOURS.							
EXECUTED AT _____ CITY _____ COUNTY _____ CALIFORNIA.							
OFFICER'S SIGNATURE _____ I. D. No. _____							
NOTICE MAILED (CERTIFIED) TO: <input type="checkbox"/> LEGAL OWNER(S)							
<input type="checkbox"/> REGISTERED OWNER(S)							
PERSONAL SERVICE TO THE REGISTERED OWNER MEETS THE NOTICE REQUIREMENTS. IF THERE ARE MULTIPLE REGISTERED OWNERS, ALL MUST BE NOTIFIED.						DATE	I. D. NUMBER
<b>DISPOSITION OF VEHICLE</b>							
<input type="checkbox"/> RELEASED - REASON				DATE	TIME	I. D. NUMBER	
<input type="checkbox"/> DECLARATION OF FORFEITURE SIGNED BY DISTRICT ATTORNEY				DATE	<input type="checkbox"/> DECLARATION OF FORFEITURE ATTACHED		
<input type="checkbox"/> VEHICLE SOLD		SOLD BY			DATE		
<i>An Internationally Accredited Agency</i>							
<small>Chp180F_0917.pdf</small>							



PERSONAL NOTICE OF INTENDED VEHICLE FORFEITURE (CHP 180F)  
PAGES 3 & 5

<b>PERSONAL NOTICE OF INTENDED VEHICLE FORFEITURE</b>									
DRIVER NAME (LAST, FIRST, MI)				DRIVER LICENSE NO.			RESIDENCE PHONE NUMBER		
ADDRESS				DRIVER'S DATE OF BIRTH			BUSINESS PHONE NUMBER		
YEAR	MAKE	MODEL	BODY TYPE	COLOR	LICENSE NO.		MONTH / YEAR	STATE	
VEHICLE IDENTIFICATION NO.				ENGINE NO.			VALUATION BY <input type="checkbox"/> OFFICER <input type="checkbox"/> OWNER		
<input type="checkbox"/> REGISTERED OWNER				<input type="checkbox"/> SAME AS R/O			LEGAL OWNER		
_____				_____			_____		
_____				_____			_____		
_____				_____			_____		
LOCATION TOWED FROM							ODOMETER READING		
TOWING / STORAGE CONCERN (NAME AND ADDRESS)							PHONE NUMBER		
REPORTING DEPARTMENT			LOC CODE	DATE / TIME OF IMPOUND		CITATION NO.	CASE NO.		
OFFICER NAME			I. D. NO.	PROBABLE CAUSE OF STOP (VC SECTION OR EXPLANATION)					
<b>STORING OFFICE</b>									
_____									
_____									
_____									
<b>SEE REVERSE</b>									
<div style="display: flex; justify-content: space-between; font-size: small;"> <span>California Highway Patrol, Chp180F (Rev. 09 -17) OPI 061</span> <span>An Internationally Accredited Agency</span> <span>Chp180F_0917.pdf</span> </div>									

PERSONAL NOTICE OF INTENDED VEHICLE FORFEITURE (CHP 180F)  
PAGES 4 & 6

PERSONAL NOTICE OF INTENDED VEHICLE FORFEITURE  
PURSUANT TO VEHICLE CODE SECTION 14607.6

Your vehicle, indicated on the reverse, was impounded with the intent that it be forfeited as a nuisance to the State of California and will be sold or disposed of in accordance with Section 14607.6 of the Vehicle Code.

You have the right to file a claim with the appropriate District / City Attorney to have a court hearing to contest the forfeiture of your vehicle. The claim must be filed with the appropriate District / City Attorney within five (5) workdays after the receipt of this notice. Once received, the District / City Attorney will file a petition of forfeiture with the appropriate court within ten (10) workdays of the receipt of your claim. The court filing fee, not to exceed fifty dollars (\$50), is to be paid by you. If you prevail in the case, you will be reimbursed by the agency that stored your vehicle.

Under the provisions of Section 14607.6 of the Vehicle Code, you have the right to a storage hearing to determine the legality of this storage. If you choose to contest the legality of this storage, you must request the hearing in writing, in person, or by telephone at the office identified as the "Storing Office" on this form. The vehicle storage hearing is an informal process to determine whether or not a vehicle was stored legally. The hearing is not a forfeiture hearing.

Your request for a storage hearing must be received within three (3) workdays after the date the vehicle was impounded. Your failure to request or attend a scheduled hearing shall satisfy the post storage hearing requirements of Section 14607.6 of the Vehicle Code.

If the hearing determines the storage to be unlawful, the storing agency will be responsible for the towing and storage charges. If you have any questions, or if you were not the registered owner of this vehicle at the time of impoundment, please contact the "Storing Office".

If the driver / registered owner at the time of impoundment presents his or her valid driver license, including a valid temporary California driver license or permit, to the impounding agency within three (3) workdays of impoundment, the vehicle will be released in accordance with the Vehicle Code and will not be subject to forfeiture.

This civil case of forfeiture is separate from any criminal charges that may be brought against you as a result of any violations of law that led to the impoundment of your vehicle.

DISTRICT / CITY ATTORNEY'S OFFICE

┌ \_\_\_\_\_ ┐  
├ \_\_\_\_\_ ┤  
└ \_\_\_\_\_ ┘

# NOTICE OF FORFEITURE (CHP 180G)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL				
<b>NOTICE OF FORFEITURE</b>				DATE
CHP 180G (Rev. 8-12) OPI 061				
<b>NOTICE OF INTENDED VEHICLE FORFEITURE PURSUANT TO CALIFORNIA VEHICLE CODE SECTION 14607.6</b>				
<b>VEHICLE DESCRIPTION</b>				
YEAR	MAKE	MODEL	BODY TYPE	COLOR
LICENSF NUMRFR		STATF	VEHICL F IDENTIFICATION NUMRFR	
<b>VEHICLE OWNER(S)</b>				
REGISTERED OWNER(S)			LEGAL OWNER(S)	
<p>Your vehicle has been impounded with the intent that it be forfeited as a nuisance to the State of California and will be sold or disposed of in accordance with Section 14607.6 of the California Vehicle Code (CVC).</p> <p>You have the right to file a claim with the appropriate District/City Attorney to have a court hearing to contest the forfeiture of your vehicle. The claim must be filed with the appropriate District/City Attorney within 15 workdays of the mailing of this notice. Once received, the District/City Attorney will file a petition of forfeiture with the appropriate court within 10 workdays of the receipt of your claim. The court filing fee, of one hundred dollars (\$100), is to be paid by you. If you prevail in the case, you will be reimbursed by the agency storing your vehicle for the fees.</p> <p>Under the provisions of Section 14607.6 CVC, you have the right to a poststorage hearing to determine the validity of the storage. If you choose to contest the validity of this storage, you must request the hearing in writing, in person, or by telephone at the office identified as the Storing Office on this form. Your request for a poststorage hearing must be received within 10 workdays after the date the vehicle was impounded. Your failure to request or attend a scheduled hearing shall satisfy the poststorage hearing requirements of Section 14607.6 CVC. If the hearing determines the storage to be invalid, the storing agency will be responsible for the towing and storage charges. If you have any questions, or if you were not the registered owner of the vehicle at the time of impoundment, please contact the Storing Office on this form.</p> <p>If you are the driver and the registered owner of the vehicle at the time of impoundment and present a valid driver license, including a valid temporary California driver license or permit to the impounding agency within 3 workdays of impoundment, the vehicle will be released in accordance with Section 14607.6 CVC and will not be subject to forfeiture.</p> <p>A legal owner, who is a motor vehicle dealer, bank, credit union, acceptance corporation, or other licensed financial institution legally operating in California, may take possession and conduct the sale of the forfeited vehicle if the impounding agency is notified of the legal owner's intent to conduct a sale within 15 workdays of the mailing of this notice.</p> <p>If you are a registered owner or community property interest owner of the vehicle, it may be eligible for release and not subject to forfeiture if you meet all of the following requirements:</p> <ol style="list-style-type: none"> <li>1) You are the registered owner or community property interest owner and request release of the vehicle and submit proof of your interest.</li> <li>2) You are the registered owner or community property interest owner and submit proof that you, or an authorized driver, are properly licensed and the impounded vehicle is properly registered.</li> <li>3) You pay all towing and storage charges relating to the vehicle's impoundment.</li> <li>4) As the registered owner or community property interest owner, you sign a stipulated vehicle release agreement (SVRA), in consideration for the nonforfeiture of the vehicle. The SVRA is only required if the driver at the time of impoundment requests the release.</li> </ol>				
			Storing Office	
			District/City Attorney's Office	
<hr/> Destroy Previous Editions <span style="float: right;">Chp180G_0812.pdf</span>				

SECTION 14602.6 VC—EARLY RELEASE LETTER

State of California—Business, Transportation and Housing Agency

GRAY DAVIS, Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

444 North Third Street, STE 310

Sacramento, CA 95814

(916) 323-1483

(800) 735-2929 (TT/TDD)

(800) 735-2922 (Voice)

DATE:

“I, the undersigned, a registered owner (R/O), legal owner (L/O), or agent indicated below, am requesting the early release of the vehicle described below. As a condition of the release, I agree to ensure that the driver indicated below will not have access to said vehicle during the remainder of the 30-day impoundment period ending on \_\_\_\_\_, pursuant to Section 14602.6 of the California Vehicle Code (VC).

Vehicles released to a rental company may immediately return the vehicle to the rental fleet. Furthermore, I agree to ensure that the driver indicated below will not be given, rented, or provided this vehicle or any other vehicle to drive, until he/she is properly licensed and our company has complied with the provisions of Section 14604 VC and applicable laws.

I accept full liability for the vehicle, its condition and contents as described on the CHP 180 (Vehicle Report). All property will be returned to the rightful owner as required by law. I declare under penalty of perjury that all information supplied for the release of this vehicle is true and correct and will ensure that the above provisions are followed.”

R/O, L/O, or Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Impound: \_\_\_\_\_

Vehicle: License # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Driver at the time of impoundment: \_\_\_\_\_

Driver's date of birth: \_\_\_\_\_

R/O, L/O, or Agent Signature: \_\_\_\_\_

Early Release Denied

Remarks/Comments: \_\_\_\_\_

**STIPULATED VEHICLE RELEASE AGREEMENT**  
(Revised 05-04.)

**STIPULATED VEHICLE RELEASE AGREEMENT**

DOJ /SVRA  
(Rev. 10/00)

Use Only For Vehicle Code Section 14607.6

**DRIVER/OWNER OR CO-OWNER** (PERSON SIGNING THIS RELEASE AGREEMENT)

DRIVER'S LICENSE NUMBER	LAST NAME, FIRST AND MIDDLE NAME		
DATE OF BIRTH	ADDRESS		
CITY	STATE	ZIP CODE	

**IMPOUNDED VEHICLE:**

VEHICLE YEAR	MAKE	MODEL	BODY STYLE	VEHICLE LICENSE NUMBER
VEHICLE IDENTIFICATION NUMBER				

**IMPOUNDED AGENCY:**

AGENCY NAME			OFFICER'S NAME	
AGENCY ADDRESS			OFFICER'S I.D. NUMBER	
CITY	STATE	ZIP CODE	AGENCY CASE NUMBER OR CITATION NUMBER	
AGENCY PHONE NUMBER				

**THE VEHICLE LISTED ABOVE IS BEING RELEASED TO:** \_\_\_\_\_  
(Print Name)

Who is the driver/registered owner of record; or the community property interest owner of record; or a co-registered owner who has a class "C" driver's license or who is accompanied by an individual in possession of a valid class "C" driver's license and who certifies that this vehicle is the only vehicle available to the co-registered owner.

By signing this document, I do hereby acknowledge that I am requesting the release of the vehicle described on this form and I am or my authorized driver of the vehicle is, in possession of a valid license to operate the vehicle and that all towing/storage and other charges relating to this impound, including all administrative charges under Section 22650.5 California Vehicle Code (CVC), have been paid in full.

By signing this document, I also acknowledge that I am consenting to the automatic future forfeiture and transfer of title of this or any other vehicle registered to me if such vehicle is driven by any individual who does not have a valid driver's license during any period of the time while this agreement is noted on my driving record maintained by the Department of Motor Vehicles pursuant to Section 1806.1 CVC. I certify that I am signing this document under penalty of perjury under the laws of the State of California. I further declare under penalty of perjury that the above-stated information is true and correct.

SIGNED IN THE CITY OF \_\_\_\_\_, CALIFORNIA ON THE \_\_\_\_ DAY \_\_\_\_\_ OF 20 \_\_\_\_

SIGNATURE
-----------

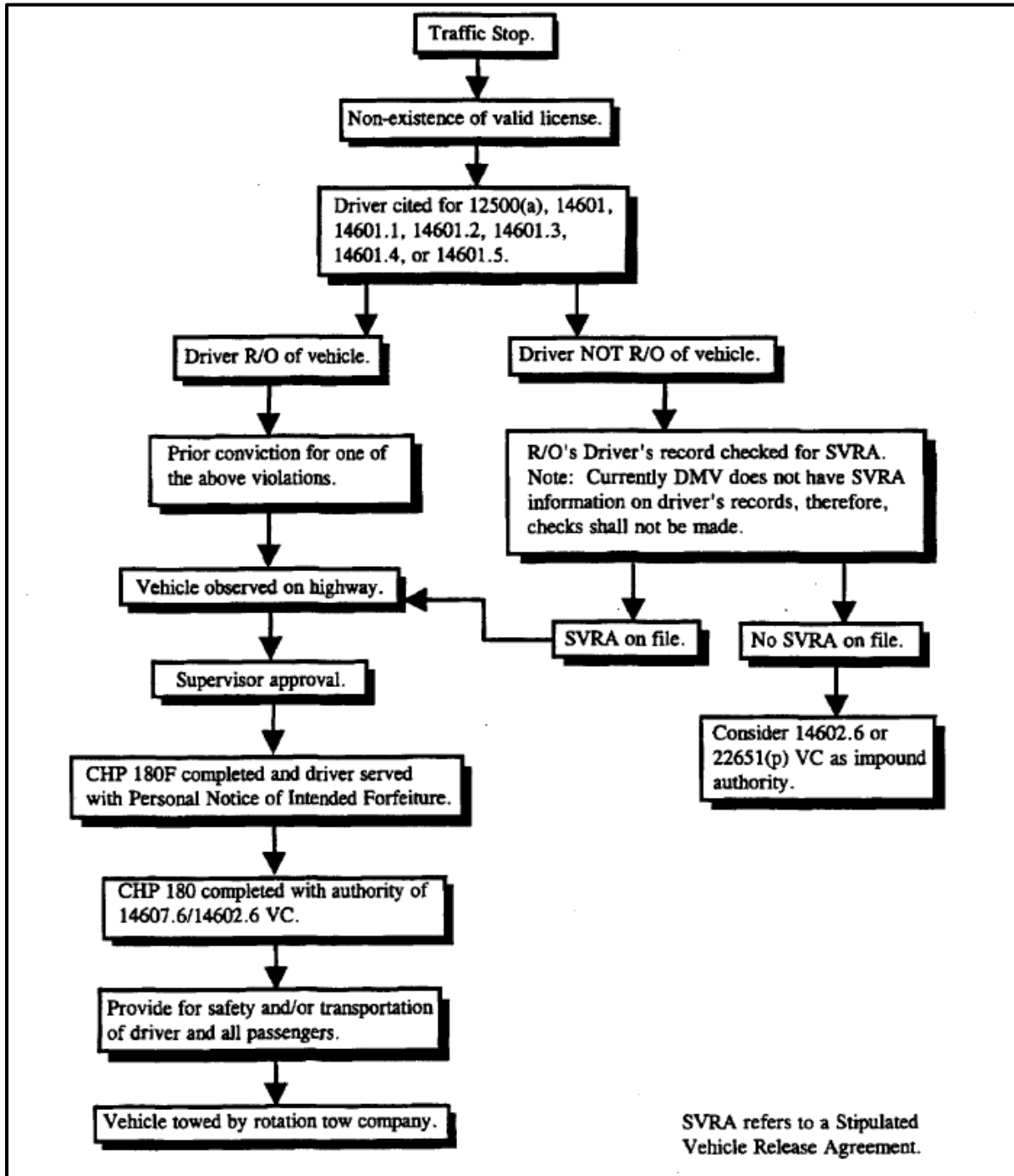
REGISTERED OWNER OR COMMUNITY PROPERTY INTEREST OWNER

(RIGHT THUMB PRINT)
---------------------

Instructions: Print form in block letters; forward completed form to DMV within 10 days (14607.6(d)(4)).

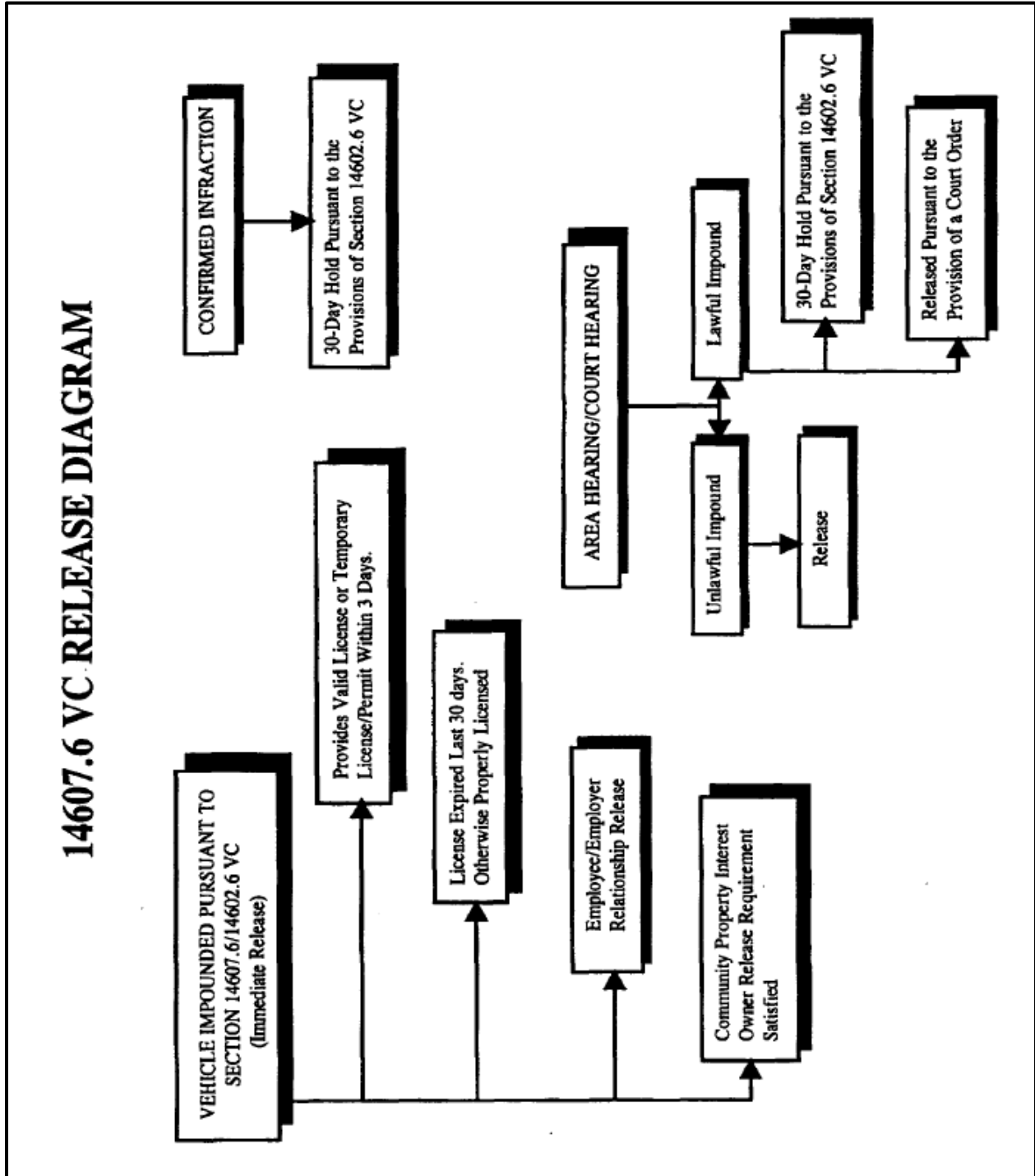
MAIL TO: DEPARTMENT OF MOTOR VEHICLES  
P.O. BOX 942850  
SACRAMENTO, CA 94290-0001

SECTION 14607.6 VC—PRE-IMPOUND GUIDE





SECTION 14607.6—RELEASE DIAGRAM



DISBURSEMENT LETTER

State of California—Business, Transportation and Housing Agency

GRAY DAVIS, Governor

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Your Address  
City, CA, Zip Code  
Office Phone Number  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)

Month, Day, Year

File No.:

Auction Company  
ABC Parkway  
Broderick, CA 95605

Dear Auction Company Contact:

The following vehicle has been forfeited pursuant to Section 14607.6 of the Vehicle Code:

Year	Make	Model	License Number	VIN

Forfeiture Number: N \_\_\_\_\_

Please disperse the available funds from the above vehicle to the following pursuant to Section 14607.6 VC:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
Reason for Disbursement: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
Reason for Disbursement: \_\_\_\_\_

Department of Consumer Affairs  
Vehicle Inspection and Repair Fund  
400 R Street, Suite 2020 CST-930  
Sacramento, CA 95814

Amount: 50% of remaining proceeds.  
Reason for Disbursement:  
50% of unclaimed proceeds.  
(If applicable)

Page 2  
Date

City/County of \_\_\_\_\_  
General Fund  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Amount: 50% of remaining proceeds  
Reason for Disbursement  
50% of unclaimed proceeds.  
(If applicable)

Sincerely,

JOHN DOE, Captain  
Commander  
Name of Office

DISBURSEMENT MEMORANDUM

State of California

Transportation Agency

Memorandum

Date:

To: \_\_\_\_\_ Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Field Services Section

File No.:

Subject: DISBURSEMENT OF VEHICLE FORFEITURE PROCEEDS

Amount of Check: \$ \_\_\_\_\_

Refer to Counter Receipt # \_\_\_\_\_ on Weekly Transmittal dated \_\_\_\_\_.

Vehicle Description:

Make	Model	Year	License Number	Vehicle Identification Number

Forfeiture #: N \_\_\_\_\_.

Please disburse funds from the sale of the above vehicle to the following pursuant to Section 14607.6 VC:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
Reason for Disbursement: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
Reason for Disbursement: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
Reason for Disbursement: \_\_\_\_\_  
\_\_\_\_\_

Division

Page 2

Date:

Department of Consumer Affairs Vehicle  
Inspection and Repair Fund  
400 R Street, Suite 2020, CST-930  
Sacramento, CA 95814

Amount: \$ \_\_\_\_\_

Reason for Disbursement:  
50% of unclaimed proceeds  
(If applicable)

City/County of \_\_\_\_\_  
General Fund  
Address \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Reason for Disbursement:  
50% of unclaimed proceeds  
(If applicable)

TOTAL DISBURSEMENTS: \$ \_\_\_\_\_  
(Must equal amount of check)

City/State/Zip \_\_\_\_\_

Division Approval

Approved:

\_\_\_\_\_  
Commander Date

\_\_\_\_\_  
Date

SAMPLE OF A COMPLETE DISBURSEMENT MEMORANDUM

State of California

Transportation Agency

**M e m o r a n d u m**

Date:

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
South Lake Tahoe Area

File No.:

Subject: DISBURSEMENT OF VEHICLE FORFEITURE PROCEEDS

Amount of Check: \$4,000.00

Refer to Counter Receipt #123456 on Weekly Transmittal dated May 3, 1995.

Vehicle Description:

Make	Model	Year	License Number	Vehicle Identification Number
Ford	Thunderbird	1993	XYZ 123	9AFN643E22534999

Forfeiture #: N01-246-95.

Please disburse funds from the sale of the above vehicle to the following pursuant to Section 14607.6 VC:

Name: Bank of America	Amount: \$3,000.00
Address: P.O. Box 10011	Reason for Disbursement: Legal Owner
City/State/Zip: San Francisco, CA 94120	

Name: Joe Johnson	Amount: \$500.00
Address: 6600 Lake Road	Reason for Disbursement: Lienholder
City/State/Zip: South Lake Tahoe, CA 96150	

Name: El Dorado County Muni Court	Amount: \$200.00
Address: 1000 Lake Tahoe Blvd.	Reason for Disbursement: Court costs
City/State/Zip: South Lake Tahoe, CA 96151	

Valley Division

Page 2

Date:

Department of Consumer Affairs Vehicle  
Inspection and Repair Fund  
400 R Street, Suite 2020, CST-930  
Sacramento, CA 95814

Amount: \$150.00  
Reason for Disbursement:  
50% of unclaimed proceeds  
(If applicable)

City/County of \_\_\_\_\_  
General Fund  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Amount: \$150.00  
Reason for Disbursement:  
50% of unclaimed proceeds  
(If applicable)

TOTAL DISBURSEMENTS: \$4,000.00  
(Must equal amount of check)


Approved:

Division Approval:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander Date

PUBLIC AGENCY TO DISPOSE OF A VEHICLE TO A SCRAP IRON PROCESSOR OR  
DISMANTLER (REG 462)

 <b>PUBLIC AGENCY AUTHORIZATION TO DISPOSE OF A VEHICLE TO A SCRAP IRON PROCESSOR OR DISMANTLER</b> This form to be used only for a vehicle valued at \$300 or less.		
<input type="checkbox"/> C.V.C. 22851.2 <input type="checkbox"/> C.V.C. 22851.3 <b>PRINT ALL INFORMATION EXCEPT SIGNATURES ON LINES 11 and 16</b>		1. LICENSE DISPLAYED ON VEHICLE 2. ISSUED BY STATE OF
3. YEAR MODEL	MAKE	BODY TYPE
4. VEHICLE IDENTIFICATION NO. (VIN)		<input type="checkbox"/> The vehicle is in such condition that the VIN is not available.
5. ENGINE IDENTIFICATION NO. (EIN)		<input type="checkbox"/> The vehicle is in such condition that the EIN is not available.
<b>NOTE: THIS VEHICLE MAY ONLY BE DISPOSED OF TO A LICENSED DISMANTLER OR SCRAP IRON PROCESSOR.</b>		
<b>AUTHORIZATION TO DISPOSE OF VEHICLE</b>		
6. ESTIMATED VALUE OF VEHICLE BY AGENCY		
\$		
7. PUBLIC AGENCY NAME (CHP, SHERIFF, ETC.)		DATE TOWED
8. ADDRESS		CITY
9. OFFICER'S NAME	RANK	BADGE/SERIAL NO.
10. <input type="checkbox"/> At least 72 hours before removal a distinctive notice was attached to this vehicle stating it would be removed by a public agency. <input type="checkbox"/> Abandoned vehicle removed per CVC 22669(d). <input type="checkbox"/> Immediately after removal the public agency notified the Stolen Vehicle System of the Department of Justice in Sacramento of the removal. <input type="checkbox"/> Notification was mailed to all interested parties on _____ DATE		
<i>I certify under penalty of perjury under the laws of the State of California that the information entered by me on this document is true and correct.</i>		
11. SIGNATURE OF OFFICER AUTHORIZING DISPOSAL OF VEHICLE		DATE AUTHORIZED
X		
12. NAME OF AUTHORIZED TOWING COMPANY		
13. <b>SIGNATURE OF TOWING AGENT ON LINE 16 RELEASES INTEREST IN VEHICLE TO DISMANTLER OR SCRAP IRON PROCESSOR BELOW.</b> <input type="checkbox"/> Notification was mailed to all interested parties on _____ DATE		
14. DISMANTLER OR SCRAP IRON PROCESSOR FIRM NAME		DISMANTLER NO.
15. ADDRESS		CITY
<i>I certify under penalty of perjury under the laws of the State of California that the information entered by me on this document is true and correct.</i>		
16. SIGNATURE OF TOWING AGENT		DATE
X		
<b>Public Agency:</b> Complete Lines 1-12. Retain YELLOW copy for your records. Give WHITE and PINK copies to firm or person to whom vehicle given. <b>Towing Agent:</b> Complete Lines 13-16. Give WHITE and PINK copies to the dismantler or the scrap iron processor. <b>Dismantler:</b> Attach WHITE copy to completed Report of Vehicle to be Dismantled (Reg. 42) and submit to the Department of Motor Vehicles, P. O. Box 944292, Sacramento, CA 94244-2920. Retain PINK copy for dismantler records. <b>Scrap Iron Processor:</b> Retain PINK and WHITE copies for your records.		
REG 462 (REV. 2/92)		92 93729    A Public Service Agency

SAMPLE VEHICLE STATUS VERIFICATION LETTER (CHP 180B)

State of California—Business, Transportation and Housing Agency  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

GRAY DAVIS, Governor

Date: 11/09/1999

File:

STOLEN VEHICLE FOLLOW-UP

License:  
Vehicle:  
Date Reported

According to our records, the vehicle you reported stolen on \_\_\_\_\_ bearing license plate number \_\_\_\_\_ remains unrecovered.

There are times when the victim of a theft recovers their vehicle and does not inform us; therefore, we make periodic checks to find out if the vehicle is back in your possession.

Has the vehicle been returned to you?

YES

NO

If the answer is YES, please provide:

Date of Recovery: \_\_\_\_\_

Name of Recovering Agency: \_\_\_\_\_

New Address (if your address has changed): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

If the vehicle has been paid off by your insurance company, please provide their:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

A self-addressed envelope is enclosed for your convenience.

Sincerely,

Enclosures

# VEHICLE STORAGE HEARING REPORT (CHP 422B)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL					
VEHICLE STORAGE HEARING REPORT			DATE	TIME	LOCATION CODE
CHP 422B (Rev. 3-88) OPI 081					
VEHICLE					
YEAR	MAKE	MODEL	ID NUMBER	LICENSE NUMBER	STATE
REGISTERED OWNER					
NAME					TELEPHONE NUMBER
ADDRESS					PRESENT AT HEARING <input type="checkbox"/> YES <input type="checkbox"/> NO
WITNESSES					
NAME					TELEPHONE NUMBER
ADDRESS					
NAME					TELEPHONE NUMBER
ADDRESS					
STORAGE AUTHORITY					
<input type="checkbox"/> 22851 <input type="checkbox"/> 22889 <input type="checkbox"/> Other:					
SUMMARY OF STATEMENTS					
SUMMARY OF FINDING					
VEHICLE MUST BE RELEASED			STORAGE FACILITY NOTIFIED		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
HEARING OFFICER					I.D. NUMBER
COMMANDER REVIEW					DATE
Use previous editions until depleted					
c422bc99.pdf					

SAMPLE VEHICLE STORAGE HEARING GUIDE

Date: \_\_\_\_\_

Time: \_\_\_\_\_

The purpose of this hearing is to determine the legality of the storage or impoundment of a motor vehicle on \_\_\_\_\_ (Date) \_\_\_\_\_ at \_\_\_\_\_ (location) \_\_\_\_\_. This is an informal hearing before the California Highway Patrol concerning the disposition of a vehicle owned by \_\_\_\_\_ (Registered Owner) \_\_\_\_\_ / \_\_\_\_\_ (legal Owner) \_\_\_\_\_ and stored or impounded under the provisions of Division 11, Chapter 10 of the California Vehicle Code.

In accordance with the provisions of the Vehicle Code, the Commissioner of the Highway Patrol has appointed me, \_\_\_\_\_, as referee to hear this matter.

The following persons are present at the hearing:

- 1. Counsel (if present) \_\_\_\_\_
- 2. Subject or agent (R/O, UO, agent) \_\_\_\_\_
- 3. Witnesses (include names and addresses) \_\_\_\_\_

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Hearing Officer's Statement: "you have a right to review the evidence used.

During the hearing, you may call witnesses to testify and present evidence, either oral or written, which is relevant to the issues to be determined. You may testify in your behalf. Since this is an informal hearing, you may be asked questions relevant to these proceedings. Any action taken by the Department is subject to both State Board of Control and court review."

"The scope of the hearing is limited to the following issues, including the determination of:

- 1. Whether \_\_\_\_\_ (Mr./Ms./Company) \_\_\_\_\_ is the owner of a motor vehicle \_\_\_\_\_ (License Number), \_\_\_\_\_, \_\_\_\_\_ (Make,

Model) \_\_\_\_\_, \_\_\_\_\_ (Year) \_\_\_\_\_, \_\_\_\_\_ (Identification Number) \_\_\_\_\_.

2. Whether the vehicle was left/parked at \_\_\_\_\_.
3. Whether the officer had reasonable cause and authority under law to store or impound the vehicle."

"At this time, the following documents contained in Department File NO. (SV-Number-Area-Year; e.g., SV-001-650-94) are being marked and received into evidence as records for the Department." (Number exhibits in numerical order.)

1. CHP 422 (if applicable), Exhibit# \_\_\_\_\_.
2. CHP 180, Exhibit# \_\_\_\_\_.
3. Copy of Notice of Stored Vehicle, (if present in file), Exhibit# \_\_\_\_\_.
4. Letter requesting hearing, Exhibit# \_\_\_\_\_.
5. Notices of time, date, and location of hearing, Exhibit# \_\_\_\_\_.
6. Comm-Net message showing vehicle owner information, Exhibit# \_\_\_\_\_.
7. Supplemental reports (if appropriate), Exhibit# \_\_\_\_\_.

Answer any questions concerning the documents marked and received into evidence.

Mark and receive all evidence presented by the owner in alphabetical order; e.g. Exhibit A, Exhibit B, etc.

**CLAIMS OF \$1,000 OR LESS (CHP 287)**  
**(Revised 05-03)**

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>CLAIMS OF \$1,000 OR LESS</b> CHP 287 (Rev. 8-22) OPI 037 Page 1 of 2		CHP CLAIM NO. (CHP Use Only)	
-- PLEASE PRINT CLEARLY OR TYPE --			
<b>1. Claimant Information</b>			
CLAIMANT NAME (LAST, FIRST, MI)		E-MAIL ADDRESS	
STREET ADDRESS		DAYTIME PHONE NUMBER	
CITY		STATE	ZIP CODE
<input type="checkbox"/> Preferred communication with the California Highway Patrol (CHP) is via e-mail. By clicking this box, you agree to provide an e-mail address for future communication with the CHP regarding this claim.			
2. When did the damage or loss occur? Month _____ Day _____ Year _____			
3. Where did the damage or loss occur? (Please include city, county, and street address, intersection, road numbers or mile marker.)			
4. Please explain the circumstances that led to the alleged damage or loss. State all facts which support your claim against the CHP. If known, identify the name of the CHP employee(s) who allegedly caused the damage or injury. (Please attach an additional sheet of paper if needed.)			
5. What specific damage or loss do you claim resulted from the alleged actions?			
6. How was the amount claimed computed? (Please attach copies of supporting documentation/photos and at least TWO estimates for the amount claimed, when applicable.) Fill in Section 8 with the specific dollar amount.			
<b>7. Insurance Information:</b>			
• Name of insurance carrier: _____			
• Mailing address: _____ City: _____ State: _____ Zip: _____			
• Policy number: _____ Phone number: _____			
• Are you the registered owner of the vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "No," state the name of the owner: _____			
• Has a claim been filed with your insurance carrier, or will it be filed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
• Have you received any payment for this damage? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," what amount did you receive? _____			
• Amount of deductible, if any: _____			
• Vehicle license number: _____			
• Make of vehicle: _____ Model: _____ Year: _____			
<b>*NOTICE-SECTION 72 OF THE CALIFORNIA PENAL CODE STATES:</b>			
<i>"Every person who, with intent to defraud, presents for allowance or for payment to any State Board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill account, voucher, or writing, is guilty of a felony."</i>			
<b>RELEASE OF LIABILITY</b>			
8. Upon receipt of payment of \$ _____, (as a direct result of the incident) I hereby agree to release and discharge the State of California, its officers, agents, and employees from any and all liability arising from and under the matters recited in this claim (number listed above) now on file with the California Highway Patrol, and from any and all claims and demands which I now have or may hereafter have against the State of California, Department of California Highway Patrol, or any officer, agent, or employee thereof, for damages of any nature arising out of the matters alleged in my claim.			
This release is freely and voluntarily entered into by the undersigned.			
SIGNATURE OF CLAIMANT OR ATTORNEY/REPRESENTATIVE			DATE
_____			_____
Chp287_0225.pdf			

**CLAIMS OF \$1,000 OR LESS (CHP 287 – REVERSE SIDE)**  
**(Revised 05-03)**

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**CLAIMS OF \$1,000 OR LESS**  
CHP 287 (Rev. 8-22) OPI 037 Page 2 of 2

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**CLAIMS OF \$1,000 OR LESS-INFORMATION**

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**CLAIM FORM:**

Claim forms are available at any CHP Area office.  
Claims filed by a business entity require a completed STD. 204, Payee Data Record, to be attached to this CHP 287.

**CLAIMS FOR \$1,000 OR LESS:**

The CHP has been given authority under Government Code Section 935.6 to process and pay, when applicable, claims of \$1,000 or less against the Department. Claims meeting these criteria shall be filed/submitted to the CHP Area office listed below:

CHP Area \_\_\_\_\_

CHP Area Office Address \_\_\_\_\_

After a review and evaluation of your claim, you will receive a notification stating that your claim has either been:

***APPROVED** for payment. You may expect payment, by check, within 8 weeks.*

***AMENDED:** If the amount approved for payment is different than the original amount requested, you will receive an amended Release and Waiver form. When you have signed and returned this document, you will be issued a check within 6-8 weeks.*

***DENIED:** For payment by the CHP.*

**LATE CLAIMS:**

Claims must be filed within 6 months after the accrual of the cause of action. (Government Code Section 911.2). However, under certain circumstances, claims may be filed up to 1 year after the accrual of the cause of action (Government Code Section 911.6). All late claims must be accompanied by an explanation of the circumstances for the delay in filing the claim and must include one or more of the following:

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect, and the public entity was not prejudiced in its defense of the claim by the failure to present it in the required 6-month period.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the 6-month period for filing the claim.
3. The person who sustained the alleged injury, damage, or loss was a minor during any of the 6-month period for the presentation of the claim, provided the application is presented within 6 months of the person turning 18 years of age or a year after the claim accrues, whichever occurs first.
4. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the 6-month period for the presentation of the claim and by reason of that disability failed to present a claim during that time.
5. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during any of the 6-month period for the presentation of the claim and by reason of that disability failed to present a claim during that time, provided the application is presented within 6 months of the person no longer being physically or mentally incapacitated, or a year after the claim accrues, whichever occurs first.
6. The person who sustained the alleged injury, damage, or loss died before the expiration of the 6-month period for the presentation of the claim.

All explanations for filing a late claim will be reviewed and acted upon prior to the merits of the claim itself being evaluated.

**CLAIMS FOR MORE THAN \$1,000:**

Claims submitted for more than \$1,000 should be submitted on the Department of General Services; Government Claim Form, DGS ORIM 06, (available at <https://www.documents.dgs.ca.gov/dgs/fmc/dgs/orim006.pdf> or from any CHP Area office) and filed with:

Government Claims Program  
Office of Risk and Insurance Management  
Department of General Services  
P.O. Box 989052, MS 414  
West Sacramento, CA 95798-9052

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Chp287\_0225.pdf



**GOVERNMENT CLAIM (SBOC-GC-0002) PAGE 2**  
**(Revised 05-03)**

**State of California**  
**Board of Control**  
**GOVERNMENT CLAIM**  
 SBOC-GC-0002 (Rev. 6/00) Reverse

Submit completed claim form and three copies to:  
**STATE BOARD OF CONTROL**  
**GOVERNMENT CLAIMS BRANCH**  
 P.O. Box 3035  
 Sacramento, CA 95812-3035

**Section 3: Insurance Information** (must be completed if claim involves a motor vehicle)

Has the claim for the alleged damage/injury been filed or will it be filed with your insurance carrier? <input type="checkbox"/> Yes <input type="checkbox"/> No	Policy Number	Telephone number (include area code) (    )	
Mailing Address	City	State	Zip Code
Name of insurance carrier	Amount of Deductible \$		
Are you the registered owner? <input type="checkbox"/> Yes <input type="checkbox"/> No	Make: _____ Model: _____ Year: _____		

**Section 4: FOR STATE AGENCY USE ONLY** (must be completed by the State agency presenting claim)

Name of State agency	Budget Act Appropriation or Item Number and the appropriate Schedule if applicable.		
Name of agency budget officer or representative	Name of fund or account		
Signature of agency budget officer or representative	Title	CALNET Number	
Signature of agency budget officer or representative	Date		

**Section 5: Representative Information** (must be completed if claim is being filed by an attorney or authorized representative)

Name of Attorney/Representative	Telephone Number (include area code) (    )		
Mailing Address	City	State	Zip

**Section 6: Notice and Signature**

Section 72 of the Penal Code provides that "every person who, with intent to defraud, presents for allowance or for payment to any State Board or Officer, or to any county, town, city, district, ward, or village, board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony."

Signature of Claimant	Date
Signature of Attorney/Representative	Date

GOVERNMENT CLAIM (SBOC-GC-0002) PAGE 3  
(Revised 05-03)

Instructions for filing a claim

Please read all instructions on this page before completing the claim form. You must fully complete all applicable sections of this form or your claim will be returned to you as incomplete.

**Section 1**  
Claimant Information

Provide the full name, mailing address, and telephone number of the person(s) claiming damage/injury. (Note: All official Board notices and other correspondence will be sent to the person(s) listed in this section unless a representative's name is provided in Section 5.) If the claim is being filed on behalf of a minor, specify your relationship to the minor, and the date of birth of the minor.

**Section 2**  
Claim Information

- Provide the name of the State agency(ies) that allegedly caused the damage/injury.
- State the exact date of the incident which caused the alleged damage/injury.
- Enter the total dollar amount being claimed as a result of the alleged damage/injury. If damage/injury is continued or anticipated in the future, indicate with a "\*" following the dollar amount.
- If the total dollar amount exceeds \$10,000, indicate whether the claim is a limited civil case or a non-limited civil case. A limited civil case is a claim in which the amount claimed totals less than \$25,000. A non-limited civil case is a claim in which the amount claimed exceeds \$25,000.
- Provide a breakdown of how the total amount being claimed was computed. You may declare expenses incurred and/or future, anticipated expenses. Attach three copies of all bills, payment receipts, and cost estimates to your claim.
- Describe in full detail the damage/injury that allegedly resulted from the incident.
- If applicable, provide the street address, city, county, State highways, road numbers, or post mile markers where the alleged damage/injury occurred. If the claim is scheduled for a Board hearing, and an appearance is necessary, indicate the preferred hearing location.
- Describe in full detail the circumstances that led up to the alleged damage/injury. State all facts that support your claim and why you believe the State is responsible. If known, provide the name(s) of the state agency(ies) and/or the name(s) of the state employee(s) who allegedly caused the injury, damage, or loss.

**Section 3**  
Insurance Information

This section must be completed if your claim involves a motor vehicle. Indicate if a claim for the alleged damage/injury has been filed with your insurance carrier. If yes, provide the name, telephone number, and mailing address of the insurance carrier. Also include your policy number and the amount of the deductible.

**Section 4**  
State Agency Information  
(FOR STATE AGENCY USE ONLY)

If the claim is presented by a State agency, it is imperative that the State agency provide complete and accurate funding information in the event that the claim is approved for payment. In particular, the State agency must provide the Budget Act Appropriation or Item Number and the appropriate Schedule if applicable. Include the name, title, CALNET telephone number, and signature of the agency budget officer or representative authorized to approve payment of the claim.

**Section 5**  
Representative Information

If your claim is being filed by an attorney or authorized representative, provide the name, telephone number, and mailing address of the attorney/representative. (Note: If representative information is provided, all official Board notices or other correspondence will be sent to the person listed in this section.)

**Section 6**  
Notice and Signature

The claim form must be signed by the claimant or the claimant's attorney or authorized representative. The Board will not accept the claim without a proper original signature.

**Filing a late claim application:**

Under State law, claims relating to causes of action for death or for injury to person or personal property or growing crops (tort claims) must be presented to the Board no later than six months after the date of the incident. Tort claims relating to any other causes of action must be presented no later than one year after the incident date. Claimants are encouraged to consult with an attorney to determine if there are exceptions for your claim. Equity claims have no statutory claim filing deadlines. Please note that evidence of "presentation" includes a clear postmark date on an envelope or a certification of personal service.

When filing a tort claim (required to be presented no later than six months as specified above) beyond the six-month period, you must explain the reason for delay in filing the claim. This explanation is called an "application for leave to present a late claim". (See Government Code Section 911.8 for legally acceptable reasons for filing a late claim.) In considering your late claim application, the Board will first decide whether the late claim application should be accepted or denied. The Board will consider the merits of the claim only if the late claim application is granted.

**Claim Submittals:**

A complete claim form and/or late claim application and related documentation must be filed with the Board at the mailing address indicated on the reverse side of the claim form. Claims may also be personally delivered to the Board at 630 K Street, Sacramento, CA during regular business hours (8:00 a.m. to 5:00 p.m.), Monday through Friday except holidays.

Submit the original and three copies of the completed claim form and/or late claim application and related documentation to the Board.

Requests for an enclosed copy of the claim and/or late claim application must be submitted in writing along with a self-addressed stamped envelope.

If you have questions regarding the filing of a claim with the Board, please contact the Government Claims Program at 916-323-3564, or toll free at 1-800-955-0045.

SAMPLE EVIDENCE IMPOUND CONTRACT ADVERTISEMENT

1. Area Commanders who find it necessary to advertise locally for Evidence Impound Services for the towing and storage of vehicular evidence may use the following sample advertisement text:

"VEHICLE TOWING AND STORAGE SERVICES"

"The \_\_\_\_\_ Office of the California Highway Patrol will be implementing a contract for towing and storage of vehicles impounded as evidence. The successful bidder will provide 24-hour towing and secure storage of vehicles and property. To be considered, bids must be received no later than \_\_\_\_ (time) \_\_\_\_ p.m., \_\_\_\_ (month, day, year) \_\_\_\_\_. For further information, contact \_\_\_\_ (contact person) \_\_\_\_\_ at \_\_\_\_ (address and telephone number) \_\_\_\_\_."

SAMPLE EVIDENCE TOWING AND STORAGE  
INVOICE CHECKLIST

\_\_\_\_\_ Vendor shall submit invoice in duplicate and provide a complete description of the vehicle, correct dates of towing and storage, and itemize **all** services rendered.

\_\_\_\_\_ Only one vehicle shall be allowed on each invoice.

\_\_\_\_\_ Invoice shall include a complete description of the vehicle and the correct dates of towing and storage.

\_\_\_\_\_ Computer-generated invoices; i.e., not imprinted with the vendor's name and address, shall be signed by the vendor before payment can be made.

\_\_\_\_\_ If the invoice was mailed, retain the envelope. If hand carried by the vendor, date stamp the invoice.

\_\_\_\_\_ Invoice shall be billed to "California Highway Patrol," not the acronym "CHP," and shall show the CHP contract number. If it is not a contract tow company, mark the invoice "Noncontract Evidence Impound."

\_\_\_\_\_ Costs for other services not directly related to the collection of vehicular evidence shall not be included in the charges against the Department. These charges shall be the responsibility of the registered owner (R/O) or agent of the vehicle seized.

\_\_\_\_\_ Improperly submitted invoices shall be returned to the vendor for correction. A telephone call to the vendor explaining the necessary corrections would help expedite the process.

\_\_\_\_\_ Do not confuse **statements** with **invoices**.

\_\_\_\_\_ Commander or his/her designee shall approve the original and duplicate copy of the invoice, including his/her signature, rank, ID number, three-digit location code, and date.

\_\_\_\_\_ Invoices smaller than half the size of 8-1/2" x 11" paper shall be affixed to an 8-1/2" x 11" sheet of paper.

\_\_\_\_\_ Invoices resulting from departmental (CHP) tows do not need secondary approval and shall be forwarded directly to Accounting Section, Accounts Payable Unit.

Area shall complete the evidence invoice transmittal memorandum. (Refer to Annex C.)

Area shall forward the following to Division within three days of a properly submitted invoice:

\_\_\_\_\_ Original and two copies of the invoice plus envelope.

\_\_\_\_\_ Original plus one copy of transmittal memorandum (CHP 230).

\_\_\_\_\_ One copy of the corresponding CHP 180 showing the proper impound authority.

\_\_\_\_\_ Any supporting documentation which would clarify unusual circumstances.

\_\_\_\_\_ Route slip showing the correct routing sequence: (1) Division, (2) Accounting Section, Accounts Payable Unit.

Division shall review, approve, and forward the following documents to Accounts Payable Unit within three days of receipt of invoice from Area:

\_\_\_\_\_ Original and one copy of the invoice (approved by Area and Division) plus envelope.

\_\_\_\_\_ One copy of transmittal memorandum.

\*If the evidence was seized pursuant to a search warrant, please indicate this in the narrative portion of the CHP 180.

SAMPLE TRANSMITTAL MEMORANDUM  
EVIDENCE IMPOUND INVOICE APPROVAL

State of California

Business, Transportation and Housing Agency

**M e m o r a n d u m**

Date:

To: \_\_\_\_\_ Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Field Services Section

File No.:

Subject: EVIDENCE IMPOUND INVOICE APPROVAL

Section 22655.5 VC impound  
Article 1, Section 13 seizure

Vehicle Yar/Male \_\_\_\_\_  
License # \_\_\_\_\_

**Invoice Information:**

Amount of invoice: \$ \_\_\_\_\_.  Contract Tow  Noncontract Tow

Date of initial tow: \_\_\_\_\_.

Date vehicle released from storage: \_\_\_\_\_.

Total days in storage: \_\_\_\_\_.

Date vehicle moved from noncontract to contract tow yard: \_\_\_\_\_.

**Court Information:**

Date district attorney file charges: \_\_\_\_\_.  Case not filed

Date court adjudicated: \_\_\_\_\_.

Date of court-ordered hold on vehicle: \_\_\_\_\_ destruction: \_\_\_\_\_.

Reason for extended-length storage or other unusual circumstances (attach extra page if necessary):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Area Commander

\_\_\_\_\_  
Date

cc: Accounting Section, Attention: Accounts Payable Unit

REIMBURSEMENT REQUEST  
(Suggested Format Only)

CALIFORNIA VEHICLE CODE SECTION 22655.5(d)  
EVIDENCE IMPOUND REIMBURSEMENT

The California Highway Patrol (CHP), \_\_\_\_\_ Area(# \_\_\_\_\_), requests that the district or city attorney seek reimbursement in this case and upon conviction provide a copy of this form to the defendant as notification of his/her fiscal responsibility.

Reimbursement is hereby ordered by \_\_\_\_\_ (Name of Court) \_\_\_\_\_ for towing and storage costs incurred by the CHP for the vehicle identified below, which was held in evidence pursuant to California Vehicle Code Section 22655.5. The defendant will bring this form to the CHP office listed below to make reimbursement.

**CASE NUMBER:** \_\_\_\_\_

**Defendant Name:** \_\_\_\_\_

**Vehicle Identification Number (VIN):** \_\_\_\_\_

**Vehicle License Number:** \_\_\_\_\_

**If you have any questions, please call:**

\_\_\_\_\_ at(\_\_\_\_) \_\_\_\_\_.

California Highway Patrol

\_\_\_\_\_ (Area Office) \_\_\_\_\_

\_\_\_\_\_ (Area Address) \_\_\_\_\_

\_\_\_\_\_

Towing Charge \$ \_\_\_\_\_

Storage Charge \$ \_\_\_\_\_/day for \_\_\_\_\_ days =\$ \_\_\_\_\_

Date Storage Began \_\_\_\_\_

Date Storage Ended \_\_\_\_\_

# TRANSMITTAL RECORD (CHP 230)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>TRANSMITTAL RECORD</b> CHP 230 (Rev. 11-09) OPI 071	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">FROM (AREA NAME)</td> <td style="width: 30%;">LOCATION CODE</td> </tr> <tr> <td>DATE PREPARED</td> <td>FOR PERIOD</td> </tr> <tr> <td></td> <td>From _____ To _____</td> </tr> </table>	FROM (AREA NAME)	LOCATION CODE	DATE PREPARED	FOR PERIOD		From _____ To _____																																																																																																																																																						
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Number of Originals @ \$50	\$																																																																																																																																																												
10. Unclaimed property (attach CHP 36)	\$																																																																																																																																																												
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DUI payments	\$																																																																																																																																																												
Jury duty (attach STD. 634)	\$																																																																																																																																																												
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Advance deposits (attach CHP 465) or payment of invoice	\$																																																																																																																																																												
Tax Seizures (list case numbers) and amounts (attach CHP 472)	\$																																																																																																																																																												
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Witness fees (attach civil subpoena and photocopy of counter receipt and check)	\$																																																																																																																																																												
<b>SUB-TOTAL, COLUMN TWO</b>	\$	0.00																																																																																																																																																											
13. Subtotal (columns one and two, less shortages)	\$	0.00																																																																																																																																																											
14. Sales tax collected	\$																																																																																																																																																												
15. Total (sum of numbers 13 and 14)	\$	0.00																																																																																																																																																											
16. TOTAL TRANSMITTED (number 15 minus shortages)	\$	0.00																																																																																																																																																											
PREPARER'S SIGNATURE	DATE	COMMANDER'S SIGNATURE	DATE																																																																																																																																																										
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# TRANSMITTAL RECORD (CHP 230) INSTRUCTIONS

[Print Instructions](#)

## INSTRUCTIONS

Use an additional CHP 230 form if more space is required for any item or for comments. Transmit materials (original and copy of CHP 230, checks, counter receipts, adding machine tapes, and attachments) in a sealed envelope. Electronic fund transfer (EFT) items shall be submitted on a separate transmittal (check EFT box on transmittal). Staple a copy of CHP 230 to the face of the sealed envelope and route to the Fiscal Management Section. **DO NOT TRANSMIT COIN OR CURRENCY.** The CHP 230 shall be prepared and sent to Fiscal Management Section weekly (this includes CHP 230s with no weekly collection). Refer to HPM 11.1, Chapter 4.

## COLUMN/BOX ENTRIES

1. List all counter receipt numbers. When a break in number sequence exists, list counter receipt numbers separately, e.g., 111201 to 111230; 120000 to 120010. Include voided counter receipt numbers.
2. List voided counter receipt numbers. Include original and duplicate copies of voided counter receipts. This space may also be used to list voided special driver and tow truck driver certificate numbers.
3. List refund amounts separately with the corresponding counter receipt number. Do not list overpayments individually. Enter the total amount of refunds and/or overpayments on the designated line. Overpayments of \$5.01 or more will automatically be refunded to the customer. If shortage is \$8.00 or more, include a memo indicating the reason for the shortage.
4. Enter the total amount for collision, MAIT and arrest reports, CAD logs, CIS or MISTER records, CHP 180, CHP 202, Subpoena Duces Tecum, collision photos, audio/video tapes, and non-taxable publications. Do not enter the number or individual cost of the reports. The tax for collision photos and audio/video tapes should be included on this line. Do not list the tax on line #14.
5. Enter the total amount of all taxable publications. Do not include the tax. The tax is reported on line #14.
6. Enter the total amount collected for transit passes.
7. Enter the total amount collected less sales tax. A CHP 265 must be included with the transmittal. Tax shall be charged on all surplus merchandise sold unless the purchaser provides a resale license number. Enter tax on line #14.
8. List each vehicle license number and amount. Vehicle sales, including junk/wrecked vehicles, are not taxable.
9. List special driver (DL 45) and tow truck driver (DL 84) certificate numbers. Include number of no fee and voided certificates (see #2 above). Do not include a copy of the DL 45 or DL 84 with the counter receipt or transmittal. For DL 45 certificates, indicate number of original, renewal, and/or other certificates sold next to corresponding price, e.g., @ \$57 - 1; @ \$12.00 - 5. Indicate the number of original DL 64 certificates sold @ \$50 each.  
  
Special driver certificate coupon numbers (CHP 295C - original; CHP 295C-1 - renewal) are no longer required by Fiscal Management Section.
10. Unclaimed property (cash) shall be included in the field command's weekly money order/cashier's check. CHP 36 and/or other documentation must be included.
11. Other - list any items not indicated elsewhere, e.g., dishonored check payments, petty cash overages and collection on previous transmittal shortage.
12. Miscellaneous:  
Asset Forfeiture and Asset Forfeiture-Interest Bearing - enter asset forfeiture and/or interest bearing monies on designated line. List case numbers and include documentation.  
  
Hazardous Reimbursement/Restitution (monies awarded as a result of judgment for investigating officer's time and fines/penalties assessed as a result of a case conviction) enter dollar amount collected. Include all documentation.  
  
BIT Fees - enter total dollar amount collected and include application.  
  
DUI Payments - enter total dollar amount collected. The account number and correct name must be noted on the receipt.  
  
Jury Duty - enter the total dollar amount collected. The employee name and ID number must be noted on the receipt. Include a copy of STD. 634, Absence and Additional Time Worked Report.  
  
Malicious Damage/Restitution Payments - enter the total dollar amount collected. A CHP 221 and/or supporting documents shall be included.  
  
Movie/Wideload/Special Event Details - Advance deposits - enter the total dollar amount collected. A CHP 465 and copies of the counter receipt and check shall be included for each deposit. Reimbursable "R" or contract number must be entered on the counter receipt. Payment of Invoices - enter the total dollar amount collected. Note the invoice number and company name on the counter receipt.  
  
Tax Seizures - enter the total amount collected. List the case numbers.  
  
Witness Fees - A photocopy of the subpoena, counter receipt and check must be included. Make sure employee's name and ID are on the subpoena.
13. Enter the sub-total of columns one and two, less shortages.
14. Enter total sales tax collected.
15. Enter the total of items #13 and #14.
16. Enter total amount of actual checks and money orders transmitted on CHP 230. This amount should equal #15 (unless there is a shortage). Do not include EFT amounts.

**PREPARER AND COMMANDER OR DESIGNATED ALTERNATE MUST SIGN AND DATE THE CHP 230, TRANSMITTAL RECORD.**

# ROTATION TOWING APPLICATION (CHP234A)

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**ROTATION TOW LISTING APPLICATION**  
CHP 234A (Rev. 3-15) OPI 001

**TYPE OR PRINT CLEARLY**

---

**CHP AREA**

<b>CHP AREA OF APPLICATION</b>	<b>CHP AREA NUMBER</b>
--------------------------------	------------------------

---

**BUSINESS**

<b>BUSINESS NAME</b>	<b>CHP AREA NAME</b>
<b>BUSINESS ADDRESS</b>	<b>DAY PHONE NUMBER (INCLUDE AREA CODE)</b>
<b>BUSINESS MAILING ADDRESS IF DIFFERENT THAN ABOVE</b>	<b>NIGHT PHONE NUMBER (INCLUDE AREA CODE)</b>
<b>NUMBER OF YEARS IN TOWING BUSINESS</b>	<b>AUTOMOBILE CLUB AFFILIATE(S)</b>

HAVE YOU OR ANYONE FINANCIALLY INVOLVED WITH YOUR COMPANY EVER BEEN CONVICTED OF ANY CRIME INVOLVING STOLEN OR EMBEZZLED VEHICLES, FRAUD RELATED TO THE TOWING BUSINESS, STOLEN OR EMBEZZLED PROPERTY, CRIMES OF VIOLENCE, SEXUAL CRIMES, DRUG RELATED OFFENSES, FELONY DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS, MISDEMEANOR DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS WHILE INVOLVED IN A CHP ROTATION TOW CALL, OR MORAL TURPITUDE?  
 YES       NO

---

**VEHICLE STORAGE**

<b>PRIMARY STORAGE YARD ADDRESS</b>	<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED
<b>SECONDARY STORAGE YARD ADDRESS</b>	<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED
<b>ADDITIONAL STORAGE YARD ADDRESS</b>	<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED
<b>OUTSIDE STORAGE CAPACITY</b>	<b>INSIDE STORAGE CAPACITY</b>

---

**FINANCIAL INTEREST**

LEGAL OWNER (IF FIRM, COMPANY, ASSOCIATION OR CORPORATION, LIST ALL PERSONS HAVING FINANCIAL INTEREST)

DO YOU HAVE ANY FINANCIAL INTEREST IN ANY OTHER TOW COMPANY WITHIN THE LOCAL CHP AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST THE TOW COMPANY(S):
DOES ANY MEMBER OF YOUR FAMILY (RELATED BY BLOOD OR MARRIAGE) OPERATE ANOTHER TOW SERVICE IN THE LOCAL CHP AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST THE OTHER CHP AREA(S):
ARE YOU CURRENTLY ON ROTATION OR APPLYING FOR ROTATION WITHIN ANY OTHER CHP AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST THE OTHER CHP AREA(S):
DO YOU SHARE ANY FACILITIES WITH ANY OTHER TOW COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST THE OTHER TOW COMPANY(S):

---

**RATES**

	Class A	Class B	Class C	Class D
HOURLY RATE				
INSIDE STORAGE				
OUTSIDE STORAGE				
LABOR (NONSKILLED)				
<b>SPECIAL EQUIPMENT (LIST)</b>				
RENTAL/SKILLED LABOR MARKUP (%)				

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ROTATION TOWING APPLICATION (CHP234A)  
PAGE 2

CHP 234A (Rev. 3-15) OPI 061		PAGE 2			
<b>TOW TRUCKS</b>					
CHECK CLASS(ES) APPLYING FOR AND INDICATE TOTAL NUMBER OF TRUCKS IN EACH CLASS.					
<input type="checkbox"/> CLASS A (MINIMUM 14,000 GVWR)	NUMBER OF CLASS A TRUCKS:				
<input type="checkbox"/> CLASS B (MINIMUM 33,000 GVWR)	NUMBER OF CLASS B TRUCKS:				
<input type="checkbox"/> CLASS C (MINIMUM 52,000 GVWR)	NUMBER OF CLASS C TRUCKS:				
<input type="checkbox"/> CLASS D (MINIMUM 54,000 GVWR)	NUMBER OF CLASS D TRUCKS:				
COMMENTS					
<b>APPLICANT'S CERTIFICATION</b>					
I CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT, AND NO OMISSIONS HAVE BEEN MADE. THE OPERATOR IS ADVISED THAT GIVING FALSE INFORMATION TO A PEACE OFFICER, EITHER ORALLY OR IN WRITING, IS A MISDEMEANOR PURSUANT TO CALIFORNIA VEHICLE CODE SECTIONS 20 AND 31.					
SIGNATURE	PRINT NAME AND TITLE	DATE			
<b>TO BE COMPLETED BY CHP</b>					
<b>AREA APPROVAL</b>					
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED					
REMARKS (REQUIRED IF DISAPPROVED)					
AREA COMMANDER'S SIGNATURE	I.D. NUMBER	DATE			
<b>MAXIMUM RESPONSE TIME</b>					
	HOURS	CLASS A	CLASS B	CLASS C	CLASS D
DAY					
NIGHT					
<b>AGREEMENT TERM</b>					
THE TERM OF THIS AGREEMENT SHALL COMMENCE ON _____					
AND END ON _____					
<b>DIVISION APPROVAL (REQUIRED IF APPLYING FOR MULTIPLE AREAS)</b>					
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED					
REMARKS					
DIVISION COMMANDER'S SIGNATURE					DATE
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# TOW TRUCK INSPECTION GUIDE (CHP 234B) *(Revised 01-04.)*

## PAGE 1

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>TOW TRUCK INSPECTION GUIDE</b> CHP 234B (Rev. 5-17) OPI 081					
AREA NUMBER	COMPANY	CA NUMBER	DOT NUMBER	LEGEND	
				P = Pass	F = Fail
YEAR	MAKE	MODEL	LICENSE NUMBER	VIN	
GVWR	EQUIPMENT TYPE (CHECK APPROPRIATE BOX)				
	<input type="checkbox"/> CONVENTIONAL <input type="checkbox"/> UNDERLIFT <input type="checkbox"/> TRUCK HITCH <input type="checkbox"/> WHEEL LIFT <input type="checkbox"/> CAR CARRIER				
REQUIREMENTS FOR ALL CLASSES					
CALIFORNIA VEHICLE CODE REQUIREMENTS					
P	F		P	F	
		Current Registration 4000 CVC			Parking Brake 26451 CVC
		Headlights 24400 CVC			Windshield 26700 CVC
		Beam Indicator 24408 CVC			Windshield Wipers 26706 CVC
		Tail Lamps 24600 CVC			Mirrors 26709 CVC
		License Plate Lamp 24601 CVC			Horn 27000 CVC
		Stop Lamps 24603 CVC			Exhaust System 27150 CVC
		Extension Lights 24605 CVC			Fuel Cap 27155 CVC
		Backup Lamps (1969+) 24606 CVC			Tire Tread 27465 CVC
		Reflectors, Rear 24607 CVC			Fenders/Mud Guards 27600 CVC
		Reflectors, Front and Side (1968+) 24608 CVC			Broom 27700 CVC
		Turn Signals 24951 CVC			Shovel 27700 CVC
		Clearance Lamps (>80" Wide) 25100 CVC			Fire Extinguisher 4B, C Rating 27700 CVC
		Amber Warning Lights 25253 CVC			Safety Chains 29004 CVC
		Warning Devices (Reflectors) 25300 CVC			Signs 27907 CVC
		Service Brakes 26311 CVC			
SERVICE AND OTHER EQUIPMENT					
		Flashlight			Hydraulic Jack
		Wrecking Bar (Large Pry Bar)			Tire Changing Equipment
		Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht.			Rubber Mallet / Hub Cap Tool (Classes A and B)
		Trash Cans & Absorbent (4 Gallon Minimum)			Lockout Tools (Classes A and B)
		Shop Rags or Paper Towels			Motorcycle Straps (Class A)
		Shop to Truck Communications (Cell phones / 2-way radio)			Sledge Hammer (Classes B, C, and D)
		Approved Fuel Containers (Classes A and B) if carried			Tool Kit
		Booster Battery or Hot Box			Reflective Safety Attire
TOWING EQUIPMENT					
		Manufacturer Rating Plates			Wrecker Controls
		Controls Labeled			Throttle Control (if Equipped)
		Wrecker Boom Assembly			Hydraulic Rams, Hoses, Valves
		Wheel Lift Assembly			Cable Sheaves
		Body and Towing Equipment Mounting Bolts			Recovery Chain
		Winch Rating:                      Boom Capacity:			
WHEEL LIFT					
		Pivot Pin			"L" Arms
		Wheel Lift Tie Down Safety Straps or Chains			Claw
CONVENTIONAL					
		Tow Sling Assembly (Check for bent inner tubes)			Sling Pads
CAR CARRIER					
		Carrier Bed Frame			Bed Safety Lock
		Bed Hinges			Slide Pads
		Loading Bridle			
COMMENTS					
INSPECTED BY (NAME & I.D. NUMBER)			DATE		TOW OPERATOR'S SIGNATURE

# TOW TRUCK INSPECTION GUIDE (CHP 234B) (*Revised 01-04.*)

## PAGE 2

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>TOW TRUCK INSPECTION GUIDE</b> CHP 234B (Rev. 5-17) OPI 081			
<b>TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class)</b>			
<b>CLASS A</b>			
P	F	P	F
	Minimum 14,000 Pound GVWR Chassis		Tow Sling "Minimum" 3,000 Pounds (if equipped)
	4-Ton Boom Rating		Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks
	One 4-Ton Snatch Block		Two (2) Safety Chains 5/16" Alloy or OEM Specifications
	Tow Dolly (with wheel tie down straps)		Wheel Lift Rating - Extended 3,000 Pounds
	Steering Wheel Securement Device		Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48"(Minimum)
	100' 3/8" 6 x 19 Wire Rope or OEM Specifications		
<b>CLASS A CAR CARRIER</b>			
	Minimum 19,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Loading Bridle with J/T Hooks		
<b>CLASS A CAR CARRIER TWO VEHICLE</b>			
	Minimum 23,500 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets
	Loading Bridle with J/T Hooks		2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		Adequate Crossbeams or Ramping Material
	Alloy/OEM Spec & Wheel Straps - Towed Vehicle		
<b>CLASS B</b>			
	Minimum 33,000 Pound GVWR Chassis		Axle Covers/Caps
	16-Ton Boom Rating		Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped)
	150' 7/16" 6 x 19 Wire Rope or OEM Specifications		Two (2) - 4"x6"x48" Crossbeams (minimum)
	Safety Chains 1/2" Alloy or OEM Specifications		Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks
	Two 8-Ton Snatch Blocks		Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended
	Air Brakes or Hydraulic W/Air Hookup Package		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Aluminum Tow Angles (Minimum 2)
<b>CLASS B CAR CARRIER</b>			
	Minimum 33,000 Pound GVWR Chassis		4 Safety Chains 5/16" Grade 70 or OEM Specifications
	50' 3/8" 6 x 19 Wire Rope or OEM Specifications		2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle
	Loading Bridle with J/T Hooks		Adequate Cross Beams or Ramping Material
	Steering Wheel Securement Device		
<b>CLASS C</b>			
	Minimum 52,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	25-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	200' 5/8" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Under Lift/Fork Adapters w/Tie-Down Straps or Chains
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped)
	Axle Covers/Caps		Tow Sling 12,000 Pound Rating (if equipped)
<b>CLASS D</b>			
	Minimum 54,000 Pound GVWR Chassis		Tow Chains 5/8" Grade 70 or OEM Specifications
	35-Ton Boom Rating		Two (2) 4"x6"x48" Crossbeams (Minimum)
	250' 3/4" 6x19 Wire Rope or OEM Specifications		Pintle Hook
	Two (2) Safety Chains 5/8" Alloy or OEM Specifications		Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended
	Two 12-Ton Snatch Blocks		Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped)
	Air Brakes W/Air Hookup Package		Aluminum Tow Angles (Minimum 2)
	Air Hoses and Fittings		Safety Tie-Down Chains and Binders
	Steering Wheel Securement Device		Tow Sling with 20,000 Pound Rating (if equipped)
	Axle Cover/Caps		Under Lift / Fork Adapters w/Tie-Down Straps or Chains
<b>MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)</b>			
FRONT AXLE WEIGHT (FAW), UNLADEN		WHEEL BASE (WB), IN INCHES	OVER HANG (OH), IN INCHES
FORMULA			
$1/2$ FAW:	x WB:	÷ BY OH:	= MLC:
CLASS OF VEHICLE BASED ON THE MLC			

INSTRUCTIONS FOR COMPLETING THE TOW TRUCK INSPECTION GUIDE  
CHP 234B

1. The CHP 234B is to be completed by the California Highway Patrol (CHP) officer conducting the inspection. However, the upper portion that includes the company name and vehicle identification information may be completed by the operator to expedite the inspection process. This information must be verified by the inspecting officer.
  - a) Each section contains equipment requirements found in either the California Vehicle Code (VC) or in the Tow Service Agreement (TSA) and its attachments.
  - b) It may not be necessary that the tow truck pass each section of the inspection 100 percent for approval. The inspecting officer may use discretion for minor discrepancies which do not affect the safe operation of the vehicle and require the tow truck to return for a re-inspection. The officer should note a time limit for proof of correction of the problems in the "COMMENTS" section of the CHP 234B.
  - c) The inspecting officer should note the condition of all required equipment which is found to be in poor repair in the "COMMENTS" section of the CHP 234B.
  - d) The tow truck shall meet or exceed the minimum equipment specifications for its class to receive approval, unless specifically granted a waiver of requirements under the terms of the TSA. (Refer to Element 1 of the TSA.) The maximum lifting capacity calculations should be applied to determine the proper class of tow truck being inspected (Refer to Annex EE). **(Revised 01-04.)**
  - e) The inspecting officer shall inspect each tow truck and note whether or not the vehicle meets the requirements listed by checking "P" for pass or "F" for fail. Guidelines for performing tow truck inspections can be found in Annex EE.
  - f) At the completion of the inspection, the inspecting officer and the applicant shall sign and date page one of the CHP 234B in the space provided.

TOW TRUCK CRITICAL ITEM SAFETY  
INSPECTION GUIDELINES  
(Revised 05-03.)

1. GENERAL.

a. The references to out-of-service conditions apply only to those trucks whose Gross Vehicle Weight Rating (GVWR) is 10,001 pounds or more. Vehicles whose GVWR is under 10,001 pounds will not be placed out-of-service for the conditions listed. For the purposes of the Tow Service Agreement (TSA), trucks applying for the California Highway Patrol (CHP) rotation tow list must comply with all equipment regulations regardless of the GVWR. If a truck is not in compliance, it will not be approved for a rotation tow list but will not be placed out-of-service unless the GVWR is over 10,001 pounds.

b. Prior to the inspection of the tow truck, the proper class (A, B, C, or D) of the tow truck should be determined. This can be accomplished by using an equation to determine the maximum lifting capacity of the tow truck while retaining at least 50% of the unladen front axle weight on the front axle. To calculate the maximum lifting capacity of a tow truck:

- Weigh the tow truck at the front axle. The tow truck should be weighed with a full load of fuel, driver in the cab, and the tow truck loaded with all normal towing and road service equipment.
- Measure the wheelbase of the tow truck, which is the distance in inches from the center of the front axle to the center of the rear axle.
- Measure the rear overhang, which is the distance from the center of the rear axle to the point of pick-up. With a tow sling or tow bar, measure to the cross bar. With a wheel lift, measure to the center of the wheel lift or to the center of the wheel being lifted. Measure with the wheel lift extended to 85 inches for class A and B tow trucks, and 100 inches for class C and D tow trucks.

NOTE: This formula can also be used for three and four axle tow trucks. For a three-axle tow truck, measure the overhang from the center of the two rear axles. For a four-axle tow truck, measure from the center of the middle rear axle (refer to diagrams on page EE-11). For a tow truck with more than four axles, refer to manufacturer specifications. Overhang measurements of a tow bar or tow sling shall only be used if the tow truck is not equipped with a wheel lift (class D only).

With these measurements and a calculator, the maximum lifting capacity can be determined while retaining 50% of the truck's unladen front axle weight on the front

axle. This weight measurement, coupled with the wheel lift and under lift ratings, will assist in determining the proper class of tow truck.

The wheel lift and under lift ratings as noted on the 234B are as follows:

- Class A tow truck: Wheel lift rating – 85” extension 3,000 pounds.
- Class B tow truck: Wheel lift rating – 85” extension 8,000 pounds.
- Class C tow truck: Under lift rating – 100” extension 12,000 pounds.
- Class D tow truck: Under lift rating – 100” extension 16,000 pounds.

The formula is: One half of the unladen front axle weight multiplied by the wheelbase (in inches), divided by the overhang (in inches).

For example:

- After weighing a tow truck it is determined that the front axle weight is 4000 pounds. With a tape measure it is determined that the wheelbase of the tow truck is 140 inches and the wheel lift overhang is extended to 85 inches.
  - $0.5 \times 4000 \text{ pounds} \times 140 \text{ inches}$ , divided by an overhang of 85 inches = 3294 pounds. This amount (3294 pounds) is the maximum weight that can be lifted with this tow truck with an 85 inch overhang, while still retaining 50% of the unladen front axle weight on the front axle. Per this example, this tow truck would be rated as class A.
- c. Before the inspection begins, be sure to place chock blocks against the drive axle wheels. This will prevent the vehicle from rolling while the parking brake is released.
- d. The vehicle’s engine should be shut off and the transmission should be in neutral or park.
- e. Necessary equipment should include the following items:
1. Channel locks.
  2. Tire tread depth gauge.
  3. Tape measure.
  4. Small screw driver.
  5. Soap stone.
  6. Wheel blocks.

7. Flashlight.
8. Small six-inch ruler.
9. Safety glasses.
10. Protective hat.
11. Gloves.
12. Portable scale.

2. WALK AROUND INSPECTION. The walk around inspection should cover the following items:

- a. All lighting equipment.

(1) Check head lamps (high and low beams and beam indicator on dash), taillamps, stop lamps, turn signals, reflectors, clearance lamps (vehicles 80 inches or more in width), backup lamps, portable extension lights (drag lights), license plate lamp, and amber warning lights.

(2) Let the amber warning lights run for a few minutes to make sure they do not jam.

- b. Mirrors.
- c. Windshield.
- d. Windshield washer fluid reservoir.
- e. Windshield wipers.
- f. Horn.
- g. Fuel tank and fuel cap.
- h. Tire/wheel condition.

(1) Tires. If the GVWR is over 26,001 pounds, tread depth of steering axle tires must be 4/32 inch or more and tires on all other axles must be 2/32 inch or more.

(a) Make sure the tires are not in contact with any part of the vehicle, including each other in a dual set.

- (b) Check the load limit stamped on the tire. The weight of the load cannot exceed this number.
- (c) Check the inflation by thumping the tire with a sturdy object such as channel locks. The tire should sound full and the wrench should rebound easily.
- (d) Make sure the cord is not visible on the sidewall or on the tread area.

(2) Wheels.

(a) Check the wheels for cracks. The following items are considered out-of-service:

- 1 A single crack three inches or more in length.
- 2 A crack extending between any two holes (including hand holes and center holes).
- 3 Stud holes 50 percent or more elongated.
- 4 Lug nuts loose, missing, or broken. Tow operators on the CHP rotation list are expected to have all lug nuts present and properly secured. Out of service conditions are as follows:

- a On a 10 lug wheel - 3 anywhere or two adjacent.
- b On an 8 lug wheel or less - 2 anywhere.

(b) All wheel covers which prevent the inspection of the area between the lug nuts must be removed prior to inspection.

- i. Mud flaps/fenders.
- j. Broom, shovel, covered trash can with absorbent, fire extinguisher with current fire marshal's tag, and emergency roadside warning devices (reflectors).
- k. Identification signs.
  - (1) Make sure identification signs include the company name, address, and phone number.
  - (2) Make sure the signs are permanently affixed to both sides of the vehicle.
- l. Master cylinder. Check the master cylinder fluid level. It is usually located under the hood on the driver's side. The cylinder should be topped off. Less than ¼ full is an out-of-service condition.
- m. All required tow/recovery equipment found on CHP 234B.

(1) Check condition of underlift or wheel lift and pivot pin. There should not be much movement (side to side or up and down) from the hydraulic equipment.

(2) Check all mount bolts that secure the towing/recovery equipment to the vehicle.

(3) When inspecting a car carrier, have the driver slide the bed back so the condition of the slide pads and bed locks can be checked. The slide pads should be adequately lubricated and the bed locks should not show substantial wear.

n. Vehicle registration.

### 3. EQUIPMENT INSPECTION.

a. After completing the walk around inspection, an inspection of the undercarriage shall be done. This shall include brakes, steering, suspension, exhaust, and frame. The following are guidelines for proper inspection of these components.

#### (1) Service Brakes.

(a) Make sure no mechanical equipment is missing or broken.

(b) Check all hydraulic lines for leaking, seeping, or bulging. No fluid lines should be restricted, crimped, cracked, or broken.

(c) Check pedal reserve. While the engine is running, depress the brake pedal with your hand. The pedal should not go all the way to the floor. It may take two times to get an accurate indication.

(d) Check to see if the hydraulic system has air assist or vacuum assist. There will be a gauge on or under the dash indicating either psi or inches of mercury. A low reading on this gauge indicates an imminent brake failure.

1 Check this system by having the driver pump the brake pedal until either a light or a buzzer activates. This should happen at not more than 75 psi and not less than 55 psi for air assist brakes. Vacuum assist brakes also must have a warning system. This warning system must activate when the vacuum supply system drops to eight inches of mercury or less.

2 Make sure that no vacuum hose or line is restricted, crimped, cracked, broken, or collapsed when vacuum is applied, nor abraded through outer cover-to-cord ply.

(e) Check rotors for cracks (make sure you are looking at a crack and not a heat check). Heat checks look like small lines on the surface of the rotor; cracks extend through the rotor itself. This can be seen by looking at the edge of the rotor.

(f) Look for scoring on the rotor. This is caused by a brake lining that has worn to the rivets or metal fastener. The rivets that are used to hold the shoe in place leave grooves on the surface of the rotor. The rotor surface should be smooth and shiny.

(g) Look for oil contaminated brakes. If the brake itself appears oil soaked (wet oil on or dripping from brake), the vehicle should be placed out-of-service until the oil leak is repaired and brake surface has been cleaned.

(h) Check for full application of the calipers while the driver applies the foot brake. There should be movement of the brake linings against the rotor surface.

(2) Parking Brakes.

(a) Check the parking brake by asking the driver to apply the parking brake, then tap the brake drum (outer cover) with a metal object such as channel locks. It should sound dull. Ask the driver to release the brake and tap the drum again. It should now ring. This indicates that the brake applies and releases adequately. Most small trucks will have the parking brake located just behind the transmission, on the drive line. If the brake is not located on the drive line, it may be in one of the following locations:

1 On the rear axle, indicated by a small cable running down the left side of the vehicle or down the center and splitting off to both sides of the rear axle.

2 On the rear axle, indicated by two small canisters, one on each side just behind the axle. The engine must be running to check for adequate release of this type of parking brake.

(b) Check these brakes the same way as the previously described brake system, by tapping the drum while brake is applied and unapplied. The type with the cable will also show movement of the cable when the brake is applied.

(3) Exhaust System.

(a) Make sure there are no exhaust leaks under the vehicle that would permit entry of fumes into the driver's compartment.

(b) Make sure that no part of the exhaust system is located so that it would cause heat damage to the electrical wiring system, the fuel supply, or any combustible part of the vehicle.

(4) Frame.

(a) Check frame rails for cracks in the web or bottom flange. Pay special attention to the area around the steering gear box and the frame near the rear axle of car carriers. A vehicle with a crack in any frame or support of the vehicle, which may cause shifting or collapse of the body onto moving parts, should be placed out-of-service.

(b) Check all body to frame mount bolts. When checking any bolt for tightness, always attempt to loosen the bolt.

(5) Fuel System.

(a) Look for any fuel leaks, loose fuel tanks, or a missing fuel cap. This includes other items used as fuel caps, such as rags or pieces of plastic.

(6) Steering.

(a) Check for free play in the steering wheel. (Refer to the table in HPM 82.6.)

(b) Check steering wheel securement, loose or missing mechanical parts, loose or missing mount bolts, and any obvious welded repair.

(c) Make sure that the connection at the pitman arm is tight, with no slack in movement. The pitman arm is located at the steering gear box, connected by the sector shaft. (Refer to HPM 82.6, Commercial Enforcement Manual.)

(d) Make sure there is no up and down movement of the drag link and tie rod ends. Rotational movement is acceptable. (Refer to HPM 82.6.)

(e) Check the clamp bolts and threaded joints for looseness.

1 Check all steering components by having the driver rock the steering wheel back and forth as you conduct your inspection of these items. If a possible violation exists and the vehicle has power steering, ask the driver to start the engine and check the components again.

2 If excessive motion is visible, the vehicle is in violation. **Please use safety when inspecting a vehicle while the engine is running.**

(7) Suspension.

(a) The following items would constitute an out-of-service condition:

1 Any U-bolts or other spring to axle clamp bolts are cracked, broken, loose, or missing.

2 Any spring hanger or other axle positioning part is cracked, broken, loose, or missing, resulting in the shifting of the axle.

3 Twenty-five percent or more of the leaves in any spring assembly are broken.

4 Any leaf or portion of any leaf in a spring assembly is missing or broken with separation.

5 Any broken main leaf in a spring assembly. A main leaf is any leaf in an assembly, if it extends from hanger to hanger.

(b) Look for one or more leaves displaced in a manner that could result in contact with a tire, rim, brake, or frame. Shifting of leaves may be an indication that a U-bolt is loose.

(c) Look for broken torsion bar springs in a torsion bar suspension. (Refer to HPM 82.6.)

(8) Wire Rope.

(a) Determine the type and class of wire rope being used. The strand type can be determined by counting the number of strands and the number of wires per strand.

(b) Check the specific requirements for each class of truck listed on the CHP 234B. All tow trucks are required to use a 6x19 class. The 6x19 class should have 6 strands with 19 wires per strand.

(c) The following is a list of possible damage to look for:

1 Stranded ropes. (A displacement of one or more strands from their normal lay.)

2 Knotted.

3 Crushed.

4 Excessively rusty.

5 Kinked.

6 Badly worn.

7 Twelve or more wires broken in a lay length. A lay length is the distance in which one strand completes one wrap around the rope.

8 Other visible evidence of loss or strength.

(d) Check the types of eyes being used. The following is a list of possible eye types:

1 Swaged fitting.

2 Pressed sleeve.

3 Splicing.

4 Zinc-filled socket fitting. U-bolt clips are not permitted.

(9) Chain.

(a) The CHP 234B states that alloy chain or Original Equipment Manufacturers (OEM) chain is to be used. Chain types will be indicated by an embossed stamp on the links of the chain. If the stamp is illegible, it is an indication that the chain is overly worn and should be replaced. To determine the type of chain, look for the following:

1 The letters A or HT embossed on chain links. These letters indicate Alloy or High Test.

2 The letter G followed by a number such as 43 (HT) or HA800 (A) embossed on chain links. These numbers indicate Grade 43 (HT) or Grade 80 (A).

(b) Look for these other indications of damage which may include:

1 Stretched links.

2 Excessive wear.

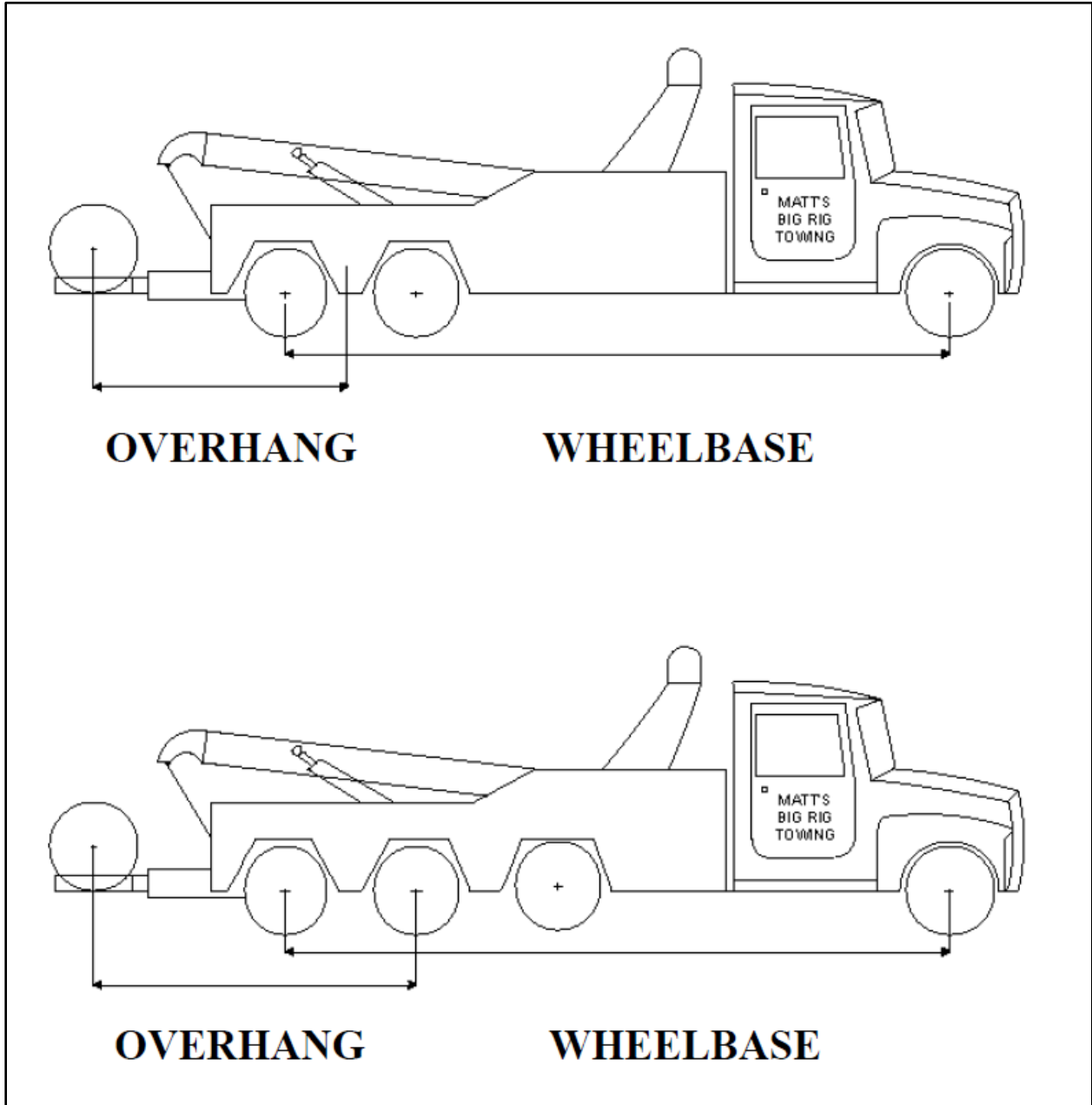
3 Cracked welds.

4 Bent or twisted links.

5 Nicks, scoring, gouges, or pits.

(c) The damage listed above may appear to be minor, but may serve as a stress riser. The critical location for the defects listed above is at the ends of the link and the area surrounding the ends. This includes the rounded

shoulders of the link barrel. Chain found with this type of damage can be used in an emergency, but must be replaced before being used again.



## TOW DISTRICT DESCRIPTION (CHP 234C)

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>TOW DISTRICT DESCRIPTION</b> CHP 234C (New 6-89) OPI 061		AREA AND DISTRICT NUMBER	DATE	
ENROLLMENT PERIOD <input type="checkbox"/> Open <input type="checkbox"/> Limited				
GEOGRAPHICAL DESCRIPTION				
WAIVER OF REQUIREMENTS				
OPERATIONS/TOW TRUCKS	CLASS A	CLASS B	CLASS C	CLASS D
Number of Operators				
Number of tow trucks				
Hourly rate range				
Storage rate, outside				
Storage rate, inside				
Response time, day				
Response time, night				
COMMENTS				
AREA COMMANDER APPROVAL _____		DIVISION APPROVAL _____		
DATE _____		DATE _____		

C234C302.pdf

CRIMINAL CONVICTION DISQUALIFICATIONS  
FOR ROTATION TOW OPERATORS/DRIVERS (*Revised 06-02.*)

1. GENERAL. Listed below is a synopsis of California Highway Patrol (CHP) violations and recommended length of suspensions or termination from the Rotation Tow Program. Element 15 (C and D) of the Tow Service Agreement (TSA) contains criminal convictions for which a tow operator or tow truck driver may be denied application, suspended, or terminated from the CHP rotation tow list.

2. PERMANENT.

1. All felony convictions addressed under Element 15 (C and D) of the TSA, not specifically listed in this set of standards, shall result in permanent disqualification from the CHP rotation tow list.

2. Any three same section misdemeanor convictions addressed under Element 15 (C and D) of the TSA shall result in permanent disqualification from the CHP Rotation Tow Program.

3. TEMPORARY.

a. All misdemeanor convictions addressed in Element 15 (C and D) of the TSA and not specifically addressed within this Annex shall result in a five-year suspension from the Rotation Tow Program.

b. An operator/driver shall be disqualified for a conviction of the following if the violation occurred within the previous seven years.

(1) Felony gross vehicular manslaughter while intoxicated - Section 191.5 Penal Code (PC).

(2) Felony driving under Influence (DUI) causing injury/death – Section 23153 Vehicle Code (VC).

c. An operator/driver shall be disqualified for a proven history of convictions for driving under the influence of alcohol and/or drugs. This shall include three misdemeanor convictions of DUI within the previous seven years or any consecutive year DUI conviction. The authority for this administrative action is contained in the TSA, Element 15, Section B.

d. The following felony criminal convictions shall result in a ten-year suspension:

(1) Section 261.5 PC - Statutory rape.

(2) Section 273(a) PC - Cruelty to child.

- (3) Section 273(d) PC - Infliction of corporal punishment of child which results in traumatic conditions.
- (4) Section 450 PC - Arson.
- (5) Section 453 PC - Possession of fire bomb.
- (6) Section 459 PC - Burglary.
- (7) Section 470 PC - Forgery.
- (8) Section 477 PC - Counterfeiting money.
- (9) Section 484(e) PC - Theft of access card. (i.e., bank, phone, or credit card)
- (10) Section 484(f) PC - Forgery of access card or signature.
- (11) Section 484(g) PC - Fraudulent use of access card.
- (12) Section 487 and 489 PC - Grand theft, including theft of firearm.
- (13) Section 496 PC - Receiving stolen property.
- (14) Section 503 PC - Embezzlement.
- (15) Section 2800 VC - Evading a peace officer.
- (16) Section 10851 VC - Vehicle theft.
- (17) Section 20001 VC - Hit and run collision causing injury/death.

## TOW OPERATOR/DRIVER INFORMATION (CHP 234F)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>TOW OPERATOR/DRIVER INFORMATION</b> CHP 234F (Rev. 2-13) OPI 061					
Instructions: Please type or print clearly. Form must be filled out completely.					
OPERATOR/DRIVER FULL NAME (FIRST, MIDDLE, LAST)				DATE OF BIRTH	
LIST ALL ALIASES (USE ADDITIONAL PAGES IF NECESSARY)					
STATES LIVED IN, EXCLUDING CALIFORNIA, DURING LAST SEVEN (7) YEARS					
COMPANY NAME			JOB TITLE/CLASSIFICATION		
DRIVER LICENSE NUMBER		STATE	EXPIRATION DATE	LICENSE CLASS	ENDORSEMENTS
MEDICAL CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO		MEDICAL CERTIFICATE EXPIRATION DATE		OPERATOR/DRIVER ENROLLED IN CSAT (DRUG /ALCOHOL TESTING) PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NUMBER OF YEARS EXPERIENCE AS A TOW TRUCK OPERATOR/DRIVER IN THE FOLLOWING CHP CLASSES:					
Class A: _____	Class B: _____	Class C: _____	Class D: _____		
OPERATOR/DRIVER PRESENTLY ENROLLED IN DMV FULL NOTICE PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO			OPERATOR/DRIVER EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, EXPLAIN CIRCUMSTANCES. INCLUDE MISDEMEANOR/FELONY CONVICTIONS, SECTIONS OF LAW VIOLATED, DATES OF ALL CONVICTIONS AND LOCATIONS WHERE THEY OCCURRED (CITY, COUNTY, STATE, COUNTRY). USE ADDITIONAL PAGES IF NECESSARY.					
I certify the above information is true and correct, and no omissions have been made.					
<ul style="list-style-type: none"> <li>The Operator and Driver are advised that giving false information to a peace officer, either orally or in writing, is a misdemeanor pursuant to Vehicle Code Sections 20 and 31. A failure to disclose any felony and/or misdemeanor convictions shall be cause for denial of the CHP 234F.</li> </ul>					
OPERATOR/OWNER'S SIGNATURE				DATE	
TOW DRIVER'S SIGNATURE				DATE	
RECEIVING OFFICER'S NAME		ID NUMBER	DATE		
FOR CHP USE ONLY:					
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED					
If an individual is not approved, provide tow operator with a written reason for the action and attach a copy of the reason to this fom.					
Destroy Previous Editions					
Chp234F_0419.pdf					

CHP 422C, POST-STORAGE HEARING CHECKLIST  
(Revised 12-03.)

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

POST-STORAGE HEARING CHECKLIST

For Vehicle Code Sections 14602.6 and 22651(P)

CHP 422C (Rev. 1-16) OPI 061

**NOTE:** Press the Enter Button - or click in the appropriate field - to toggle between a check mark, an "N/A" or to clear the field.

*If an item does not pertain to the hearing, write "N/A" in the space provided.*

\_\_\_\_\_ Ensure appropriate impound authority section exists. Section 14602.6 VC does not provide for the impoundment of a vehicle when the:

- driver license is expired
- driver is driving out of class
- driver license is suspended for no proof of insurance
- individual's driving privilege has been suspended for Welfare and Institutions Code 11350.6 (non-payment of child support)

*NOTE: For the above situations, Section 22651(p) VC should be used.*

\_\_\_\_\_ Ensure the suspension section is correct. The original suspension must be one of the following Sections: 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4, or 14601.5 VC.

\_\_\_\_\_ Ensure a citation is issued for one of the above offenses when there is sufficient evidence to establish a violation.

\_\_\_\_\_ Ensure the appropriate driver license suspension authority exists when a vehicle is impounded for 30 days, Section 14602.6 VC. The suspension authority must fall between Sections 13200 through 13376 VC to be lawfully held for the 30-day impoundment period. If the suspension authority falls outside Sections 13200 through 13376 VC, the vehicle must be released immediately pursuant to Section 14602.6(d)(1) and (d)(2) VC.

\_\_\_\_\_ Ensure a valid service order exists for either Section 14602.6 or 22651(p) VC. "Good service" refers to when a person's driving privilege is suspended and the driver has knowledge of such action. The service order must be one of the following:

- A - Certified Mail
- B - Served or Signed document on file
- D - Personal service document on file
- H - Acknowledge, no signature
- J - Written notice served by officer
- M - Verbal notice document on file
- P - Personal service

\_\_\_\_\_ Ensure notification is mailed to the Registered Owner and Legal Owner within two days as required by Section 22852(b) VC.

\_\_\_\_\_ When a vehicle is impounded for Section 14602.6 VC and the vehicle is released prior to the end of the 30-day impoundment period, ensure:

- \_\_\_\_\_ an early release letter is completed (HPM 81.2, Annex J)
- \_\_\_\_\_ a copy is given to the registered owner, legal owner, or agent requesting release
- \_\_\_\_\_ a copy is affixed to the post-storage hearing package
- \_\_\_\_\_ the original early release letter is attached to the CHP 180, Vehicle Report

*DO NOT USE THE STIPULATED VEHICLE RELEASE AGREEMENT (SVRA) FORM. The SVRA is for vehicle forfeiture only, Section 14607.6 VC.*

CHP 422C (Rev. 1-16) OPI 061 (Page 1 of 2)

Chp422C\_0116.pdf

CHP 422C, POST-STORAGE HEARING CHECKLIST  
PAGE 2 (*Revised 12-03.*)

\_\_\_\_\_ Advise the individual requesting the post-storage hearing of the decision. Inform the individual that the Area is not the final level of review, and the finding could change when reviewed by the field Division or Research and Planning Section (RPS).

\_\_\_\_\_ When the impoundment is lawful, provide RPS via Division three complete packages of the following documents:

- \_\_\_\_\_ the original plus two copies of the CHP 422B
- \_\_\_\_\_ three copies of the CHP 180
- \_\_\_\_\_ three copies of all other applicable supporting documents (Driver License printout, registration printout, etc.)
- \_\_\_\_\_ three copies of the post-storage hearing checklist (CHP 422C)

\_\_\_\_\_ When the impoundment is unlawful, provide RPS via Division five complete packages of the following documents:

- \_\_\_\_\_ the original plus four copies of the CHP 422B
- \_\_\_\_\_ five copies of the CHP 180
- \_\_\_\_\_ five copies of the invoice indicating description of vehicle, date of towing and storage, who to pay, and how much
- \_\_\_\_\_ five copies of all other applicable supporting documents (Driver License printout, registration printout, etc.)
- \_\_\_\_\_ five copies of the post-storage hearing checklist (CHP 422C)

\_\_\_\_\_ CHP 422B, post-storage hearing package sent to appropriate field Division for review and approval within five working days of the hearing.

**APPEAL PROCESS** - Hearings determined to be lawful by the Area may be appealed:

1. through the court system (court order),
2. by submitting one of the following claim forms:

\_\_\_\_\_ Use a CHP 287, Claims of \$1,000 or Less, for claims less than \$1,000. This form can be located on the departmental intranet, forms. Refer to HPM 81.2, Vehicle Procedures Manual, Chapter 4 and Annex V. Also refer to HPM 11.1, Administrative Procedures Manual, Chapter 9 for processing this form.

\_\_\_\_\_ Use a Victim Compensation and Government Claims Board form, VCGCB-GC-002, for claims more than \$1,000. Refer to HPM 81.2, Vehicle Procedures Manual, Chapter 4 and Annex W. This form can be accessed on-line at [www.vcgcb.ca.gov](http://www.vcgcb.ca.gov).

ARB "REQUEST TO STORE VEHICLE" FORM #ED-001 (*Revised 07-02*)



State of California  
California Environmental Protection Agency  
AIR RESOURCES BOARD  
ED - 001 (New 1/02)

1001 "I" Street  
Sacramento, CA  
95812-2815  
(916) 322-7061

**REQUEST FOR VEHICLE TO BE PLACED OUT OF SERVICE  
BY THE CALIFORNIA HIGHWAY PATROL**

To: **Department of California Highway Patrol**

Facility: \_\_\_\_\_  
Address: \_\_\_\_\_

STORING AGENCY: AIR RESOURCES BOARD ENFORCEMENT DIVISION

Sacramento (916) 322-7061       El Monte (626) 450-6161

Pursuant to California Vehicle Code Section 27159, the Air Resources Board requests the California Highway Patrol to remove the following motor vehicle from service and order it stored:

CITATION NUMBER \_\_\_\_\_

Vehicle License: \_\_\_\_\_ VIN: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
ARB Supervisor Approving Storage Request (Print Name)

\_\_\_\_\_  
ARB Inspector Requesting Storage Request (Signature)

\_\_\_\_\_  
Date

This vehicle was cited on \_\_\_\_\_ for violation of Health & Safety Section 44011.6 (h) and became delinquent on \_\_\_\_\_. A civil penalty of \$ \_\_\_\_\_ remains unpaid.

Note: ARB Verification by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Vehicle Operator \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tow Company: \_\_\_\_\_  
(Release through the Air Resources Board)

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

**Attention Vehicle Owner:**

Under the provisions of Section 22852 Vehicle Code, you have the right to a hearing to determine the legality of this storage. If you choose to contest the legality of this storage, you must request the hearing in writing, in person, or by telephone at the office identified as the storing agency on this form. The vehicle storage hearing is an informal process to determine whether or not a vehicle was stored legally. Your request for a hearing must be received within ten (10) days from the date of this notice.

Officer: \_\_\_\_\_  
Name of CHP Officer Ordering Vehicle Impound

\_\_\_\_\_  
Date

White: CHP    Canary: Tow Operator    Pink: Vehicle Operator    Goldenrod: ARB-Sac    Green: File/Local

LEGISLATIVE INTENT OF 14602.6  
*(Revised 05-03.)*

**MOTION TO PRINT IN JOURNAL**

Senator Kopp moved that the following letters be printed in the Journal.  
Motion carried.

Sacramento, August 31, 1994

*The Honorable Bill Lockyer*  
*Senate President pro Tempore*

Dear Senator Lockyer: This letter is to ensure accurate interpretation of two provisions of Senate Bill 1758 related to the operation of vehicles by unlicensed drivers. With respect to the vehicle impound and storage provisions in Vehicle Code Section 14602.6, SB 1758 is intended to address culpable conduct by the owner-operator of a vehicle. It is not intended to impose a 30-day impound penalty on a vehicle owner under the following circumstances: when the vehicle has been stolen; when the vehicle is subject to bailment and driven by an unlicensed employee of a business establishment, including a parking service or repair garage; or when the owner has not knowingly allowed an unlicensed person to drive. With respect to the provisions of Vehicle Code Section 14604, it is intended that lenders and lessors have complied with the requirement to make a "reasonable effort or inquiry to determine whether the prospective driver possesses a valid driver's license" if the lender or lessor has inquired whether the borrower or lessee has a valid driver's license at the inception of the vehicle loan or lease.

Sincerely yours,

SENATOR QUENTIN L. KOPP

Sacramento, August 31, 1994