



<b>Policy Number:</b>	2.027
<b>Originating Office:</b>	University Police Department
<b>Responsible Executive:</b>	Vice President for Administration & Technology
<b>Date Issued:</b>	07/27/2012
<b>Date Last Revised:</b>	07/27/2012

# Vehicle Immobilization & Towing

## Policy Contents

- I. Reason for this Policy.....1
- II. Statement of Policy .....1
- III. Definitions.....1
- IV. Procedures .....2
- V. Related Documents, Forms and Tools.....3

## I. REASON FOR THIS POLICY

Reduce unauthorized or illegal parking on the campus of the University of South Dakota.

## II. STATEMENT OF POLICY

The University Police Department utilizes the process of immobilizing (booting) vehicles that are in violation of the parking rules and regulations. Although vehicles may still be towed under certain circumstances, the process of booting or immobilizing a vehicle is an enforcement technique that is an easier and a less expensive alternative when compared to the cost of towing.

## III. DEFINITIONS

**WHEEL BOOT:** A device designed to prevent vehicles from being moved. It consists of a clamp that surrounds a vehicle wheel, designed to prevent removal of both itself and the wheel.

## IV. PROCEDURES

Any University Police Officer may order the towing or immobilization of a vehicle. Reasons for immobilization include, but are not limited to the following:

- A motor vehicle that displays an altered, defaced, duplicated, counterfeited permit, or is displaying a permit that has been reported to the University Police Department as lost or stolen.
- Vehicle or customer parking account owing \$200 or more, (Customer accounts may be comprised of more than one license plate number that in combination, amount to \$200 or more).
- Frequent Violator status (Failure to respond to five or more parking violations)
- A motor vehicle does not display any license plate, and/or does not have a Vehicle Identification Number (VIN) that can be read.
- A motor vehicle that blocks, hinders, or obstructs a legally parked vehicle, crosswalk, sidewalk, handicapped access area, service drive, or loading zone.
- Because of limited parking facilities and the increasing demand of space, a vehicle will not be allowed to occupy a parking space when in an inoperable condition for a period exceeding 24 hours. If the University Police Department is not notified, a notice of violation will be issued to the Vehicle. If the vehicle is not moved, it may be towed at the owner's expense.

In all cases when an auto-boot immobilizer is utilized to disable a vehicle, the officer placing the boot on the vehicle will immediately place a completed "Warning Immobilization Notice" on the windshield (driver's side) of the vehicle and/or on the driver's side door. If you find such a notice on your vehicle, contact University Police Department immediately.

- Do not attempt to move a vehicle that has been booted. Moving the vehicle backwards or forwards may cause damage to the vehicle and/or boot.
- The vehicle will be towed and impounded at the owner/driver's expense if any person(s) attempts to remove or tamper with an immobilization locking device (wheel boot) on a vehicle after being installed.
- Any person(s) who tampers with or damages an Immobilizer (wheel boot) will be held responsible for any and all damages to university property and may be referred to Student Rights and Responsibilities and/or face criminal charges.
- The "Immobilizer" (wheel boot) replacement cost is \$500.00 regardless to the extent of damages.
- Once the fines have been paid, dispatch will send an officer to release the boot.
- If your vehicle was towed contact UPD and make arrangements to pay all fines and fees. No vehicle impounded pursuant to this order shall be released until all fines and late fees have been paid.

---

## V. RELATED DOCUMENTS, FORMS AND TOOLS

Parking Rules and Regulations - <http://www.usd.edu/administration/university-police/parking>