

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: NOVEMBER 21, 2019 - 1300 HOURS

NUMBER: OR 19-28R

SUBJECT: NetRMS Vehicle Impound Reports

COST CENTER: 1914171115

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 7.08

All police tows (impounds) have previously been documented on an ARJIS-11 form and sent through inter-office mail to Records Division for processing notices to owners. The implementation of NetRMS allows the use of electronic impound reports that will reduce processing delays.

In addition to the NetRMS report, effective December 9, 2019, officers **MUST** complete a Tow Signature Form (PD-571) for each vehicle towed. A case number must be obtained to complete the impound report in NetRMS. Officers may use a single CAD Event Number for "Special Details" as multiple case numbers may be obtained from a single CAD Event Number.

The first batch of the forms have been ordered for all patrol commands, including Traffic Division. The forms will be mailed inter-office to each command. Additional forms can be ordered by individual commands on an as needed basis from the City Print Shop using form number PW/PS-571 SDPD Tow Signature Form PD-571.

Please read at squad conferences and give a copy to all personnel.