

TOWNSHIP OF EGG HARBOR

2017

ROTARY TOW APPLICATION



**Raymond Davis**  
Chief of Police

## DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

3515 BARGAINTOWN ROAD  
EGG HARBOR TOWNSHIP, NJ 08234-8321



(609) 926-4036  
FAX: 926-4004

**Dear Valued Rotary Tow Vendor:**

The Township Clerk has provided a copy of the Township's 2014 Rotary Tow ordinance (Chapter 190). As you are aware several changes were passed into law that will impact your operations. Please review and sign below indicating that you have read Egg Harbor Township Ordinance, Chapter 190, "Rotary Towing and Storage", and understand the changes that will impact your operations.

Thank you for participating in this year's Rotary Tow Application Process.

Sincerely,

**Raymond Davis**  
Chief of Police

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

Signature: \_\_\_\_\_

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

## ROTARY TOW LIST DETAIL SHEET

TOW COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

- Application form and non-refundable fee of \$500
- List of all employees
- List of all drivers and driver's license number for each driver
- Photo identification and uniforms for employees
- Detailed list of equipment
- Vehicles identified as per ordinance
- Manufacturer's certification of the lifting capacity of all tow/lift vehicles
- Tow vehicles equipped as required by specification sheet
- Amber light permits
- Rates posted in a conspicuous place at the contractor's place of business (must be visible to the public)
- Printed rate cards
- Record book of ALL Township-towed vehicles
- Equipment lease(s)
- Valid mercantile license
- Insurance as required by the rules and regulations (copies of certificates to be submitted to the Township naming the Township of Egg Harbor as an additional insured/certificate holder)
- Request for Criminal History
- Completed indemnity and hold harmless agreement
- Affirmative action (2 forms)
- § 190-4 Application and licensure.**
  - A. An individual or entity seeking placement on the rotary list shall be required to submit a completed rotary tow application between September 1 and September 30 to be considered for the following year's tow rotation.
  - D. Applications will not be accepted between January 1 and September 1 of the towing calendar year.
  - I. An individual or entity seeking placement on the rotary list who fails to meet the application's requirements shall have up to seven days prior to the awarding of the following year's rotary tow list to make corrections or additions. Failure to meet this requirement will prohibit the applicant from participating in the intended year's rotary tow list.
  - J. The Township of Egg Harbor will award four rotary towing licenses annually. A lottery will be held in the event that more than four qualified applicants exist. The Township of Egg Harbor has chosen a method of random selection which ensures that every qualified rotary tow applicant has an equal chance of being selected each and every time a selection takes place. The Township of Egg Harbor shall permit representatives of the affected rotary tow companies to witness the selection process. The rotary tow lottery shall be conducted under the direction of the Chief of Police or his/her designee.
  - K. Rotary tow licenses shall be renewed annually between October 1 and December 31 in order to tow in the succeeding year.



**Raymond Davis**  
Chief of Police

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## APPLICATION FOR PARTICIPATION IN ROTARY TOWING AND STORAGE

Business Name \_\_\_\_\_

Corporate Name \_\_\_\_\_

Business Location \_\_\_\_\_

Block/Lot/Unit Number \_\_\_\_\_

Office Location (if different than business location) \_\_\_\_\_

Business Telephone Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

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

List the names, addresses, telephone numbers, and social security numbers of all owners (Corporate officers and persons owning 10 percent or more of the business). If more space is required, please attach additional sheet(s).

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Social Security No. \_\_\_\_\_

Driver's License No./State \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Social Security No. \_\_\_\_\_

Driver's License No./State \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Social Security No. \_\_\_\_\_

Driver's License No./State \_\_\_\_\_

Describe in detail the type of business activity being conducted: \_\_\_\_\_

Are there any additional businesses being conducted by you at this location?  Yes  No  
If yes, please explain: \_\_\_\_\_

Are there any additional tenants conducting business at this location?  Yes  No  
If yes, Name(s) \_\_\_\_\_  
Type of Business \_\_\_\_\_

Days/Hours of licensed activity \_\_\_\_\_  
Area in square feet of licensed business \_\_\_\_\_

Addresses, Block and Lot numbers and dimensions of all storage areas:

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Is security fencing (a minimum of six feet in height), and a gate provided at each storage area?  Yes  No  
If no, will the required fencing be installed prior to starting the contract towing?  Yes  No

If this place of business is rented or leased from another, please provide name and address of owner:

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Has the applicant ever been convicted of any crimes or misdemeanors?  Yes  No  
If yes, indicate date, place, and penalty/punishment imposed \_\_\_\_\_

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List the names, addresses, social security numbers and driver's license numbers of each and every person who will be performing towing services for the applicant and attach a current copy of each person's driver's license to this application.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Driver's License Number/State \_\_\_\_\_  
Number of current points \_\_\_\_\_  
Has license ever been revoked in NJ or other state?  Yes  No  
If yes, which State \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Driver's License Number/State \_\_\_\_\_  
Number of current points \_\_\_\_\_  
Has license ever been revoked in NJ or other state?  Yes  No  
If yes, which State \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Driver's License Number/State \_\_\_\_\_  
Number of current points \_\_\_\_\_  
Has license ever been revoked in NJ or other state?  Yes  No  
If yes, which State \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Driver's License Number/State \_\_\_\_\_  
Number of current points \_\_\_\_\_  
Has license ever been revoked in NJ or other state? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, which State \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Driver's License Number/State \_\_\_\_\_  
Number of current points \_\_\_\_\_  
Has license ever been revoked in NJ or other state? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, which State \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Driver's License Number/State \_\_\_\_\_  
Number of current points \_\_\_\_\_  
Has license ever been revoked in NJ or other state? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, which State \_\_\_\_\_

If more space is needed, please attach additional sheet(s)

Attach all other documents as required by Egg Harbor Township Towing Chapter 190 and Egg Harbor Township Police Department Directive 94-49.

I state that the answers, statements and declarations made in this application are absolutely true and correct in all respects.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[Seal]



**Raymond Davis**  
Chief of Police

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## TOW EMPLOYEE REGISTRATION

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned attest to the fact that I am an employee of the aforesaid contractor and provide the below information to meet the requirements of the tow contract's "Detail Specifications" entered into by my employer.

(Attach a copy of the employee's NJ Driver's License)

Employee Name \_\_\_\_\_  
Position \_\_\_\_\_ Full or Part Time Employee \_\_\_\_\_  
NJ Driver's License # \_\_\_\_\_  
Eye Color \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security No \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_  
Position \_\_\_\_\_ Full or Part Time Employee \_\_\_\_\_  
NJ Driver's License # \_\_\_\_\_  
Eye Color \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security No \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_  
Position \_\_\_\_\_ Full or Part Time Employee \_\_\_\_\_  
NJ Driver's License # \_\_\_\_\_  
Eye Color \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security No \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_  
Position \_\_\_\_\_ Full or Part Time Employee \_\_\_\_\_  
NJ Driver's License # \_\_\_\_\_  
Eye Color \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security No \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_  
Position \_\_\_\_\_ Full or Part Time Employee \_\_\_\_\_  
NJ Driver's License # \_\_\_\_\_  
Eye Color \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security No \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# Township of Egg Harbor

## INDEMNITY AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_ (Contractor, Individual, Group) agrees to indemnify and hold harmless the Township of Egg Harbor and/or the Atlantic County Municipal Joint Insurance Fund, and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole or in part by \_\_\_\_\_ (Contractor, Individual, Group) negligent act or omission, or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

This indemnification and agreement shall apply in all instances whether Township of Egg Harbor and/or the Atlantic County Municipal Joint Insurance Fund is made a direct party to the initial action or claim or is subsequently made a party to the action by third party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

**Description of Event/Facility/Contract:** \_\_\_\_\_

**Date of Event/Contract:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

 <b>EGG HARBOR TOWNSHIP POLICE</b> <b>DEPARTMENTAL DIRECTIVE</b>	<b>Date Issued:</b> February 7, 2014	
	<b>Date Effective:</b> Immediately	
<b>Directive:</b> <b>GENERAL ORDER</b>	<b>Directive #</b> 14-03	<b>Section #</b> F-1
<b>Subject:</b> <i>Towing, Release, Storage and Auction of Vehicles</i>		

I. Purpose:

This policy is intended to provide guidelines for the proper towing, release, storage and auction of vehicles towed by members of this agency.

II. Policy:

In light of this department's recognition of our states high regard for the privacy interests of motor vehicle operators, it will be the policy of the Egg Harbor Township Police Department to create a standard procedure for impounding, towing and storing motor vehicles and for conducting valid inventories for the property contained in such vehicles.

III. Motor Vehicle Impoundments:

In all cases in which an officer determines that a motor vehicle should be impounded, that officer will immediately advise the shift supervisor/ OIC that a tow has been requested and the reason for the tow.

The requesting Officer's shift supervisor/ OIC, will determine NOT to impound the motor vehicle unless:

The driver or permissive user, if present, consents to the impoundment; or

The vehicle, if not removed, poses a significant danger to other persons or property or safety AND the driver cannot arrange for alternative means of removal; or

The vehicle is subject to seizure under the Motor Vehicle Code; or

That probable cause exists to believe both the vehicle constitutes an instrumentality or fruit of a crime and that absent immediate impoundment the vehicle will be removed by a third party; or

That probable cause exists to believe that the vehicle constitutes part and parcel of a continuing criminal enterprise, an integral part of a crime, or is being used in the furtherance of an unlawful activity and such vehicle is being seized pending forfeiture proceedings pursuant to N.J.S. 2C:64-1 to N.J.S. 2C:64-9; or that probable cause exists to believe the vehicle contains evidence of a crime and that absent immediate impoundment the evidence will be lost or destroyed; or the operator of the vehicle is arrested for *Driving While Intoxicated* (39:4-50) in which case departmental procedures for the handling of intoxicated individuals who are arrested will be adhered to.

Inventories of Lawfully Impounded Motor Vehicles:

Prior to authorizing the inventory of the motor vehicle's contents, the shift supervisor/ OIC will first establish the lawfulness of the impoundment, utilizing the criteria set forth in the above section.

If the shift supervisor/OIC determines that the impoundment is lawful, he or she will then determine whether an inventory of the motor vehicle's contents is permissible.

- A. The shift supervisor/OIC will prohibit a motor vehicle inventory if he finds that:
1. The requested inventory is merely a pretext for a warrantless investigatory search in the absence of probable cause; or
  2. The owner or permissive user of the vehicle is present and has not been given the option of either consenting to the inventory or making his own arrangements for the safekeeping of the property contained in his vehicle.
- B. In the event an inventory is authorized, the shift supervisor/OIC will cause:
1. The inventory to be conducted immediately after such impoundment.
  2. The motor vehicle inventory will cover all areas of the impounded motor vehicle where personal property may be located including the passenger compartment, glove box, trunk and any open or closed containers found therein.
  3. Each item of value found within the vehicle shall be collected, accounted for and properly cataloged and listed on the Egg Harbor Township Police Department "Vehicle/Property" form.
  4. All such property collected and cataloged, other than motor vehicles of any type, shall be secured in the Egg Harbor Township Police Department Property/Evidence Room.
  5. All motor vehicles collected and cataloged shall be secured in the Egg Harbor Township Police Department tow lot, and the Traffic Unit Coordinator shall be apprised of the impoundment and particular reasons therefore.

6. For the purposes of forfeiture proceedings, the shift supervisor/OIC authorizing the impoundment and inventory will cause the cataloging and listing of any and all property seized (including motor vehicles) to be immediately and directly reported to the Criminal Investigation Bureau Commander who will work closely with the prosecutor to facilitate and expedite the necessary forfeiture.

V. Towing Procedure:

- A. When vehicles are being towed to the Municipal Tow Lot, the following procedures will be followed:
  1. Unless the vehicle is being held as evidence or is being impounded, the owner has the option of having their vehicle towed to a location of their choice.
  2. Officers will request a tow truck thru the Communications Center and provide vehicle information to the Communications Officer who will enter the information into the CAD (Computer Aided Dispatch) through the Impounded Vehicles Screen.
  3. The officer will document in block #32 of the Vehicle Property Report whether the vehicle was towed for a motor vehicle crash or for "Other" reasons. If the "Other" reason is for Johns Law, circle the appropriate answer. Also in block #32 the officer will document the date, time and BAC for any John's Law tow, the name of the towing company, the full registration expiration date, the full insurance expiration date, whether the vehicle is drivable and the key hook number when possession of the key is taken.
  4. A sequential number, known as the "control number" will be issued for every vehicle towed. This "control number" will be given to the tow truck operator every time a vehicle is towed.
  5. The officer at the scene will provide the owner/operator with a Tow Information Sheet that has been prepared by the police department. (See Attachment #1)
  6. During normal business hours; prior to the vehicle leaving the scene, the officer having the vehicle towed will notify Communications that the vehicle is being towed to the Municipal Tow Lot. Communications will contact Public Works and advise them that the towed vehicle is en route. Prior to the vehicle leaving the scene, the owner will be given an opportunity to remove valuables, if practical. The vehicle tags will not be removed.

7. After normal business hours; the shift supervisor/OIC will be notified of the tow and an officer will be assigned to meet the tow truck operator at the tow lot. This will be done without delay. The officer assigned to meet the tow truck will notify Communications and will be assigned to the towing officers Call for Service (CFS). In either case, a Property Report for the towed vehicle will be completed by the officer at the scene. This report must be turned in at the completion of the officer's current tour of duty.
8. During normal business hours; the Public Works Department will take possession of the keys for the vehicles towed that day. The shift supervisor/OIC will make arrangements to pick up the keys prior to the Public Works Office securing for the day.
9. After normal business hours; the officer responding to the tow lot will allow the tow truck operator access to the lot and ensure the vehicle is parked appropriately. <sup>3</sup> The officer will then take possession of the keys. The keys will be returned to headquarters as soon as possible. At headquarters, the keys will be placed on the key board in the Records Bureau. The keys will be placed in the vehicle key locker using the pre-numbered tags. The case number, control number and key number will be recorded in the Towed Vehicle Key Log.

**B. Abandoned Motor Vehicles**

1. The registered owner of vehicles towed for abandonment, disabled, etc. shall be notified by the investigating Officer.

**C. Driving While Intoxicated**

1. All vehicles impounded as a result of a *Driving While Intoxicated* arrest (39:4-50) will adhere to departmental procedures for the handling of DWI arrests. In such instances, the vehicle impounded will be held for a period of 12 hours after the time of the arrest, or until such later time as the arrestee or other person claiming the vehicle meets the conditions set forth in the DWI policy.

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<sup>3</sup> Revised: 8-27-01

D. Recovered Motor Vehicles

1. When vehicles are recovered, all personnel are to note at the bottom of the Property Report the name of the person who was contacted regarding the recovery, their affiliation with the vehicle in question, the time and date that they were notified, and the case number of any other agency that was involved.

VI. Tow Operator Responsibilities:

- A. This "control number" is to be placed on the vehicles windshield along with the Tow Company and date of tow. This will be completed by the tow company. A type of grease pencil will be utilized so as to not wear off in the rain.
- B. The Tow Operator will be responsible for properly securing all vehicles in the Township Tow Lot unless otherwise directed by the police. All doors and windows will be closed and locked to prevent vandalism and/or damage from inclement weather.
- C. The tow contractors have been provided with a diagram of the Municipal Lot which explains the proper parking procedures.

VII. Vehicle Holds:

- A. The responsibility of seeing to the proper disposition of the towed vehicle remains with the officer investigating the case.
- B. For example, if a vehicle is towed as a recovered stolen vehicle and the case is handled by the patrol officer, it is that officer's responsibility to notify the owner of record and see to its proper release. If the case is handed off to another officer or detective, the disposition then becomes that investigating officer's responsibility.
- C. Investigative Holds:
  1. After the officer takes all photographs required for the investigation, the case and photographs will be reviewed by appropriate Bureau Commander who will determine whether the vehicle will be released or is to be kept in storage for evidence.
- D. Fatal Crash Holds:
  1. Vehicles involved in fatal accidents will not be released without written approval of the County Prosecutor.

E. Proof of Ownership Holds:

1. Vehicles towed for proof of ownership or other minor charges, officers will immediately release the vehicle upon confirming the ownership information.
2. Officers should refrain from putting "holds" on vehicles for proof of ownership only. Ownership must be produced when persons come to claim and sign a release for their vehicle.

VIII. Vehicle Storage & Release:

- A. New Jersey Public Law 2000, Chapter 61, requires that owners of vehicles who are New Jersey residents and are seeking the release of an impounded motor vehicle must present documented proof that the vehicle is currently covered by a motor vehicle insurance policy. This law applies to all motor vehicles whether the owner seeks to drive the vehicle from the impound lot or have the vehicle towed. This law applies to all motor vehicles seized and impounded, whether for motor vehicle violations, forfeiture, evidence, etc. This law does not apply to the recovery or salvage of the impounded motor vehicle by, or on behalf of, an insurer, financial institution or other lending entity.
- B. The business hours for the tow lot will be from 0830 hours until 1600 hours.
- C. The authorized Tow Service Time shall be based on the time that the incident was called in to the Police Communications Center and the "time stamp" will be the Computer Aided Dispatch (CAD) entry time.
- D. Storage fees will be calculated at a rate of \$20 a day. The first day of storage starts when the incident was called into Police Communications Center. The second day of storage starts at 00:01 hours the next day, and continues for each day thereafter.
- E. In some extraordinary cases a vehicle tow may occur that is not contemporaneous to the date of the incident. In those rare cases the first day of storage shall start on the date that the Tow was requested.
- F. Vehicles Towed to Headquarters will be subject to the same \$20 dollars a day storage fee.
- G. If a principal party produces the proper documentation, any officer has the authority to release a towed vehicle. The releasing officer or employee shall photocopy the identification documents; i.e., valid registration, driver's license, insurance card, and/or "authorization to release" form. The releasing officer/employee shall also give notice to the primary officer or investigator that the vehicle has been released.

- H. If the vehicle is being towed to the Municipal Lot; the vehicle will not be released until the vehicle owner comes to headquarters, pays storage fees, presents proof the tow fees have been paid, valid registration/insurance, if not listed on the property report, and a valid driver's license or other photo identification.
- I. When a vehicle's keys are released, the date will be noted on the Towed Vehicle Control Log in the date section, and initialed. (See Attachment #3)

Example:

Towed Vehicle Key Control Log

Case #	Control #	Key Hook #	Released Date
2012-43160	92619	56	
2012-42432	93653	2	1-25-12

- J. Vehicle owners will be given an information sheet and map which gives the directions to the Municipal Tow Lot. (See Attachment #2)
- K. When releasing vehicles from the Municipal Tow Lot during normal business hours, the Records Bureau Clerk will ensure that the party requesting the release has a receipt from the tow operator indicating that the towing bill has been satisfied. All parties paying storage fees will be given the original copy of the receipt; the carbon copy will remain in the receipt book. The receipt will contain the date, case number, control number, the name of the person from whom the monies are received, amount received and the signature of the person receiving the monies. The monies will be handled in accordance with the established Records Bureau procedures.
- L. Prior to the vehicle owner/agent leaving headquarters, the Records Bureau Clerk who received the monies will telephone Public Works and advise them that the vehicle has been released.
- M. The same administrative procedures will be followed after normal working hours. The officer receiving the monies will place it in a tow envelope. The case number and amount received will be entered on the outside of the envelope and placed in the Evidence wall slot. An entry will be made in the tow log book.
- N. The owner/agent will be allowed to visit the lot to remove essential personal property, which can include medication, school books, eyeglasses, perishable items, etc., take photographs and inspect for insurance purposes.

Items of value removed from the vehicle will be documented as released on a Short Property Report. This visit will take place by appointment only. Tags are not to be removed from any vehicle while it is at the tow yard.

- O. In the event the Police Department requires a vehicle involved in a crime or a fatal motor vehicle accident to be held for investigation, the Chief of Police may, after review of all of the circumstances, waive storage fees incurred up to the date of release.
- P. In extraordinary circumstances the Chief of Police may, after review of all of the facts, may waive a portion of storage fees which have accrued in accordance with Egg Harbor Township Code 190-9.

IX. Title Surrender:

- A. Vehicle owners who have been unable to get their vehicles out of the tow lot for an extended period of time, and have large storage bills, may be given the option to sign their titles over to the Township of Egg Harbor. The tow bill must be satisfied and the owner must have clear title to the vehicle before this option can be considered. The condition of the vehicle, inherent value and possible use are all factors that will be considered in determining if this option will be used. The Chief of Police, or his designee, will make the decisions with regards to accepting vehicle titles in place of storage fees.

X. ATVs And Dirt Bikes:

- A. All-Terrain Vehicle (ATV) Defined: Per NJSA 39:3C-1 - "All-terrain vehicle" means a motor vehicle, designed and manufactured for off-road use only, of a type possessing between three and six rubber tires and powered by a gasoline engine up to 1000 cubic centimeters, but shall not include golf carts or any all-terrain vehicle operated by an employee or agent of the State of New Jersey and used while in the performance of the employee's or agent's official duties.
- B. In order to release towed ATVs, 3 or more wheels, the ATV owner must provide proof of ownership.
  - 1. Dirt bikes defined: Per NJSA 39:3C-1, "Dirt bike" means any two-wheeled motorcycle that is designed and manufactured for off-road use only and that does not comply with Federal Motor Vehicle Safety Standards or United States Environmental Protection Agency on-road emissions standards. These conveyances cannot be registered and are not required to have insurance, have different requirements such as listed below:
- C. The subject attempting to get the dirt bike released must demonstrate proof of ownership:

1. The manufacturer's statement of origin
2. The certificate of ownership
3. A notarized bill of sale.

D. The bill of sale must contain the following:

1. Identity of the seller
2. Identity of the buyer
3. Date of sale
4. The vehicle description including the (make, model, year and serial number).

E. Handwritten notes/bill of sale will not be accepted.

XI. Private Tows:

- A. All private tows will be entered into the CAD system by Communications, using "TOW" as the Call for Service. The tag will be plate checked into the case.

XII. Repossession Tows:

- A. All repossessions will be entered into the CAD system by Communications using "REPO" as the Call for Service. The Communications Officer will run the VIN number to obtain the tag number if it is not provided and plate check the tag into the case. The Shift Supervisor/OIC will be advised of the repossession.
- B. The Communications Officer will run all towed and repossessed vehicles NCIC. If there is a discrepancy in the lookup information and the vehicle description provided, the on-duty Shift Commander will be advised.

XIII. Auction Sales:

- A. The Township will endeavor within 90 days of removal and storage to place a vehicle for auction with an Application for Certificate of Ownership form as required by N.J.S.A. 39:10-A-1 et seq.
- B. Vehicles with Junk Title certificates will be auctioned as statutorily required by N.J.S.A. 39:10A-1 et seq. provided the certificates are processed in a timely manner by the Division of Motor Vehicles.
- C. The sale/auction of these vehicles will be handled through a traditional Auction or a Government Online Auction site chosen by the Township.

Rules and procedures for the online auction of vehicles and or property can be found in General Order 11-## Online Auction Procedures.

- D. The Township will, when necessary, request a waiver from the Department of Community Affairs, Division of Local Government Services.

Once the vehicle is sold at auction and/or becomes possession of the Township, any towing fees due to the towing contractor will be satisfied by the Township. It will be the responsibility of the Township to determine the recommended minimum bid in any auction. Should there be no bidders; the Township will maintain possession of the "Application for Certificate of Ownership" and possession of the vehicle to convert it to another use or attempt to auction it again.

**XIV. Tow Lot Operation and Maintenance:**

The Traffic Unit Coordinator will be responsible for the day-to-day operation of the towed vehicle impound lot. This includes but is not limited to:

- A. Towed vehicle inventory
- B. Proper storage of towed vehicles
- C. Verification of proper release and fee collection will be conducted by the Police and Community Service Bureau Commander and / or designee.
- D. Verification that the proper fee schedule is being applied by the Tow Operators.
- E. Preparation of Towed vehicles for auction.
- F. Submission of monthly inventory and auction report to Chief of Police.
- G. Submission of monthly auction report to Township Clerk's Office

**XV. Towed Vehicle Inventory Procedures:**

- A. Collect daily property reports of towed vehicles. A copy of all towed vehicle property reports shall be filed in the Traffic Office.
- B. The Records Division shall check the Records Office and the evidence locker for receipts from released vehicles and their corresponding fees. Appropriate action shall be taken to rectify any balance discrepancies.
- C. Enter all appropriate information into the spreadsheet file.

- D. Conduct a monthly physical inspection of the tow lot.
  - 1. Verify Vehicle Identification Numbers and mileage.
  - 2. Run all vehicles NCIC/SCIC to insure that they are not listed as stolen.
- E. Prepare all necessary documents in preparation for auction sale of any vehicles left on the tow lot for longer not less than thirty days or more than ninety days; i.e., ISM 87/ISM 88.
- F. Assist with the regularly scheduled vehicle auction.



Raymond Davis  
Chief of Police

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Distribution: Police Manuals  
Briefing

DELETE: General Order 12-08 (F-1)
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INSERT: General Order 14-03 (F-1)
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Revised: February, 2014
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Egg Harbor Township Police Department  
Towed Vehicle Information

On \_\_\_\_\_ your vehicle was towed to the  
Egg Harbor Township Police Vehicle Storage Lot by:

- Point Auto (927-5011)       Tri State (383-8611)  
 Guenther's Towing (641-1377)       Denny's Towing (465-4108)

Refer to Case Number \_\_\_\_\_ and

Control Number \_\_\_\_\_

1. You must first contact the tow company noted above to satisfy their tow charge.
2. Bring the tow receipt you receive from the tow company to this police department showing payment has been made.
3. You will need to bring the vehicle's registration, a current insurance card and your identification.
4. Come to the police department to satisfy the storage bill which has accrued from the date of the tow.
5. You will need to have a tow truck or other appropriate means of removal with you at the time the storage is satisfied.

Vehicle will only be released between 8:30 a.m. and 7:00 p.m.

The fee for storage at the tow lot is \$20 per day starting from the date and time the incident was reported to the police communications center. The storage charges will continue to accrue on a per day basis until you remove your vehicle from our premises.

- The Egg Harbor Township Police Department vehicle storage lot is located at 6120 Mill Road.
- Please contact the Egg Harbor Township police records bureau at 609-926-4055 if you have any questions.
- You will not be permitted to remove belongings from your vehicle prior to the vehicle being released from the tow lot.

If we do not hear from you within the next five (5) business days, a complaint may be filed for Abandonment of a Motor Vehicle under Chapter 39:4-56.5 of the Motor Vehicle and Traffic Laws. This may result in a fine of not less than \$100 nor more than \$400, your license or driving privileges may be suspended or revoked for not more than two (2) years and this vehicle will be disposed of, along with any and all contents, at a public auction.

Your cooperation in removing this vehicle in a timely fashion is greatly appreciated.

Raymond Davis  
Chief of Police

Egg Harbor Township Police Department  
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Raymond Davis  
Chief of Police



**Raymond Davis**  
Chief of Police

# DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

3515 BARGAINTOWN ROAD  
EGG HARBOR TOWNSHIP, NJ 08234-8321

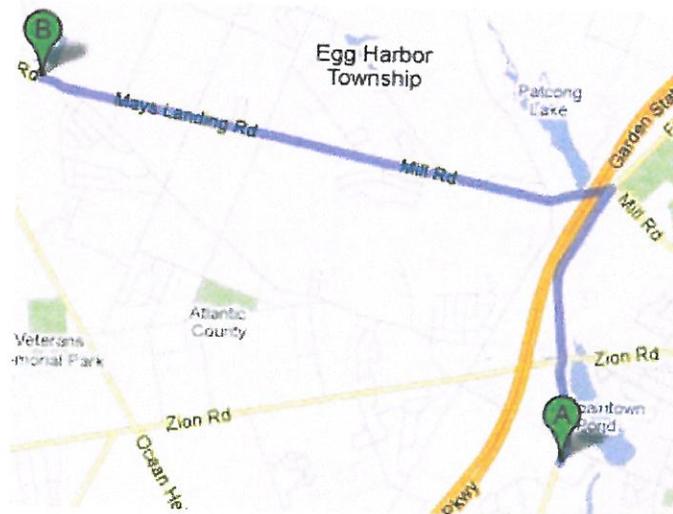


(609) 926-4036  
FAX: 926-4004

CASE NUMBER \_\_\_\_\_  
CONTROL NUMBER \_\_\_\_\_

## DIRECTIONS TO THE IMPOUND LOT

As you exit the Police Department's parking lot, make a left onto Bargaintown Road. Continue on this roadway until you come to the second traffic light (Mill Road). Make a left onto Mill Road and go approximately three miles. The Public Works yard will be on your right hand side just after Tremont Avenue. If you arrive at Ocean Heights Avenue, you just passed the lot.





**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression,

disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan
  - Approval Certificate of Employee Information
  - Report Employee Information Report Form
- AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

# INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

**IMPORTANT:** READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE.** IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

**ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

**ITEM 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

**ITEM 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**ITEM 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

**ITEM 5** - Enter the physical location of the company. Include City, County, State and Zip Code.

**ITEM 6** - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**ITEM 7** - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

**ITEM 8** - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

**ITEM 9** - Enter the total number of employees at the establishment being awarded the contract.

**ITEM 10** - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

**ITEM 11** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

**Racial/Ethnic Groups will be defined:**

**Black:** Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

**Hispanic:** Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

**Non-Minority:** Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

**ITEM 12** - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**ITEM 13** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**ITEM 14** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

**ITEM 15** - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

**ITEM 16** - Print or type the name of the person completing the form. Include the signature, title and date.

**ITEM 17** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

## TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE)** TO:

NJ Department of the  
Treasury Division of Public  
Contracts  
Equal Employment Opportunity Compliance  
P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

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## Memorandum – Township Clerk’s Office

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*To:*

*From*

*:*

*Date:*

*Subj:*     **EMPLOYEE INFORMATION REPORT**

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The subject form is available through the State’s website. Please complete the form per the instructions by going to [http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa302.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa302.pdf)

After completion, it will have to be printed on legal size paper (8.5 x 14).

## Chapter 190. ROTARY TOWING AND STORAGE

[HISTORY: Adopted by the Township Committee of the Township of Egg Harbor 12-18-2013 by Ord. No. 46-2013.<sup>[1]</sup> Amendments noted where applicable.]

### GENERAL REFERENCES

Mercantile licensing — See Ch. 142.

Abandoned vehicles — See Ch. 211.

Vehicles and traffic — See Ch. 213.

[1]: *Editor's Note: This ordinance also provided for the repeal of former Ch. 190, Rotary Towing and Storage, adopted 3-10-1999 by Ord. No. 10-1999, as amended.*

### § 190-1. Purpose.

The purpose of this chapter is to establish, pursuant to N.J.S.A. 40A:11-5(1)(u), a list of licensed tow operators to provide towing services for the Township of Egg Harbor on a rotating basis and to establish, pursuant to N.J.S.A. 40:48-2.49, regulations governing operators engaged in the removal of motor vehicles.

### § 190-2. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

#### **ABANDONED**

Any automobile, truck or any motor vehicle that is left unattended or which is parked on private or public property without the current year's registration or bearing license plates, as required by law, or is positioned so as to constitute an obstruction or hazard to traffic or public safety.

#### **BASE OF SERVICE**

The location where the licensed tow operator stations its tow vehicle(s) when not in use.

#### **BASIC TOWING SERVICE**

The removal and transportation of a motor vehicle at the request or call of authorized personnel or members of the Egg Harbor Township Police Department as may be required when abandoned, disabled, damaged as a result of a crash, illegally parked, recovered after being stolen, or in cases of emergency, from a highway, street or other public or private road, or a parking area, or from a storage facility, and other services normally incident thereto, but does not include recovery of a motor vehicle from a position beyond the right-of-way or berm or from being impaled upon any other object within the right-of-way or berm.

#### **CAR CARRIER or FLATBED WRECKER**

A car carrier shall have a commercially manufactured chassis certified by the manufacturer. The vehicle shall be equipped with a hydraulically powered winch. The tilt bed or slide back shall be hydraulically operated. The vehicle shall also be equipped with tie-down chains, proper safety lights and amber rotation emergency flashing lights.

#### **CONSENSUAL TOW**

A tow beyond the Egg Harbor Township borders which will be negotiated between the customer and the tow company, also referred to as a "private tow."

#### **DAILY STORAGE FEE**

The maximum allowable amount of storage charges to be charged per twenty-four-hour period or fraction thereof. Each new twenty-four-hour period begins at 12:01 a.m.

#### **DECOUPLING**

If the customer changes his/her mind as to the tow company used or if the customer wishes to have the vehicle towed by a third party after the Township of Egg Harbor authorized tower is on site.

#### **DOLLY-WHEELS**

A portable device with wheels that is used in combination with a tow truck to transport automobiles, trucks or other motor vehicles.

#### **GROSS VEHICLE WEIGHT RATING (GVWR)**

Located on the interior door panel or B pillar, it is the maximum allowable total weight of a road vehicle or trailer when loaded (i.e., including the weight of the vehicle itself plus fuel, passengers, cargo, and trailer tongue weight).

#### **ILLEGALLY PARKED**

Any motor vehicle that is parked in a fashion or in a place that is a violation of any parking ordinance or statute of the Township of Egg Harbor, County of Atlantic, and State of New Jersey.

#### **LICENSED TOW OPERATOR**

A towing operator that has complied with all of the provisions of this chapter and whose name appears on the rotary tow list of licensed towing operators maintained by the Township Clerk and the Chief of Police.

#### **LIGHT-DUTY WRECKER**

A light-duty wrecker shall have a commercially manufactured chassis certified by the manufacturer for light-duty towing. Each shall be equipped with a commercially manufactured lifting apparatus with dual rear wheels, safety chains, proper safety lights, rear floodlights and amber rotation emergency flashing lights.

#### **MOTOR VEHICLE**

Includes all vehicles propelled other than by muscular power. This term shall also include tracked vehicles, motorcycles, motorized scooters and mopeds.

#### **MOTOR VEHICLE CRASH**

An occurrence in which a private passenger motor vehicle comes in contact with any other object for which the private passenger motor vehicle must be towed or removed for placement in a storage facility. This includes all situations which are accidental to one person even if caused by the intentional acts of another.

#### **NONBASIC TOWING SERVICES**

All towing services which are in addition to, or in lieu of, basic towing services or private passenger motor vehicle tows, as defined herein.

### **OPERATOR**

Any person who is in actual physical control of a motor vehicle.

### **RESPONSE FEE**

The monetary charge for the presence of a tow truck and operator where no towing service or road service is conducted or supplied.

### **ROADSERVICES**

Providing routine minor maintenance items, refueling or supplying equipment to motor vehicles that are disabled or otherwise inoperable, including calls to assist persons locked out of their motor vehicles.

### **STANDARD CLEANUP**

Any cleanup that includes the use of up to one bag (20 pounds) of oil dry, cleanup of glass and/or car parts that are removable by hand or with hand tools, that are in the crash/incident area, including the point of impact. Any cleanup that does not fall within these parameters shall be considered an excessive cleanup.

### **TOWNSHIP STORAGE FACILITY**

A storage area or lot owned and maintained by the Township of Egg Harbor.

### **TOW VEHICLE**

Only those vehicles equipped with a boom or booms, winches, slings, tilt beds, wheel lifts or under-reach equipment specifically designed and constructed by its manufacturer and maintained by the licensed tow operator for the safe removal and/or transport of motor vehicles.

### **WINCHING SERVICES**

Providing the use of the mechanical cable device attached to a tow truck to move or transport any vehicle where the actual towing of the vehicle does not take place.

## **§ 190-3. Rotary list.**

- A. This chapter hereby establishes a list of licensed tow operators to provide basic and nonbasic towing services for the Township of Egg Harbor on a rotating basis. The Police Department will maintain the rotary list and determine the time period for each rotation. The list of licensed tow operators shall be determined by and under the direct supervision of the Chief of Police.
- B. A towing operator shall be placed on the rotary list in the order in which its application was approved.
- C. Each new licensed tow operator shall initially be placed last on the list.
- D. No licensed tow operator may be listed more than once, and no licensed tow operator shall be permitted to lease its tow vehicles to another licensed tow operator in order to receive multiple listings.
- E. Towing services must be provided on a twenty-four-hour, seven-days-per-week basis. It is required that a tow vehicle be on the site of the event within 15 minutes of the time of the call from the Police

Department. If a licensed tow operator is called and for any reason does not or cannot perform the requested towing service, the next licensed tow operator on the list will be called to perform the towing service.

- F. If no licensed tow operator on the rotating list is able to perform towing services when necessary, the Township is entitled to have said service performed by a tow operator not contained on the rotating list.
- G. During adverse weather conditions or other emergency conditions, all licensed tow operators on the rotating list shall give priority to requests for towing services made by the Police Department over requests made by third parties.
- H. Unless requested by the owner or otherwise required due to exigent circumstances, all vehicles towed pursuant to this chapter shall be stored at the Township of Egg Harbor storage facility.
- I. Failure to comply with the provisions of this chapter may subject the licensed tow operator to removal from the rotary tow list.

#### § 190-4. Application and licensure.

- A. An individual or entity seeking placement on the rotary list shall be required to submit a completed rotary tow application between September 1 and September 30 to be considered for the following year's tow rotation.
- B. All rotary tow applicants are required to complete a form furnished by the Township Clerk, providing any and all information prescribed by the Chief of Police.
- C. All applications shall be accompanied by a nonrefundable fee of \$500.
- D. Applications will not be accepted between January 1 and September 1 of the towing calendar year.
- E. Each rotary tow applicant must be able to demonstrate to the Township that he is thoroughly qualified and experienced in the towing and removal of vehicles of all types and that he has adequate facilities, equipment, expertise, licensing and personnel to perform the services required by these specifications in a manner satisfactory to the Police Department.
- F. The Police Department will conduct a background check of the rotary tow applicant, its officers and employees prior to making a determination of placement on the towing list. Any persistent violations and/or high incidence of motor vehicle accidents in the past 10 years may warrant a driver ineligible. A conviction for a felony will be considered ample reason to disqualify any licensed tow operator unless waived by the Township upon application and for good cause.
- G. A license may be denied, suspended, or revoked upon any of the following grounds:
  - (1) Submitting a fraudulent or misleading application.
  - (2) A criminal conviction of the towing operator or a named principal of the towing operator. Failure
  - (3) to respond reliably and promptly to calls for assistance or any other unsatisfactory performance action which interferes with the proper operation of the rotating system maintained by the Police Department.

- (4) Failure to utilize safe and adequate equipment as defined herein. Violations of
  - (5) motor vehicle laws and/or municipal ordinances.
  - (6) Failure or refusal to tow or remove a motor vehicle when requested to do so by an appropriate municipal official.
  - (7) Violations of the Zoning Ordinance<sup>[1]</sup> or any other applicable ordinances or codes of the Township of Egg Harbor pertaining to the use or condition of the premises used by the licensee in conducting the towing business.  
[1]: *Editor's Note: See Ch. 225, Zoning.*
  - (8) Violations of the provisions of this chapter or any of its rules, regulations, and policies promulgated hereto.
- H. All rotary tow applicants must receive the approval of the Police Department before issuance of a licensed tow operator's license.
- I. An individual or entity seeking placement on the rotary list who fails to meet the application's requirements shall have up to seven days prior to the awarding of the following year's rotary tow list to make corrections or additions. Failure to meet this requirement will prohibit the applicant from participating in the intended year's rotary tow list.
- J. The Township of Egg Harbor will award four rotary towing licenses annually. A lottery will be held in the event that more than four qualified applicants exist. The Township of Egg Harbor has chosen a method of random selection which ensures that every qualified rotary tow applicant has an equal chance of being selected each and every time a selection takes place. The Township of Egg Harbor shall permit representatives of the affected rotary tow companies to witness the selection process. The rotary tow lottery shall be conducted under the direction of the Chief of Police or his/her designee.
- K. Rotary tow licenses shall be renewed annually between October 1 and December 31 in order to tow in the succeeding year.
- L. All new licensed tow operators shall be placed onto the rotary list as of January 1 of the following year after approval of the Police Department for a term of one year.

## § 190-5. Denial; suspension; revocation; hearings.

- A. When an application for a license is denied by the Township of Egg Harbor, the applicant may request a hearing on said application by the service of a notice requesting a hearing. Said notice shall be served on the Township Clerk; and at the next regularly scheduled meeting of the governing body, a hearing date shall be set, which shall be no less than seven days nor more than 30 days from the date scheduled.
- B. Proceedings for the suspension or revocation of a license shall be initiated by the service of a notice of charges proffered against the licensee. Said notice shall be served by the Township Clerk or his/her designee, either personally or via certified mail, return receipt requested, and shall contain a date, time and place for a hearing to be held by the governing body of the Township of Egg Harbor. Said hearing shall be scheduled no less than seven days nor more than 30 days after the notice of the

proposed suspension or revocation shall be served upon the licensee. The licensee shall have the right to file an answer to the notice and to appear in person, or be represented by counsel, and give testimony at the place and time fixed for the hearing.

## § 190-6. Rotary tow regulations.

- A. The Police Department in general and the Chief of Police in particular shall enforce the provisions of this chapter as well as rules and regulations adopted hereunder.
- B. Cards and statement of rates.
- (1) The licensed tow operator, at his own expense, shall prepare three-inch-by-five-inch printed rate cards which will be provided to the Police Department for distribution to vehicle owners at the scene of an accident.
  - (2) The rate card shall provide information on claiming a vehicle, the name of the business, its owner, tower's license number, as well as the business location, telephone number and hours of operation for the public. The card shall also state its rates for towing services and include all methods of acceptable payment.  
  
The rates applicable to towing services performed hereunder shall be posted in a conspicuous place,  
(3) visible to the public, at the licensed tow operator's place of business.  
  
The licensed tow operator shall, at his expense, prepare a printed itemized bill for distribution to the  
(4) customer, reflecting the fee to be paid in accordance with the rates stated on the printed card, unless otherwise approved by the Police Department. The bill shall also include the information set forth within this section, as well as a statement to the effect that all complaints shall be referred to the Police Department. The format of this form shall be approved by the Chief of Police.  
  
The licensed tow operator shall accept from any owner or his representative methods of payment in the form of cash, certified check, money order and by at least one major credit card. The licensed tow  
(5) operator is not obligated to accept personal checks for payment.
- C. Hours of service.
- (1) Towing services must be provided on a twenty-four-hour, seven-days-per-week basis.
  - (2) All light-duty wreckers/flatbed wreckers/car carriers must be equipped with a two-way radio, or comparable means of communication such as cellular telephones, to facilitate prompt response.
  - (3) It is required that a tow vehicle be on the site of the event within 15 minutes of the time of the call from the Police Department. The licensed tow operator shall provide the Police Department a telephone number which will be manned at all times to quickly dispatch tow vehicles.
  - (4) The licensed tow operator's normal hours of operation for the public shall be from 7:00 a.m. to 5:00 p.m., Monday through Saturday, and 12:00 noon to 4:00 p.m. on Sunday.
- D. Employees.

- (1) Licensed tow operators shall employ a sufficient number of employees to comply with the minimum operational requirements.
- (2) No person shall be employed by the licensed tow operator for towing hereunder unless he has submitted to a background check and has been approved by the Police Department.
- (3) All drivers of the licensed tow operator shall be over the age of 18 years and must have a valid, current New Jersey State driver's license with the proper endorsement(s) and shall be in good health and of good moral character.
- (4) In order to keep information current, the licensed tow operator will be required to submit a roster of drivers to the Police Department on a monthly basis. No driver shall perform services hereunder unless previously listed by the licensed tow operator and approved by the Police Department.

- Complaints of any kind relative to service, overcharging, theft of parts, damage to towed vehicles,
- (5) discourteous treatment and the like shall be referred to the Police Department for investigation. Failure of the licensed tow operator to cooperate with the Police Department in its investigation shall constitute grounds for revocation of his/her license.

- All employees of the licensed tow operator shall wear uniform clothing with a name patch indicating the
- (6) employee's first name and name of the licensed tow operator's company.

All employees shall be clean, neat and make a good appearance.

- (7) All employees of the licensed tow operator will be required to wear photo identification badges. All
- (8) employees shall wear a safety vest minimally rated at an ANSI Level II.
- (9)
- (10) The licensed tow operator agrees that the owners or officers of the licensed tow operator shall be responsible, except as otherwise provided by law, for the negligent acts of its employees while acting hereunder.

E. Conduct of licensed tow operators and operators generally. No person owning or operating a tow vehicle shall:

- (1) Stand at any public street, intersection or any public property waiting for employment without first obtaining the consent of a police officer or stand on any private property without first obtaining the consent of the owner of the property.
- (2) Seek employment by repeatedly and persistently driving his tow vehicle in a short space in front of any disabled vehicle or by otherwise interfering with the proper and orderly progress of traffic along the public highways. The licensed tow operator shall wait until he receives official notification from the Police Department of the Township before commencing operations.
- (3) Permit or invite loitering within or near the tow vehicle.
- (4) Solicit or attempt to divert prospective patrons of another tow vehicle, nor shall the licensed tow operator solicit or attempt to divert prospective patrons from the Township storage facility to any other garage.
- (5)

Solicit, demand or receive from any person any pay, commission or emolument whatsoever, except the proper fee for transporting the disabled vehicle in accordance with the schedule of service rates listed in these specifications.

- (6) Pay any gratuity, tip or emolument to any third person not involved in the crash or to any police officer for information as to the location of the crash, or for soliciting the employment of the licensee's services, nor give any gratuities, fees or other compensation or gifts to any member of the Police Department or Township employee.
- (7) Act in an unprofessional manner or be discourteous or disrespectful to members of the public as well as representatives of the Township of Egg Harbor. While members of the public, especially those whose motor vehicles may have been towed or impounded, may at times resort to strong language, threats and unbecoming behavior toward the licensed tow operator, the licensed tow operator is expected to exercise restraint and not to respond in kind, and thereby reflect unfavorably on the Township and/or the Police Department.

F. Classification of equipment.

- (1) The licensed tow operator must provide with his application a detailed listing of the equipment to be utilized while on the towing list.
- (2) The listing shall include the following information: type of vehicle, storage location of vehicles and whether the vehicle is owned or leased.
- (3) All leased and rented equipment must be permanently located at the licensed tow operator's base of service at all times during the term of the contract.

- (4) Each piece of the equipment must meet the minimum standards set forth herein.

- (a) Equipment that cannot meet these minimum standards shall not be used for the towing list.

The licensed tow operator is solely responsible for the safety, maintenance and operation of each

- (b) piece of equipment utilized while on the towing list.

The licensed tow operator shall provide a minimum of two light-duty wreckers and two car

- (c) -carrier vehicles, and one of those vehicles shall be equipped with four-wheel drive.

- (5) The Police Department shall keep a register of the names of all those owning or operating wreckers accepted on the rotary towing list, together with the license number, the description of such wreckers and the date and complete record of inspections made of them by the Police Department.

All licensed tow operators approved for participation with the rotary tow list shall meet all of the

- (6) licensing requirements of the Township.

G. Tow vehicles.

- (1) The licensed tow operator shall supply manufacturer's certification of the lifting capacities of the devices and type of vehicles with application submission. A certified testing laboratory test result is also acceptable for rating lift capacity.

- (2) Tow vehicles shall be equipped with two-way radios for communications with the licensed tow operator's office facilities. These communications shall be available 24 hours a day.
- (3) Tow vehicles shall be equipped at all times with ANSI certified and Department of Transportation approved safety vests for operators, first-aid kits, hand tools, lockout kits or their equivalent, flashlight, broom, shovel, work gloves and receipts for services rendered. No additional charge for use of this equipment is permitted.
- (4) Tow vehicles shall be kept in a clean and neat appearance so as to be reasonably accommodating to persons who may come in contact with such vehicles.
- (5) Tow vehicles shall have the name, address and telephone number of the licensed tow operator painted on or permanently attached to both sides of the tow vehicle in compliance with Motor Vehicle and Traffic Laws of New Jersey (Title 39 of the Revised Statutes).
- (6) All tow vehicles shall be properly permitted by the State of New Jersey for the use of flashing amber emergency lights (N.J.S.A. 39:3-50). Permits shall be in compliance with Motor Vehicle and Traffic Laws as referenced above. Failure to comply with this regulation will subject the applicant to immediate disqualification from the rotary tow list consideration.
- (7) All tow vehicles shall be registered in the name of the licensed tow operator in compliance with Motor Vehicle and Traffic Laws as referenced above.

H. Towing service recordkeeping.

- (1) The licensed tow operator shall record all vehicles towed in a book kept for such purposes.
- (2) The details of each disabled vehicle towed, serviced or transported, together with full information on the towed vehicle and the name and address of the owner and the charges paid for his services shall be recorded.
- (3) Full information on the towed vehicle shall include, but not be limited to, the police control number, the vehicle's license number, VIN registration number, make, model, color and year.
- (4) The record book herein described shall be kept open for inspection at all times by any duly authorized representative of the Township.
- (5) A monthly towing record containing the information herein stated above shall be filed with the Police Department setting forth the details of all tows by vehicle type, date, time of day, sector and whether additional services were required.
- (6) Each incident shall be reported using the invoice number used for billing. The form of these reports shall be approved by the Chief of Police.
- (7) The licensed tow operator shall maintain a record of all personal property in a towed vehicle that he can observe in sight at the time the vehicle comes into possession.
- (8) Authorized representatives of the Township shall have access to any of the records required to be kept by the licensed tow operator.
- (9)

There shall be a consecutive, sequential control number assigned by the Police Department to be used in every instance by the Township and the licensed tow operators. All forms, communications, etc., shall use this control number.

- (10) A licensed tow operator's failure to comply with the provisions listed in this section will be cause for removal from the rotary tow list.

I. Policies and procedures.

- (1) The Chief of Police is hereby authorized and empowered to establish from time to time written policies and procedures as may be reasonable and necessary to obtain compliance with the terms of this chapter and the laws of the State of New Jersey. All written policy(ies) promulgated by the Chief of Police, pertaining to the rotary tow service, shall be approved by resolution of the Township Committee.

All regulations, policies and procedures, as well as the tower's rate cards, shall be made available for

- (2) inspection by the public at the Township Clerk's office during normal business hours.

J. Disputes and adjustments.

- (1) Complaints by motor vehicle owners of price gouging or any other objectionable practice by any licensed tow operator will be referred to the Chief of Police, who shall promptly investigate and resolve any disputes. Failure of the licensed tow operator to cooperate with the Police Department in its investigation shall constitute grounds for revocation of his/her license.
- (2) Any disputes over the interpretation of this chapter, including the reasonableness of any charges assessed, shall be settled amicably, if possible, through negotiations between the licensed tow operator, the Police Department and the Township Administrator.
- (3) In cases where the Township has mistakenly directed that a vehicle be towed or has acted on incorrect information supplied by official sources, the licensed tow operator will be reimbursed by the Township only for the minimum applicable towing fee as stipulated herein.

K. Subcontracts and leases.

- (1) Licensed tow operators may not lease or rent equipment without the written approval of the Township. The equipment must comply with the minimum requirements of these specifications, and the contract to lease or rent equipment must be at least for the duration of service with the Township. All leased and rented equipment must be permanently located at the licensed tow operator's base of service at all times while the licensed tow operator is on the tow list. Copies of all leases must be filed with the Police Department.
- (2) The licensed tow operator may not subcontract his equipment or portions of the work to other licensed tow operators.

§ 190-7. Towing and storage fee schedule.

- A. The following fees are established as being the usual, customary and reasonable rates which shall be charged for towing and storage of automobiles defined as basic towing service.
- B. The authorized tow service time shall be based on the time that the incident was called in to the Police Communications Center, and the "time stamp" will be the computer-aided dispatch (CAD) entry time.
- C. Towing of vehicle: the automobile's GVWR will be used to calculate the weight.
- D. Basic towing services provided during the day between the hours of 7:00 a.m. and 5:00 p.m. shall be charged a flat fee of \$125.
- E. Basic towing services provided during the evening between the hours of 5:01 p.m. and 6:59 a.m., weekends, or during New Jersey State holidays, shall be charged a flat fee of \$135.
- F. Daily storage fee:
  - (1) Township storage facility: \$20.
  - (2) In the event that the owner of a stored vehicle cannot pay for the storage of the stated vehicle in the Township tow lot, the Chief of Police or his designee may opt to take the motor vehicle title in lieu of the storage fee. This will be decided on a case-by-case basis and dependent upon the situation and facts on hand. The owner is still responsible for the payment of the towing fee.

**Daily Storage Fee**

The maximum allowable amount of storage charges to be charged per 24-hour period or fraction thereof. Each new 24-hour period begins at 12:01 a.m. \$20

- (3) Basic and nonbasic towing fees shall be charged in accordance with the following schedule:

<b>Basic Towing Service</b>	<b>Basic Towing Service Fee</b>
Basic towing services provided during the day between the hours of 7:00 a.m. and 5:00 p.m. shall be charged a flat fee for motor vehicles with a GVWR of no more than 9,000 pounds	\$125
Basic towing services provided during the evening between the hours of 5:01 p.m. and 6:59 a.m., weekends, or during New Jersey State holidays, shall be charged a flat fee for motor vehicles with a GVWR of no more than 9,000 pounds	\$135
	<b>Additional Fees</b>
<b>Flatbedding Fee</b> is in addition to any basic tow service fee (as requested by a police officer or as recommended by the vehicle manufacturer or as required due to extensive damage or equipment malfunction)	\$50
<b>Winching of Vehicle</b> is in addition to any basic tow service fee	\$100
<b>Uprighting of Vehicle</b> is in addition to any basic tow service fee	\$100

<b>Nonbasic Tow Service</b>	<b>Additional Fees</b>
<b>Additional Truck</b> with driver is in addition to any basic tow service fee	\$50
Use of <b>Dolly System</b> is in addition to any basic tow service fee	\$50
Motor vehicles with a <b>GVWR Under 9,000 Pounds With a Trailer</b> is in addition to any basic tow service fee	\$50
Motor vehicles with a <b>GVWR Over 9,001 Pounds</b>	\$200
Motor vehicles <b>Over 11,500 Pounds' but Under 26,001 Pounds' GVWR</b>	\$300
Motor vehicles <b>Over 26,001 Pounds' GVWR</b> will be considered nonbasic tows, and the fee shall be set utilizing the prevailing rates	
<b>Excessive Cleanup</b> is in addition to any basic tow service fee; this includes car parts that are not able to be cleared by hand	\$35
<b>Oil Dry</b> , per bag (20 pounds) after the first bag is used	\$15
<b>Trailers:</b> any trailer that cannot be towed with an automobile shall be considered a separate tow per the basic tow rate	
<b>Response Cancellation Fee</b> , i.e., "no tow"	\$50
<b>Decoupling fee</b>	\$50
Egg Harbor Township vehicles under 9,000 pounds' GVWR	\$0
Towing of all <b>Township-owned police vehicles</b> outside the limits of Atlantic County	\$2 per mile
Towing of any motor vehicle <b>for investigative purposes</b> at the direction of the on-duty officer in charge	\$0
<b>Road Service</b> to Egg Harbor Township police vehicles (no tow)	\$35

G. Fee when electing to drive away; mileage charge for other destination.

- (1) If a rotary tower is called by the Police Department, the above towing charges shall apply even when the operator of a vehicle elects to drive the vehicle after services have been rendered, but payment will be required immediately prior to the release of the vehicle. See the response/cancellation fee scheduling in § 190-7.
- (2) If the vehicle is not drivable, and the destination requested is not the designated licensed storage facility, then a mileage charge of \$6 per mile from point of tow to the destination will apply in addition to the tow fees. Payment will be required immediately prior to the release of the vehicle.

## § 190-8. Additional nonbasic towing service.

This chapter is not intended to set fees for the towing or storage of trucks and buses. Such service, if requested, shall be billed at reasonable prevailing rates. In the event the licensed tow operator wishes to

impose rates for services not included in § 190-7, a list of those fees shall be submitted in advance to the Chief of Police, who shall have the sole discretion in determining reasonable prevailing rates.

## § 190-9. Charge for service.

- A. The towing fees set forth for basic towing service and those billed for nonbasic towing service are the amounts that the licensed tow operator will charge to the vehicle owner or representative. Unless otherwise provided herein, the Township shall never be responsible for payment of any towing charges, except for Township-owned vehicles.
- B. In the event that the Police Department requires a vehicle involved in a crime or a fatal accident to be held for investigation, the Chief of Police may, after review of all of the circumstances, waive storage fees, or a portion thereof, incurred up to the date of release.
- C. In the event the Police Department does not provide for a proper and timely notification to the motor vehicle owner, the Chief of Police may, after review of all of the circumstances, waive a portion of storage fees which have accrued.

## § 190-10. Insurance.

- A. Licensed tow operators shall be required to purchase, maintain and provide during the time of service on the rotary list proof of insurance furnished by a reputable insurance company licensed to do business in the State of New Jersey, containing the following coverage with liability limits as set forth below:
  - (1) Garage liability/comprehensive general liability insurance policy in an amount not less than \$1,000,000 combined single limit covering bodily injury and property damage liability, including but not limited to personal injury, products liability (where applicable), independent contractor and completed operation coverage.
  - (2) Garagekeepers legal liability insurance policy in an amount not less than \$100,000. Said policy must include both comprehensive and collision and an endorsement to include on hook.
  - (3) Automobile liability insurance policy in an amount not less than \$1,000,000 combined single limit covering bodily injury and property damage liability, including but not limited to owned, nonowned and hired vehicles.
  - (4) Workers' compensation insurance as required by law, including but not limited to statutory New Jersey workers' compensation benefits, and employer's liability of at least \$100,000.
  - (5) Excess/umbrella liability. In the event that garage liability and/or automobile liability cannot be purchased up to the required limit of \$1,000,000, an excess liability or umbrella liability policy must be purchased to effect a total liability limit of \$1,000,000. Excess or umbrella liability policies will not be required for garage and automobile policies that meet or exceed the minimum limit of \$1,000,000.
- B. The garage liability and automobile liability policies shall name the Township of Egg Harbor as additional insured and certificate holder.

## § 190-11. Indemnity.

The licensed tow operator will execute an agreement to hold harmless, indemnify and defend, at the licensed tow operator's expense, the Township, its employees and officials from any and all claims, demands, suit or action for personal injury or property damage brought against the Township, its employees and officials for any activities which arise out of any services performed under this chapter.

## § 190-12. Responsibilities of the licensed tow operator.

- A. Approved licensed tow operators and all of their personnel and equipment used under the terms of this chapter shall be and remain employees and property of the approved licensed tow operator.
- B. Approved licensed tow operators shall at all times maintain direct supervision, management and control over their personnel and equipment, and in no event shall such equipment and/or personnel be represented by an approved licensed tow operator as belonging to, employed by, or an agent of the Township of Egg Harbor.
- C. Approved licensed tow operators shall operate under this chapter as independent licensed tow operators and in no manner or sense an agent or employee of the Township of Egg Harbor.
- D. Approved licensed tow operators shall at no time sublet or assign approval as a tow operator, or any part thereof, for any purpose whatsoever.

## § 190-13. Promotion of limited liability and health, safety and welfare of the public.

Any and all terms or words in this chapter that are deemed to be ambiguous by a court of competent jurisdiction shall be resolved with an interpretation that best promotes the Township's interest in limiting its liability and protecting the health, safety and welfare of the public.

## § 190-14. Violations and penalties.

Any licensed tow operator who violates any provision of this chapter shall, upon conviction thereof, be subject to a fine not exceeding \$1,000 or a term of imprisonment not exceeding 90 days or a period of community service not exceeding 90 days, or any combination of the foregoing.

(1) Originating Agency Number (ORI #) <b>NJ0010800</b>		(2) Category <b>LOX</b>		(3) Statute Number <b>13:59-1</b>	
(4) Reason for Fingerprinting <b>LOCAL ORDINANCE</b>			(5) Document Type <b>\$1</b>		(6) Payment Information <b>\$40.70</b>
(7) Contributor's Case # (Unique Identifier)			(8) Miscellaneous		
(9) First Name		(10) MI		(11) Last Name	
(12) Daytime Phone Number ( ) -		(13) Social Security Number (Optional)		(14) Date of Birth	(15) Height
(16) Weight		(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)	
(19) Country of Citizenship					
(20) Home Address					
Address		City		State Zip	
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color		(23) Eye Color	
(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White ( Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown					
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City		State Zip	
<b>Identification Requirement</b> - Identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria; Photo, Name, Address (home/employer), Date of Birth and is issued by a Federal, State, County or Municipal entity for Identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).					

**Please READ this form carefully**

and follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY**. It is **required** you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_110113, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

**Payment:**

When an Applicant is responsible for payment, Payment Is Required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, or electronic debit (ACH) from a checking account; accounts will be debited immediately. Money Order is the only form of payment accepted at the enrollment center.

**Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**Unable to be Fingerprinted:**

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment; Inability to present proper Identification; Inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_110113; Information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 appointment fee; MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**PCN and Receipts:**

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information: <b>EGG HARBOR TOWNSHIP PD</b>		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**