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Standard Operating Procedure  
for

**NY CREATES Motor Vehicle Towing**

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
5	DCN4110	Added violations to ANT-00003 and expanded definition for towing with little or no prior notice.	November 2024	J. Kosakowski	J. Kosakowski

Prior revision history, if applicable, is available from the Document Control Office.

## 1 PURPOSE AND SCOPE

The purpose of this standard operating procedure is to ensure the safe and efficient flow of vehicular traffic and to enforce the parking rules and regulations of the Albany NanoTech Complex. The Security department will make every reasonable effort to contact the owner or operator of a vehicle in violation, in an attempt to have the vehicle moved prior to towing at the owner's expense. *There are, however, certain circumstances when towing will be justified with little or no prior notice to include if the operator of the vehicle has been previously notified to move their vehicle that was in violation.*

## 2 DEFINITIONS

- 2.1 **Vehicles in Violation** – Motor vehicles subject to tow at the owner's expense on the Albany NanoTech Complex site that are in violation of any parking rule or regulation outlined within **ANT-00003** – Albany NanoTech Complex Parking and Driving Rules and Regulations.

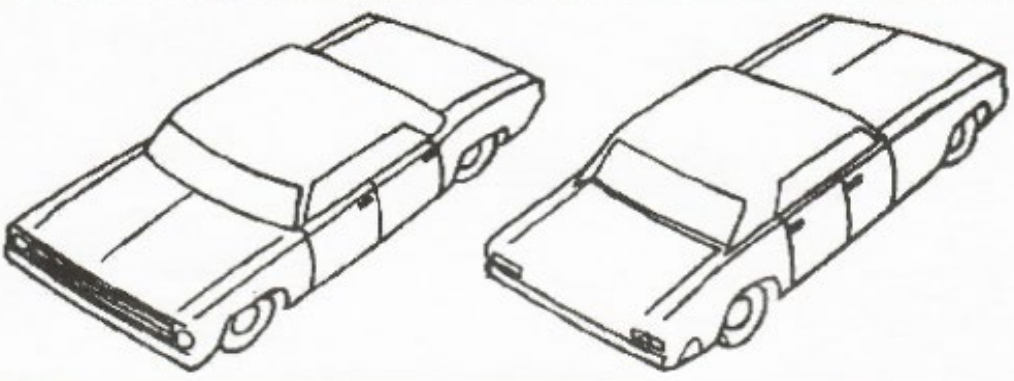
## 3 RESPONSIBILITIES

### 3.1 Security Supervisors

Supervisors shall ensure Security Officers follow this procedure and be the approving authority when it is necessary to tow a vehicle.

**4 ASSOCIATED DOCUMENTS**  
**4.1 Dott's Tow Sheet**

**DOTTS GARAGE, INC. (518) 434-0211**

1 DAY-DATE-TIME OF CALL		2 INC #	
3 UNIT(S) ASSIGNED		4 DIVISION	
5		6	
8 DAY-DATE-TIME OF INCIDENT		7 LOCATION OF INCIDENT	
9 CT		10 BO	
11 TYPE OF INCIDENT			
12 CHECK APPROPRIATE BOX		11	
ARREST		EVIDENCE	
SAFECRIMPING		OTHER (SPECIFY)	
13 OWNER'S NAME (LAST, FIRST, MIDDLE)		14 OPERATOR'S NAME (LAST, FIRST, MIDDLE)	
15 OWNER'S ADDRESS		16 OPERATOR'S ADDRESS	
17 OWNER'S PHONE (HOME)		18 (BUSINESS)	
19 OPERATOR'S PHONE (HOME)		20 (BUSINESS)	
21 LICENSE #	22 STATE	23 YEAR	24 MAKE
25 MODEL	26 STYLE	27 COLOR	28 VIN
29 DOORS <input type="checkbox"/> LOCKED <input type="checkbox"/> UNLOCKED		30 TRUNK <input type="checkbox"/> LOCKED <input type="checkbox"/> UNLOCKED	
31 WINDOWS <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED		32 GLOVE BOX <input type="checkbox"/> LOCKED <input type="checkbox"/> UNLOCKED	
33 AM FM RADIO PRESENT <input type="checkbox"/> YES <input type="checkbox"/> NO	34 CD PLAYER PRESENT <input type="checkbox"/> YES <input type="checkbox"/> NO	35 TAPE PLAYER PRESENT <input type="checkbox"/> YES <input type="checkbox"/> NO	36 CELLULAR PHONE PRESENT <input type="checkbox"/> YES <input type="checkbox"/> NO
37 HUBCAPS #		38 WHEELS #	
39 ANTENNAS			
40 CONDITION OF VEHICLE <input type="checkbox"/> NO MAJOR DAMAGE <input type="checkbox"/> ADDITIONAL DAMAGE IS NOTED AS INDICATED BELOW IN REMARKS SECTION			
			
41 DIAGRAM SYMBOLS B-BENT / BR-BROKEN / CH-CHIPPED / D-DENTED / M-MISSING / R-SCRATCHED / C-CRACKED			
42 REMARKS			
43 REPORTING OFFICER'S NAME & SHIELD #		44 TOW OPERATOR	
45 DATE-TIME OF FINAL DISPOSITION		46 OFFICER-RELEASING	
47 AUTHORIZATION		48 DISPOSITION OF KEYS	
49 DISPOSITION OF VEHICLE <input type="checkbox"/> AUCTIONED <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED TO OWNER <input type="checkbox"/> OTHER (SPECIFY) _____			
50 PAGE _____ OF _____		51 SIGNATURE OF PERSON RECEIVING	
52 DATE		53 TIME	

## 5 PROCEDURE

Upon being notified or identifying a vehicle in violation, Security shall:

- 1) Record the vehicle's license plate, hang tag number (if applicable), make, model, and color.
- 2) If possible, make every reasonable effort to identify the owner of the vehicle to include, but not limited to:
  - Check AMAG access control software, if applicable.
  - Check Easy Lobby visitor software, if applicable.
  - Review the visitor parking log at the ZEN and NFE visitor desks if applicable.
  - Review security cameras, if applicable.

If the owner or operator of the vehicle is identified:

- 1) Make every reasonable effort to notify the owner or operator of the vehicle to move the vehicle to an appropriate parking spot, such as but not limited to:
  - Contact the owner or operator via cell phone or work phone, if applicable.
  - Contact the owner or operator's place of employment to locate the person, if applicable.

If Security is unable to identify the owner or operator **or** unable to contact the owner or operator **or** circumstances exist that the vehicle must be towed without attempting to make a notification prior to towing, a Security Officer shall notify a Security Supervisor and brief them.

If the Security Supervisor approves the towing of the motor vehicle, the Security Officer shall:

- 1) Contact Dotts Garage, Inc at 518-434-0211 at 1777 Central Ave Albany, NY 12205, and provide the location and type of vehicle that is to be towed.

## 2) Prepare a tow form:

- For any fields that are unknown or not applicable, a dash should be entered.
- DO NOT physically enter the vehicle to be towed.
- Ensure any damage to the vehicle is indicated on the form utilizing the diagram symbols.
- Ensure the bottom two copies of the tow form are marked.
  - The form should be on a hard surface when completed.
  - The officer should depress their pen hard enough to mark the bottom two copies.

3) Upon arrival of the tow truck, assist the tow truck operator with traffic control, as necessary.

4) Review the tow form with the tow truck operator.

5) The top copy of the tow form will be turned over to the tow truck operator and the bottom two copies will be returned to the Security Control Center.

6) Complete a shift log entry consisting of the time, location, reason for the tow, and efforts made to contact the owner or operator.

In the event a vehicle is towed and the owner or operator inquires as to where their vehicle is, provide them with the following information:

- The vehicle was towed to Dotts Garage located at 1777 Central Ave, Albany, NY 12205 and indicate the date, time, reason why the vehicle was towed, [and that Dotts Garage accepts cash only as a form of payment.](#)
- The cost of the tow, storage, and drop fee if applicable is set by the vendor.

## 6 RECORDS

Tow sheets will be stored and maintained within the Security [V: Drive folder.](#)