PROCEDURES

1. Abandoned vehicle towed by contracted wrecker service.

a. When an abandoned vehicle violation sticker is placed on a vehicle it begins a 48 hour notice to the owner to remove the vehicle or correct any violation prior to 48 hours.

b. If the violation is not corrected and the vehicle remains in violation, the contracted wrecker will
be called and given the location and condition of the vehicle.

c. By city contract, the wrecker will pick up the vehicle within 24 hours and tow it to the Lubbock Police Department abandoned vehicle lot.

d. Once taken to the abandoned vehicle lot, the vehicle information, registered owner and lien holder will be added to the DLMS data base. A certified letter will be generated and mailed within ten days advising the owner and lien holder action must be taken to prevent forfeiting the vehicle and it being sold at auction.

e. If a registered owner cannot be located a legal ad must be listed in the legal with the local newspaper of circulation advising any rightful owner of the vehicle to respond.

f. If a registered owner or lien holder requests to pay out the vehicle, payment will be made via our website. The owner will be charged one hundred (100)
dollars plus twenty (20) dollars a day for storing the vehicle. Proof of ownership will need to be shown at the time of pickup.

g. Payouts of abandoned vehicles will be made at
WWW.FINDMYTOWEDCAR.ORG/LUBBOCK.

h. The contracted wrecker service will be given access to the express window in DLMS. When a vehicle owner or lien holder has paid the impound fee online, they must then take a physical copy of the proof of ownership document they uploaded and their driver's license to the contracted wrecker location to retrieve their vehicle. An employee at the contracted wrecker service will be able to verify the document and driver's license in the express window and release the vehicle to the owner or lien holder.

i. If a vehicle is not paid out it will be scheduled for auction and sold.