

# UNIFIED POLICE DEPARTMENT ROTATION APPLICATION CHECKLIST

JULY 2016 - JUNE 2017

## APPLICATION CHECK LIST

The check list is provided for your convenience and is not part of the application. Please assemble your packet in order with the respective attachments in front of each section.

### DO NOT BIND OR STAPLE THE APPLICATION

#### COMPANY & BUSINESS OWNERS:

- Agreement: Initialed by Company Owner on each page, signed and dated on last page.
- \$150.00 non-refundable application fee paid to Unified Police Department.
- Application Cover Sheet 1: Company Information & Business Owners. (Typed)
- Original BCI Criminal History Reports & DLD Reports for Business Owners.
  - BCI Reports must show "Criminal History Verified" and have Arrest History attachments. Arrests that do not have dispositions listed may not be acceptable for the background check unless the court summary is attached showing disposition of charges.  
**\*\*DLD Reports must be the Driver License Record - Driver License Histories will not be accepted**
- Application Cover Sheet 2: Office Staff & Managers. (Typed)
- Original BCI Criminal History Reports for Office Staff & Managers.
  - BCI Reports must show "Criminal History Verified" and have Arrest History attachments. Arrests that do not have dispositions listed may not be acceptable for the background check unless the court summary is attached showing dispositions of charges.
- Certificate of Liability Insurance listing the Unified Police Department as an additional insured, 3365 S. 900 W., South Salt Lake City, Utah, 84119, as a certificate holder. Proof of Insurance must show of:
  - At least \$1,000,000 minimum coverage per occurrence.
  - At least \$2,000,000 General Aggregate
  - At least \$100,000 Garagekeepers.
- Certificate of Workers Compensation Insurance which lists the Unified Police Department, at the same address as above, as a certificate holder.

#### TOW TRUCK OPERATORS:

**\*\*Business Owners also functioning as Operators must also submit these items.**

- Application Cover Sheet 3: Tow Truck Operators (Typed)
- Original BCI Criminal History Report for each Operator.
  - BCI Reports must show "Criminal History Verified" and have Arrest History attachments. Arrests that do not have dispositions listed may not be acceptable for the background check unless the court summary is attached showing disposition of charges.
- Original DLD Report (must have watermark) for each Operator.  
**\*\*DLD Reports must be the Driver License Record - Driver License Histories will not be accepted.**
- Photocopies of the following must be in color and all items must be on a single page - one page per Operator:
  - Both sides of Utah Drivers License.
  - Both sides of Utah Medical Card as required by UDOT.
  - Both sides of NDCP Towing Certification (AAA, TRAA, Utah Safety Council, or Wreckmaster).

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**TOW TRUCKS**

- Application Cover Sheet 4: Tow Trucks (Typed)
- Utah DMV Registration Certificate for each tow truck to be used for Rotation calls.
- Copy of current UDOT Inspection.
- Color photos for the following must all be on a single page - one page per vehicle - each page must be of only one vehicle:
  - Left & Right sides showing front bumper to rear bumper.
  - Front & Rear showing entire width of vehicle.
  - License Plate close-up.
  - Driver Door close-up.

**LOTS & YARDS**

- Application Cover Sheet 5: Storage Yards (Typed)
- UDOT Motor Carrier Tow Truck Company Certification. Must be a copy of the actual certificate.
- Utah State Tax Commission letter or inspection form for each yard.
- Central Office Authorization letter, if applicable.
- Copy of Rental or Lease Agreement if yard is not owned by Company.
- Copy of Business License for place of business and each Impound Yard (*receipts of payment no longer accepted*) showing that the Company is licensed as a Towing Company and has paid all applicable regulatory fees.
- Color photos for the following:
  - Yard Fence - top to bottom.
  - Yard signage on fence.
  - Yard storage area.
  - On Site Office including:
    - Exterior office entrance showing address.
    - Exterior office signage.
    - Posted rates.
    - Alarm system.
    - Camera system.