

# UNIFIED POLICE DEPARTMENT ROTATION APPLICATION CHECKLIST

JULY 2020 – JUNE 2021

This 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.

**\*\*All documents must be approved before the company is placed on rotation.\*\***

You can apply for the UPD towing rotation online at [www.updsl.org](http://www.updsl.org). Most documents, photos, and employee information can be added directly within the link provided under the "Towing Information". If you do not want to apply online, you will submit all documents, photos, and employee information in person.

## **NOTE TO COMPANY & BUSINESS OWNERS:**

UPD requires a background check.

a) Company employees who are non-operators will need to submit a BCI Criminal History Report.

b) Tow truck operators can provide either:

- ♦ UDOT Motor Carrier Division - Tow Truck Operator Certificate.

### **OR**

- ♦ The BCI Criminal History Report AND the DLD Report.
  - 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.

## **DOCUMENTS THAT MUST BE SUBMITTED IN-PERSON TO UPD (even if you complete the application online):**

- ❖ The original Towing Rotation Agreement.
  - Initialed by the company owner on each page, signed and dated on last page.
- ❖ Payment(s), including the \$150.00 non-refundable application fee made out to Unified Police Department.
- ❖ The original BCI Criminal History Reports and DLD Reports (if applicable).

## **APPLICATION CHECKLIST - COMPANY:**

- The original Towing Rotation Agreement.
  - Initialed by the company owner on each page, signed and dated on last page.
- Certificate of Liability Insurance, listing Unified Police Department (3365 S 900 W, SLC, UT, 84119) as an additional insured / certificate holder.
  - Proof of Insurance must show:
    - At least \$1,000,000 minimum coverage per occurrence.
    - At least \$2,000,000 General Aggregate.
    - At least \$100,000 Garage keepers.
- Certificate of Workers Compensation Insurance which lists Unified Police Department (3365 S 900 W, SLC, UT, 84119) as a certificate holder.

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## **APPLICATION CHECKLIST – TOW STAFF INFORMATION:**

- The typed Towing Rotation Application cover sheet, pages 1 - 4 : “Company Information”, “Business Owners”, and “Managers, Office Staff & Other Employees”.
- Background check(s) of business owners, office staff, managers, or other (See: NOTES TO COMPANY AND BUSINESS OWNERS section of this document).
  - Business owners / other employees who are also tow truck operators:
    - If you are completing the application online but chose to provide the UDOT certification instead of doing the BCI and DLD - just enter today’s date in the “BCI Report Date” and “DLD Report Date” fields.

## **APPLICATION CHECKLIST – TOW TRUCK OPERATORS:**

Business owners and office staff who are also functioning as operators and are submitting online need to complete forms under both “Tow Truck Operators” and “Tow Staff Information”.

The typed Towing Rotation Application cover sheet also needs to have their information under both sections : “Tow Truck Operators”, pages 5-7 and “Business Owners”, and “Managers, Office Staff & Other Employees”, pages 1-4.

- The typed Towing Rotation Application cover sheet, pages 5 - 7: “Tow Truck Operators”.
- Background check(s) of operators (See: NOTES TO COMPANY AND BUSINESS OWNERS section of this document).
  - If you are completing the application online but chose to provide the UDOT certification instead of doing the BCI and DLD - just enter today’s date in the “BCI Report Date” and “DLD Report Date” fields.
- Colored photocopies of the following:
  - Both sides of Utah Driver’s License.
  - Both sides of Utah Medical Card as required by UDOT.
  - Both sides of NDCP Towing Certification (AAA, TRAA, NATA, Utah Safety Council, or Wreck Master).

## **APPLICATION CHECKLIST – TOW TRUCKS**

- The typed Towing Rotation Application cover sheet, pages 8 – 10: “Tow Trucks”.
- Utah DMV Registration for each tow truck to be used for rotation calls.
- Copy of current UDOT Inspection.
- Colored 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’s door close-up.

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## APPLICATION CHECKLIST – LOTS & YARDS

- The typed Towing Rotation Application cover sheet, page 11: “Storage Yards”.
- 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 your company.
- Copy of business license for each place of business and 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 and location of posting.
    - ✓ Alarm system.
    - ✓ Camera system.