

HEADQUARTERS
HEADQUARTERS AND HEADQUARTERS SUPPORT GROUP, PA
Fort Andres Bonifacio, Metro Manila

HHSG/2

15 June 2018

**STANDING OPERATING PROCEDURE
NUMBER: 04-2018**

**PROCEDURES/GUIDELINES FOR TOWING AND IMPOUNDING OPERATIONS INSIDE
HPA COMPLEX**

1. References:

- a. Command Guidance
- b. HHSG SOP 03- 2018, HPA Traffic Rules and Regulations
- c. MMDA Resolution No. 02-33
- d. Section 46, R.A. 4136

2. Purpose:

This SOP embodies the basic guidelines and procedures governing in Towing /Impounding and Clamping of Stalled and Illegally Parked Motor Vehicles inside Headquarters Philippine Army Complex.

3. Definition of Terms:

- a. **Stalled Vehicle** - any motor vehicle and/or its attachments which for any cause is unable to proceed under its own motive power and is on a public road, street or thoroughfare and dilapidated/junked vehicles inside HPA Complex.
- b. **Illegally Parked Vehicle** - refers to one which is parked in areas prohibited by *Camp Rules* for parking purposes or those designated by 191st MPBn/9PED or any authorized representative of Commander, HHSG, PA as **NO PARKING areas/zones**.
- c. **Attended illegally parked vehicle** is an illegally parked vehicle whose driver is present or would appear at any time prior to the actual clamping to the tow truck and who is willing and able to move out the illegally parked vehicle without delay.
- d. **Unattended illegally parked vehicle** is an illegally parked vehicle which does not fall under the definition of attended illegally parked vehicle.
- e. **Towing/Clamping Team** – composed of personnel with necessary equipment who shall have the primary responsibility to tow/clamp any stalled and/or illegally parked vehicle inside HPA.
- f. **Clamping** – the process of installing wheel clamps to a vehicle for the purpose of preventing an illegally parked vehicle from being moved in order to enforce rules and punishment.

g. **Towing** - process of towing illegally parked vehicles and bringing it to an impounding area for the purpose of clearing an area to keep traffic and parking areas open; or enforcing rules and punishment.

h. **Impounding area** – an area designated by HHSG for storage/holding place for towed vehicles until they are claimed or placed back in control of the owner.

i. **Impound** – to seize and take legal custody of a vehicle because of a violation.

4. Procedures/Guidelines:

a. **Illegally parked vehicles** within HPA complex are subject to towing or clamping by 191st MPBn/9PED.

b. **For illegally parked vehicles, the prohibited areas are the following;**

1. Within six (6) meters of any intersection or curved lane;
2. Within four (4) meters of driveways or entrances to any fire station, hospital, clinic and other similar establishment;
3. Within four (4) meters of fire hydrants;
4. On the roadside of any legally parked vehicle;
5. On pedestrian crosswalks;
6. In front of any authorized driveway specially on the sidewalks, paths and alleys not intended for parking;
7. At any place where official signs have been erected prohibiting parking and/or declared NO PARKING ZONE by 191st MPBn;
8. Other areas duly declared as “NO PARKING ZONE” provided by Camp Rules and Regulations.

c. Attended illegally parked vehicles shall not be towed but the driver shall be immediately issued an ordinance violation receipt (OVR) by an LTO deputized personnel of 191st MPBn.

d. Unattended illegally parked vehicle shall be towed and issued an OVR immediately upon arrival at the impounding area.

e. Towing team must be composed of Personnel from 191st MPBn. Towing/Clamping team should be composed of the following;

1. One (1) marked military/MP vehicle with a siren; and
2. At least Three (3) personnel composed of one (1) recorder, one (1) driver/towing operator, and one (1) enforcer/escort.

f. Towing/Clamping team must be in proper prescribed uniforms and wearing visibly their identification tags.

g. Clamping team should exercise utmost courtesy and observe proper decorum in dealing with the public/motorists.

h. Clamping team shall leave a sign visibly at the driver's window side informing the latter of the clamp's presence and other instructions for its removal.

i. Towing team shall have a signboard to be installed at the rear of towed vehicle indicating that the vehicle is being towed.

- j. The towing Team shall be held responsible for losses/damages incurred for irresponsible towing.
- k. Commanding Officer, 191st MPBn has the discretion whether to tow or to clamp illegally parked vehicles inside camp. Also would depend on the availability of resources and materials to be used.
- l. **For Stalled Vehicles as a result of flat tire**
 - 1. Flat-tired vehicle must be moved to the emergency lane on its own by the driver /owner, if not, it will be towed.
 - 2. Changing of flat tires on the roadway is not allowed.
- m. Stalled or illegally parked vehicle **as a result of empty fuel tank** may be towed to the nearest authorized parking area with the driver/owner to shoulder towing expenses.
- n. Stalled or illegally parked vehicle **as a result of engine trouble** shall be towed in cases where the driver deliberately refuses to remove his vehicle or cannot move his vehicle due to the absence of equipment, etc. or to circumstances beyond his control. An OVR shall also be issued to the driver.
- o. Illegally parked vehicles that are already clamped/attached to the tow truck shall not be subject for intercession by the owner of the vehicle or by its representatives.
- p. Motor vehicles with no AFP Security pass cards/sticker parked in HPA open parking areas for more than 48 hours and in other open spaces/areas within HPA complex for more than 7 days shall be towed for purposes of security.
- q. **TOWING/CLAMPING STEP BY STEP PROCESS:**
 - 1. Towing/Clamping team shall be dispatched by TOC, 191st MPBn upon receipt of a sighting of illegally parked vehicle by 191st MPBn duty bikers/designated enforcers.
 - 2. Towing/Clamping team shall immediately proceed to the identified location thereof.
 - 3. On arrival at the identified location, the Towing/Clamping crew shall immediately call the TOC 191st MPBn to report on the said stalled/illegally parked vehicle. The following information must be provided:
 - a) Stalled/illegally parked vehicle's plate number, type and color; and
 - b) Vehicle's condition/other description;
 - 4. TOC logs it in record for purposes of documentation.
 - 5. Towing/Clamping team shall take pictures of the illegally parked vehicle for documentation.
 - 6. If the vehicle is unattended, the tow/clamping team shall sound their vehicle's siren three (3) times twice in a row with a space of one minute in between. If the owner does not respond, the vehicle will be towed/clamped.

7. In case the owner/driver is not in the premises of the vehicle, the Tow/Clamping team shall leave a notice indicating the vehicle's plate number, type and color, including the accessories thereof, and a description of the vehicle's condition. The notice shall be left/entrusted to any traffic officer on duty at the site, or to any responsible person who can give the notice to the owner, or the notice will be visibly attached to the driver's side portion of the vehicles windshield.

r. Towing Fees

Corresponding fees shall be collected to owners/drivers of illegally parked vehicles inside camp in order to claim their **towed** vehicles:

PENALTIES	
First offense	Php 3,000
Second offense	Php 5,000 and issuance of OVR
Third offense	Php 8,000 and confiscation of issued decal if any. Issuance of OVR
Fourth offense	Banning inside Camp; Filing of investigation at PPM; Ground for eviction if owner has an awarded quarters at HPA

s. Clamping Fees

Corresponding fees shall be collected to owners/drivers of illegally parked vehicles inside camp in order to claim their **clamped** vehicles:

PENALTIES	
First offense	Php 1,000
Second offense	Php 3,000 and issuance of OVR
Third offense	Php 5,000 and confiscation of issued decal if any. Issuance of OVR
Fourth offense	Banning inside Camp; Filing of investigation at PPM; Ground for eviction if owner has an awarded quarters at HPA

t. Collection of Fees

During office hours, penalties shall be collected by Office of NON-APPROPRIATED FUNDS (ONAF), of HHSG, PA who will in turn issue a payment receipt to be presented to 191st MPBn for the release of towed/clamped vehicles.

During Non-office hours, authorized representatives of 191st MPBn shall receive said payment of penalties using an accounted ONAF receipt. Said funds will be immediately turned over to ONAF on the next office hours/working days whichever is applicable.

Both ONAF and 191st MPBn should maintain a cashbook of the collected fees and will submit a monthly status thereof for the notation of Commander, HHSG, PA.

u. Impounding Area

191st MPBn is tasked to maintain the HPA Impounding area in coordination with OG4, HHSG. Commander, HHSG has the sole authority in designating impounding areas inside HPA.

v. Disbursement of Penalty Fees

All Collected penalties will be deposited in a joint account of CO, MPBn and Chief ONAF, HHSG PA. Withdrawals can only be made upon the written approval of Commander, HHSG, PA. Said funds can be used to fund traffic/security improvements inside camp depending on the Commander HHSG's approval.

w. Reporting

Upon completion of a clamping/towing operation, 191st MPBn shall immediately craft an after activity report stating therein the details involving the operations and shall reach HHSG (attn. G2/G3) Not later than three (3) days after the said operations.

Likewise, an informal spot report shall reach Commander, HHSG, PA (Attn: G2/G3) shall be made within an hour after the conduct of an operation by short messaging system (SMS) text or by any fastest possible means.

A formal written spot report regarding the towing/clamping operation shall reach Commander, HHSG, PA (Attn: G2/G3) within the same day of the operation.

5. Implementation:

The 191st MPBn shall be in charge of the towing/clamping operations and proper implementation of these guidelines. Additional rules and regulations relative thereto may be issued by the Commander, HHSG, PA.

6. Rescission:

All other publications/SOPs/guidelines inconsistent with this SOP are hereby rescinded accordingly.

7. Effectivity:

This **SOP** shall take effect upon publication.

BY COMMAND OF BRIGADIER GENERAL DEVESA:

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OIC, Adjutant