



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVE. WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HI-ZA

26 OCT 2010

MEMORANDUM FOR All Individuals Operating a Motor Vehicle on Army Installations on Oahu

SUBJECT: Policy Memorandum USAG-HI-30, Removal of Abandoned Vehicles from Army Installations on Oahu

1. Reference: AR 190-5, Motor Vehicle Traffic Supervision, 22 May 06.
2. Purpose. To establish a policy that promotes crime prevention, traffic safety, orderly traffic flow, promotes the Army Community of Excellence and makes the best use of limited on-post parking, including Island Palm Communities, LLC areas and Military Reservations. This policy delineates responsibilities for processing and removing abandoned vehicles from Army installations on Oahu.
3. Applicability. This policy applies to all Soldiers, Civilians, Family Members, contractors, and other personnel who work on, reside on, or visit any US Army installations, facilities, or work sites on Oahu.
4. Definitions.
 - a. Registered Vehicles. Properly registered vehicles must have a valid state vehicle registration, proof of state safety inspection, proof of insurance, and military installation vehicle registration decal. Any Privately Owned Vehicle (POV) operated on US Army installations on Oahu must meet these state of Hawaii and US Army installation vehicle registration requirements.
 - b. Army Installations on Oahu. Army Installations on Oahu refers to all land owned or leased by the United States Army under the control of United States Army Garrison, Hawaii on the island of Oahu to include but not limited to Fort Shafter, Schofield Barracks, Wheeler Army Airfield, Helemano Military Reservation, Tripler, Aliamanu Military Reservation, Piihalaau Army Recreation Center, Fort DeRussy, Hale Koa Hotel, and Mendonca Park.
 - c. Private parking. A privately owned residential parking facility or site under the direct responsibility of Island Palm Communities, LLC.

d. POV. Any vehicle driven or drawn by mechanical power, and manufactured primarily for use on public streets, roads, and highways. Includes motorcycles but does not include Government owned or tactical vehicles.

e. Abandoned Vehicle. Any POV, including recreational vehicles, left unattended on US Army installations on Oahu without current registration or that appears abandoned through obvious visual signs. Vehicles missing essential components required for operation, e.g., flat or missing tire(s), windshield, engine, steering mechanisms, on jack stand or bricks, etc., are examples of obvious visual signs.

5. Standards for Impoundment. POVs will not be impounded unless the vehicle clearly interferes with ongoing operations or movement of traffic, threatens public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned.

a. Impounding of POVs is justified when any of the following conditions exist:

(1) The POV is illegally parked—

(a) On a street, bridge, or is double parked, and interferes with the orderly flow of traffic.

(b) On a sidewalk, within an intersection, on a crosswalk, in a fire lane, or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station.

(c) When blocking an emergency exit door of any public place (installation theater, club, dining hall, hospital, and other facility).

(d) In a Garrison or housing area designated “no parking area, tow-away zone,” or “restricted/reserve parking area.”

(e) Law enforcement personnel reasonably believe the vehicle is abandoned, as defined in paragraph 4e.

(2) The POV interferes with—

(a) Street cleaning or tree pruning and removal operations when attempts to contact the owner have been unsuccessful.

(b) Emergency operations during a natural disaster or fire or must be removed from the disaster area during cleanup operations.

b. Towing and storage. Impounded POVs will be towed by either contracted towing services or by the Directorate of Family and Morale, Welfare and Recreation (DFMWR). Vehicles towed by a contracted towing service will be stored in the installation impound area; vehicles towed by DFMWR will be stored in the salvage yard at the owner's expense.

6. Procedures for Impoundment.

a. A DD Form 2504 (Abandoned Vehicle Notice) will be conspicuously placed on POVs considered unattended or abandoned. This action will be documented by an entry in the installation law enforcement desk journal or blotter.

b. The owner will be allowed three (3) days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If the vehicle has not been removed after 3 days, it will be removed by the DFMWR towing service or the contracted towing service. If a contracted towing service is used, a DD Form 2505 (Abandoned Vehicle Removal Authorization) will be completed and issued to the contractor by the Directorate of Emergency Services (DES).

c. After the vehicle has been removed, the installation law enforcement officer or the contractor will complete DD Form 2506 (Vehicle Impoundment Report) as a record of the actions taken.

d. The DES will establish further procedures for impoundment and disposition in accordance with AR 190-5, Motor Vehicle Traffic Supervision. The Oahu North and South Community Director's (ONCD and OSCD) Offices will assist in the identification and monitoring of the abandoned vehicle population in their respective areas of responsibility.

7. Responsibilities.

a. DES:

(1) Dispatch law enforcement officers to assess vehicles reported as abandoned and take appropriate law enforcement action as required.

(2) Coordinate contract for towing service and vehicle impounding.

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(3) Supervise enforcement of this policy through the use of Military and DA Police; issue DD Form 1408 (Armed Forces Traffic Ticket) to policy violators.

b. USAG-Hawaii Community Director's Offices:

(1) Assist DES with identifying policy violations, monitor vehicle status until issue is resolved.

(2) Maintain statistical data regarding abandoned vehicles.

c. USAG-HI, DFMWR:

(1) Tow identified vehicles when not contracted through a private towing service.

(2) Establish fees for towing service.

(3) Coordinate with DES to develop Standard Operating Procedures.

d. Island Palm Communities, LLC, Community Managers:

(1) Report violations of this policy to the Military Police desk for their respective communities.

(2) Provide Island Palm Communities, LLC residents with parking restrictions and abandoned vehicle process.

(3) Coordinate with DES Traffic Division for vehicle tagging and removal.

(4) Monitor the situation until the vehicle has been removed.

8. This Policy Memorandum supersedes Policy Memorandum USAG-HI 30, SAB, dated 26 May 10, and remains in effect until cancelled or superseded in writing. Proponents for this policy are the ONCD and OSCD at 655-0497 or 438-6996.



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