



CITY & BOROUGH OF JUNEAU

PARKS & RECREATION DEPARTMENT POLICY MANUAL

Policy No. 100-006	Title: Impound-in-Place	
Date Reviewed by PRAC: Date Approved:		Last Reviewed:
CBJ Code / Regulation: CBJ 72.24.020 (Impounding & relocating vehicles) CBJ 72.12.010 (Parking not to obstruct traffic) CBJ 72.12.035 (Parking of trailers restricted) CBJ 72.02.340 (Stopping, standing or parking on highway and in other locations) CBJ 72.02.345 (Officers authorized to remove vehicles) CBJ 36.30.230 (Abandoned & Junked Vehicles)		Other Reference: AS 28.11 (Abandoned Vehicles)
Purpose & Need: To establish policies and procedures for the impounding, removal, and disposal of abandoned and illegally parked vehicles in municipal parks and recreation facilities.		

Policy

It is the policy of the CBJ Parks & Recreation Department to:

1. Maintain parking lots and other areas for their primary use by the public;
2. Promptly issue warnings and citations, as appropriate, to vehicles parked illegally or abandoned in parks and other facilities managed by the Department; and
3. Take appropriate action to remove illegally parked or abandoned vehicles from parks and other facilities to protect public property and preserve access.

Applicability

These policies and procedures apply to all areas dedicated by the Assembly for parks and recreation purposes, and to all facilities managed by the Parks & Recreation Department, including downtown parking facilities.



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This policy applies to abandoned, wrecked, and junked vehicles:

A. Abandoned Vehicles

- a. A vehicle registered as required under AS 28.10 that reasonably appears to have been left unattended for more than **30 days** shall be treated as an abandoned vehicle and removed pursuant to AS 28.11.030 using the impound-in-place procedures described below.
- b. This applies to vehicles that are registered and are not junked or wrecked.

B. Wrecked or junked vehicles

- a. A wrecked or junked vehicle that reasonably appears to have been left unattended for more than **24 hours** shall be treated as an abandoned vehicle and removed pursuant to AS 28.11.030 using the impound-in-place procedures described below.
- b. According to AS 28.11.020(c), a “junk vehicle” means a vehicle that:
 - i. Is not currently registered under AS 28.10;
 - ii. Is stripped, wrecked, or otherwise inoperable due to mechanical failure;
 - iii. Has not been repaired because of mechanical difficulties or because the cost of repairs required to make it operable exceeds the fair market value of the vehicle; or
 - iv. Exhibits one or more of the following:
 1. Broken glass;
 2. Missing wheels or tires;
 3. Missing body panels or parts; or
 4. Missing drive train parts.
- c. According to AS 28.11.020(c), a “wrecked vehicle” means a vehicle that is disabled and cannot be used as a vehicle without substantial repair or reconstruction.

This policy does not apply to vehicles actively being used for residential purposes.

Procedures for Abandoned Vehicles

- A. Impound the vehicle where it is parked.
 - a. Create a report describing the vehicle (make, model, color, license plate, and VIN), the date and time of impound, and the grounds for impound (e.g. CBJ 36.30.230, 72.22.060, and 85.10.050).
 - b. Affix a Notice of Impound to the vehicle (preferably a weather-proof decal or hangtag). The Notice must include a phone number where CBJ staff can be reached for more information.



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- B. Provide personal notice to the registered owner
 - a. Send a letter via Certified Mail (Return Receipt Requested) to the registered owner of the vehicle and any known lienholders. The notice must include:
 - i. Notice that their vehicle has been impounded by CBJ.
 - ii. The date the vehicle was impounded.
 - iii. Information that the vehicle will be auctioned or disposed of if not claimed and moved within 10 business days.
 - iv. A phone number where CBJ staff can be reached for more information.
 - v. Information regarding fees for disposal.
- C. Provide public notice of auction
 - a. If the vehicle is not claimed and moved within 15 days after personal notice is mailed via Certified Mail, then post public notices in three locations (i.e. City Hall, CBJ Website, and Parks & Recreation social media account(s)) announcing that the vehicle will be sold at public auction. The notice must include a description of the vehicle, the registered owner's name, and a statement that the vehicle will be sold at public auction.
- D. Attempt to auction the vehicle (CBJ 72.22.060)
 - a. The vehicle can be auctioned 10 days after posting public notice, if it has not been claimed and moved.
 - b. Use the CBJ's standard auction procedure and website to conduct the auction.
 - c. Proceeds from the sale of auctioned vehicles shall first be used to compensate CBJ Parks & Recreation for actual costs associated with towing, impounding, storing, or selling the vehicle. Any remaining proceeds shall be paid first to the lienholder, if known. Any remaining proceeds shall be paid to the owner of the vehicle, or if unknown, to the operating fund of the Parks & Recreation Department.
- E. Disposal
 - a. If there are no buyers at auction, then CBJ becomes the owner of the vehicle.
 - b. Hire a towing company to take the vehicle to Skookum for scrapping/destruction.
 - c. After disposal, send a letter to DMV containing the following information:
 - i. Statement that the vehicle was scrapped/destroyed at <location> on <date>.
 - ii. Owner of record
 - iii. Plate (if known)
 - iv. VIN
 - v. Make
 - vi. Model (if known)
 - vii. Year (if known)



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Procedures for Junked Vehicles

- A. Impound the vehicle where it is parked.
 - a. Create a report describing the vehicle (make, model, color, license plate, and VIN), the date and time of impound, and the grounds for impound (e.g. CBJ 36.30.230, 72.22.060, and 85.10.050).
 - b. Affix a Notice of Impound to the vehicle (preferably a weather-proof decal or hangtag). The Notice must include a phone number where CBJ staff can be reached for more information.
- B. Provide personal notice to the registered owner
 - a. Send a letter via Certified Mail (Return Receipt Requested) to the registered owner of the vehicle and any known lienholders. The notice must include:
 - i. Notice that their vehicle has been impounded by CBJ.
 - ii. The date the vehicle was impounded.
 - iii. Information that the vehicle will be disposed of if not claimed and moved within 10 business days.
 - iv. A phone number where CBJ staff can be reached for more information.
 - v. Information regarding fees for disposal.
- C. Disposal
 - a. If the owner does not claim the junked vehicle and remove it from CBJ property within 10 business days of sending notice, then CBJ becomes the owner of the vehicle.
 - b. Hire a towing company to take the vehicle to Skookum for scrapping/destruction.
 - c. After disposal, send a letter to DMV containing the following information:
 - i. Statement that the vehicle was scrapped/destroyed at <location> on <date>.
 - ii. Owner of record
 - iii. Plate (if known)
 - iv. VIN
 - v. Make
 - vi. Model (if known)
 - vii. Year (if known)