



Joe Duvall
Chief of Police

DALLAS POLICE DEPARTMENT
120 Main Street
Dallas, Ga 30132
Telephone (770) 443-8100



S. Kish
Assistant Chief

WRECKER ROTATION SUBMITTAL

CONTACT INFORMATION

Captain M. Selleck
mselleck@dallas-ga.gov

770-443-8100 Ext. 1012

The Deadline to return this packet is Wednesday, November 26th, 2025
This packet must be returned to the
Dallas Police Department 120 Main Street Dallas, Ga. 30132



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October 31, 2025

To: Interested Wrecker Companies
From: Captain Michael Selleck
Subject: Requirements for consideration

Please find attached the wrecker service rotation requirements.

All items must be included to be considered for the 2026 Dallas List Wrecker Service approval. The 2026 Dallas Rotation List will start on January 1st, 2026, and will end on December 31st, 2026.

In addition to the enclosed list, **a letter of request for consideration is required**. A decision will be made in the near future. Please ensure your packet is returned by the deadline.

Incomplete packets will not be considered.

Owner Signature



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1. Wrecker services seeking inclusion on the rotation list shall have at least two (2) fully functional wreckers capable of completing calls for service when requested by the Dallas Police Department and/or the owner/operator of the vehicle.
2. Wrecker service employment: Contractor agrees that **any employee considered for hire or hired** after the original contract date must submit a (3) Three-year drivers' history and a completed release of authorization of personal information form "**Notarized**" to the Dallas Police Department for consideration to tow for the City of Dallas Police Department. This approval process must be approved before the employee is allowed to tow or assist on any tow of a vehicle for the City of Dallas Police Department. **Anyone violating this requirement is subject to immediate removal from the wrecker rotation.** The City of Dallas Police Department will review the driver and criminal records of all applicants to determine whether they will be allowed to tow vehicles for the City of Dallas Police Department. Once the approval or denial has been made, all decisions are final, and there is no appeal process for this decision. Note: By law, the Dallas Police Department cannot discuss any reason with the wrecker service owner, and any decision based on the denial of a driver's history or a criminal history report.
3. **Wrecker services that have been included in the rotation must be able to respond to calls for service and be on the scene where they have been requested no later than twenty-five (25) minutes after having been contacted by the Dallas Police Department.**
4. If called and the wrecker service is unable to respond to a call, **the wrecker service shall notify the City of Dallas Police Department immediately.** The wrecker service is prohibited from calling its own back-up wrecker, but may obtain assistance as needed after responding to the call. **If the wrecker service is unable to respond to the initial call, the Dallas Police Department will contact the next wrecker rotation.**
5. Those inside and outside of the City of Dallas judge the Dallas Police Department by the manner in which it conducts itself. With this in mind, the Dallas Police Department is concerned with the conduct of those who operate in concert with it. It is therefore imperative that wrecker services utilized by the Dallas Police Department conduct themselves in a professional manner while complying with state and federal laws, rules, and regulations. Therefore, wrecker services that have been included in the rotation shall at all times conduct themselves in an ethical manner and shall strive to maintain a professional image.
6. Release of impounded vehicles: All vehicles impounded by the City of Dallas Police Department will require a vehicle release form from the Dallas Police Department. Once the registered owner of the vehicle has received a vehicle release form from the Dallas Police Department, they will present the release to the wrecker company for their records. The wrecker company is clear to release the vehicle at this time.
7. Release of personal property: Anyone wishing to get personal property out of a vehicle that has been impounded will be referred to the Dallas Police Department for further instruction.

Owner Signature



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Contract Agreement

In addition to the Fees, Contractor is authorized to charge for providing services under this contract. Contractor agrees to collect from all persons or entities receiving services under this contract. **An additional \$25.00 per tow** is to be remitted to the City of Dallas Police Department. The City of Dallas reserves the right to increase or decrease this fee annually, depending on the costs associated with monitoring and administering this contract, as well as providing services related to the impoundment and disposal of vehicles.

The additional \$25.00 Fees collected will be remitted to the City of Dallas Police Department on a monthly basis and will be accompanied by a list of towed vehicles for the police department that month. All fees collected will be remitted by the fifteenth (15th) day of the month following the end of the previous month.

I understand failure to comply with all the provisions of this contract could result in removal from the City of Dallas Police Wrecker Service List. All Checks are made payable to the City of Dallas.

The check can be mailed or hand-delivered to:

City of Dallas Police Department
120 Main Street
Dallas, GA, 30132

In Addition

The maximum allowed to charge the City of Dallas Police Department to change a tire on a police vehicle will be \$25.00

The maximum allowed to charge the City of Dallas Police Department to tow a police vehicle within Paulding County will be \$25.00

Owner Signature



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To: Wrecker Service Owners
Ref: Notification of Wrecker Fees

Standard Wrecker fees: Charges up to **\$250.00**. This is for your first hour. **A charge of \$55.00 may be applied** for each additional hour.

Accident Cleanup and Recovery: Charges from **\$325.00 to \$350.00**. **Exigent circumstances where additional equipment is required for recovery, excluding standard equipment already on the wrecker, may be billed; however, it must be itemized.** You can charge **\$55.00** per hour after the first hour.

Storage Fee: **\$40.00** a day. **No gate fee is allowed during normal hours.** The first 24-hour storage fee will be no charge. There is no requirement for tow yards to release vehicles after normal business hours.

Administration Fee: May charge up to \$150.00 after three (3) days on your lot. After 21 days on your lot, you may charge an additional \$100 mail and advertising fee.

EV Towing: Non-consensual Tow fee **\$325.00**. Storage will be **\$175.00** per day after the first 24 hours. Only if the EV is placed in an approved segregated concrete surround (3-sides).

No Key Fee: **\$25.00**

After Hours Fee: Not to exceed **\$50.00**

Note: Fees in this letter set the maximum charges allowed for standard tows and accident scenes. The City of Dallas Police Department understands that there will be exceptions to this fee schedule. Please document these exceptions and retain all tow records requested by the Dallas Police Department for a period of no less than 1 year from the date of request.

Note: If a wrecker service wishes to charge less than the standard price for towing a vehicle, they may do so. However, no wrecker service will be allowed to exceed the standard requirements.

Owner Signature



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Wrecker Service Information:

Name of Company: _____
Owner of Company: _____
Business Address: _____
Business Phone: _____

Owner Information:

____ Owner' Name _____
____ Copy of Driver's license _____
____ Three-year driver's history _____
____ A release authorization of personal information form (Notarized).
Owner Phone Home: _____
Owner Phone Cell: _____

Manager Information

Name: _____
Address: _____
Phone number _____
____ Copy of driver's license: _____
____ Three-year diver's history: _____
____ A release authorization of personal information form (Notarized).

Wrecker Driver's Information

____ Copy of driver's license for ALL drivers other than owner/manager.
____ Three-year diver's history: _____
____ A release authorization of personal information form (Notarized)

Owner Signature



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Wrecker Service check off sheet

Business Information Checklist:

- _____ Copy of Business License Attached
- _____ Copy of UCR state or GIMC card attached
- _____ Total number of wrecker service vehicles _____
- _____ Copy of Business Liability Insurance Attached

Storage Lot Requirements

Storage Lot Location / Address _____

- _____ Copy of Liability Insurance to cover stored vehicles and their contents.
- _____ Must maintain 24-hour security and Alarm system.
- _____ The Parking lot must be lighted where the vehicles are stored.
- _____ The parking lot must be fenced with a minimum of 6-foot chain-linked fence and ability to be locked.

Vehicle Requirements. (Must have all items listed for each wrecker used)

- _____ Proof of ownership
- _____ Current and valid registration
- _____ Valid Insurance for each vehicle
- _____ Flashing lights on vehicle
- _____ Battery Jumper cables or box
- _____ Fire Extinguisher
- _____ Flat Shovels
- _____ Sweeping broom
- _____ Container to use to hold debris
- _____ Motorcycle straps (Minimum 4)
- _____ Company name, Address and Phone number affixed to each side of each vehicle
- _____ Quick-Dry or an Equivalent

I have read and agree to all the terms and conditions set forth in this contract, and I have verified that this sheet or attachments include all of my requirements.

Owner Signature _____ Date: _____

Do not write below; this section is to be completed by the Dallas Police Department Inspection officer

Wrecker Service Inspection Checklist:

Licensing Requirements:

- _____ Copy of Business License
- _____ UCR state card or GIMC card
- _____ Total number of wrecker service vehicles listed
- _____ Copy of Business Liability Insurance

Storage Lot Requirements:

- _____ Storage Lot Location / Address listed
- _____ Copy of Liability Insurance to cover stored vehicles and their contents.
- _____ 24-hour security and Alarm system in place.
- _____ Parking lot lighted where the vehicles are stored.
- _____ Parking lot fenced with a minimum of 6-foot chain linked fence and ability to be locked.

Vehicle Requirements:

- _____ Proof of ownership
- _____ Current and valid registration for each wrecker
- _____ Valid Insurance
- _____ Flashing lights on vehicle
- _____ Battery Jumper cables or box
- _____ Fire Extinguisher
- _____ Flat Shovels
- _____ Sweeping broom
- _____ Container to use to hold debris
- _____ Motorcycle straps (Minimum 4)
- _____ Company name, Address and Phone number affixed to each side of each vehicle
- _____ Quick-Dry or an Equivalent

Date Checked _____

Checked by _____

Title / Rank _____

Officer Signature

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize _____ Dallas Police Department _____ to conduct an inquiry for

the purpose(s) listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

☐ This authorization is valid for 90/180 (circle one) days from date of signature.

Signature _____ Date _____

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used: (check all that apply)

☐	E - Employment
☐	C - Citizens Academy or Ride-Along Program
☐	J - Civilian Criminal Justice Employment (State & III Info Received)
☐	M - Working with Mentally Disabled
☐	N - Working with Elderly
☐	P - Public Records
☐	U - Personal Copy
☐	W - Working with Children
☐	Z - Sworn Criminal Justice Employment (State & III Info Received)

The inquiry resulted in the following: (check all that apply)

☐	No Criminal Record Available
☐	Criminal Record (Attached/Released)
☐	No NCIC/GCIC Warrant
☐	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Agency Designee Signature and Title _____ Date _____