Towed Vehicles Report

> The Towed Vehicles Report allows administrators to generate a detailed list of all parking violations that resulted in a vehicle being towed within a specific date range. Its primary purpose is to help management track towing activities, review associated fees, and audit enforcement locations where tows frequently occur. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

This report is a standard feature within the violations module and requires no specialized system setup to run. However, administrators must have the appropriate reporting and violations management permissions assigned to their user role to access this page. Ensure that your field staff are trained to properly enable the vehicle towed flag when issuing citations so the data accurately populates in this report.

Using this Feature

Administrators can use this tool to filter violation data to isolate towing incidents, view specific citation details, and export the results for external reconciliation.

Accessing and Generating the Report

1. Hover over **Violations** and click **Reports** then **Towed Vehicles**.

2. Set the desired reporting timeframe using the **Start Date** and **End Date** calendar fields.
3. Select a specific lot or area from the **Offense Location** drop-down menu, or choose All Locations to run a system-wide search.
4. Choose the appropriate option from the **Warnings** drop-down menu to hide, include, or strictly show warning tickets that resulted in a tow.
5. Select a specific status from the **Spoiled** drop-down menu to include or exclude nullified records from your search.
6. Select a specific status from the **Appeal State** drop-down menu to filter the report based on whether the ticket is pending, upheld, or canceled.
7. Click the **Search** button to view the report results at the bottom of the screen.

> This report exclusively filters and displays violations where the vehicle towed flag was explicitly set by the issuing officer. Tickets without this flag enabled will not appear in these search results, even if a physical tow occurred.

Key Information Displayed

Once generated, the report displays a data table containing the following details for each towed vehicle:

- **Ticket Number:** The unique system identifier for the citation. Click the ticket number to open and view the full violation details.
- **Issued Date/Time:** The exact timestamp the violation was recorded by the officer.

- **Towing Charge:** The specific financial fee associated with the tow.
- **Offense Location:** The parking zone or lot where the vehicle was towed from.
- **Plate Number:** The license plate of the towed vehicle.
- **State/Province:** The registered region or jurisdiction of the vehicle.
- **Drivers:** The name of the user associated with the vehicle plate, provided an active account exists in the system.

Available Actions and Buttons

- **Copy:** Click this button to copy the raw table data directly to your computer's clipboard.
- **CSV:** Click this button to download the results as a comma-separated values file.
- **Excel:** Click this button to download the results as a formatted Excel spreadsheet for offline analysis.
- **Print:** Click this button to open a clean, printer-friendly version of the generated report.

Best Practices and Considerations

- **Reconcile towing invoices: Organizations should regularly export this report to Excel to reconcile external towing company invoices against the towing charges recorded in the system.** This ensures financial accuracy and helps identify any undocumented tows.
- **Audit field enforcement: Use the Offense Location data to identify high-frequency towing zones.** If specific lots consistently generate a large volume of tows, management may need to evaluate

the clarity of signage in those areas or adjust patrol routes.

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