

Estimated Administrative Fee's for 30 Day Impound

DUTIES AND TIME ALLOCATED	TOTAL SALARY
Police Officer – Primary officer for traffic stop, completion of investigation, paperwork, and standby for tow – 1 hour on average.	\$26.27
Police Officer – Secondary officer for back-up investigative support – half hour on average.	\$13.14
Sergeant – Supervision of investigation, possible response to the scene and review of paperwork – half hour on average.	\$17.28
Communications personnel – CAD entries, tow notifications, ACJIS/NCIC requests - 1 hour on average.	\$21.51
Traffic Program Coordinator – Collect paperwork, send out owner/lien holder notifications, telephone inquires, in person inquires, prepare release forms, enter information into databases, and hold hearings - 1 hour on average.	\$26.27
Records Personnel – Associated clerical support.	\$8.81
TWO PSO 1 positions necessary to perform duties related to impoundments and releases.	\$37.00
Average of 311 vehicles impounded each month and 249 vehicle releases each month.	
TOTAL – Per Impounded Vehicle	\$150.28
+ 24% WITH BENEFITS	\$186.34