



**FIFTEENTH JUDICIAL CIRCUIT
2016-2017 VEHICLE IMMOBILIZATION PROGRAM
INFORMATION SHEET**

I. APPLICATION REQUIREMENTS:

- A. Proof that persons immobilizing vehicles in the Fifteenth Judicial Circuit have no record of any felony conviction or of driving or boating under the influence of alcohol or a controlled substance in the last 3 years.
- B. Submit to a background investigation by Court Administration, which shall include the right to obtain and review the criminal record of the applicant, if one exists
- C. Submit completed application accordingly:
 - 1. All questions must be answered
 - 2. Application must be signed and dated
 - 3. Cashier's check or money order made payable to the ***Board of County Commissioners*** in the amount of \$500.00 (non-refundable) application fee
 - 4. Cashier's check or money order made payable to the ***Board of County Commissioners*** in the amount of \$50.00 (non-refundable) processing fee for each employee or independent contractor who will be performing immobilization or impoundment services on behalf of the immobilization agency.
 - 5. Application must be returned to the Administrative Office of the Court, Palm Beach County Courthouse, 205 N. Dixie Highway, Room 5.2500, West Palm Beach, Florida by May 31.
- D. Submit a sworn affidavit (sworn to before a notary public) attesting that the company:
 - 1. has verifiable experience in immobilizing vehicles
 - 2. maintains accurate and complete records of all payment for the immobilization, copies of all documents pertaining to the court's order of immobilization, and any other document relevant to the immobilization and keeps these records for at least three (3) years.

3. employs and assigns persons to immobilize vehicles who as required by Florida Statute 316.193(13)(a)(2):
 - a. Have not been adjudicated incapacitated under s. ~~744.331~~, or a similar statute in another state, unless his or her capacity has been judicially restored; have not been involuntarily placed in a treatment facility for the mentally ill under chapter 394, or a similar law in any other state, unless his or her competency has been judicially restored; or have not been diagnosed as having an incapacitating mental illness unless a psychologist or psychiatrist licensed in this state certifies that he or she does not currently suffer from the mental illness.
 - b. Are not a chronic and habitual user of alcoholic beverages to the extent that his or her normal faculties are impaired; have not been committed under chapter 397, former chapter 396, or a similar law in any other state; not have been found to be a habitual offender under s. 856.011(3), or a similar law in any other state; or have not had any convictions under this section, or a similar law in any other state, within 2 years before the affidavit is submitted.
 - c. Have not been committed for controlled substance abuse or have been found guilty of a crime under chapter 893, or a similar law in any other state, relating to controlled substances in any other state.
 - d. Have not been found guilty of or entered a plea of guilty or nolo contendere to, regardless of adjudication, or been convicted of a felony, unless his or her civil rights have been restored.
 - e. Are citizens or legal resident aliens of the United States or have been granted authorization to seek employment in this country by the United States Bureau of Citizenship and Immigration Services.

II. RESPONSIBILITY OF COURT APPROVED VENDORS:

- A. You are authorized to immobilize vehicles in the Fifteenth Judicial Circuit.
- B. You must maintain accurate and complete records of all payments for immobilization, copies of all documents pertaining to the court's order of impoundment or immobilization, and any other documents relevant to each immobilization. Such records must be maintained by the immobilization agency for 3 years.
- C. You have an ongoing responsibility to inform Court Administration of any employees or independent contractors working on the company's behalf who will

be immobilizing vehicles.

- D. Your employees/independent contractors must have the proper identification with them whenever involved in the immobilization process and must present his/her identification when requested.
- E. No new employees or independent contractors will be permitted to immobilize vehicles in the Fifteenth Judicial Circuit unless and until the immobilization agency has received notice from Court Administration that the employee does not have any disqualifying criminal history and has otherwise been approved.

III. RESPONSIBILITY OF THE COURT:

- A. Once the application has been reviewed and it is confirmed that the requirements of Florida Statute 316.193(13) have been met, the name of the immobilization agency will be added to the Court's Order of Impoundment or Immobilization.
- B. Court Administration will maintain a list of the names and numbers of all immobilization agencies that meet the requirements of Florida Statute 316.193(13) and which operate and provide all essential services associated with the immobilization/impoundment of vehicles found to be in violation of Florida Statute 316.193(6)(d) and in accordance with the directives of the court.
- C. The Chief Judge shall establish an approved list of Immobilization Agencies for the Fifteenth Judicial Circuit each year. At the time of renewal, a reasonable renewal fee may set by the Chief Judge.
- D. The Chief Judge reserves the right to withdraw permission of an employee, independent contractor or immobilization agency from performing immobilization or impoundment services within the Fifteenth Judicial Circuit if such person or company engages in practices which compromise the integrity of the court.

I have read the foregoing criteria and understand that approval of my application is contingent upon my satisfying the requirements of Florida Statute 316.193(13).

NAME: _____

DATE: _____

SIGNATURE: _____

If you have any questions about the Vehicle Immobilization Program, you may contact Court Administration at (561) 355-1952 or direct your questions in writing to the Administrative Office of the Court, Main Judicial Complex, 205 N. Dixie Highway, Room 5.2500, West Palm Beach, FL 33401.