



## **Standard Operating Procedure (SOP):** **Snow Removal & Vehicle Towing**

### **1. Purpose**

This SOP establishes procedures for snow and ice removal and enforcement actions, including vehicle towing, to protect public safety, emergency access, and passable streets during winter weather events.

### **2. Authority**

This SOP is adopted under the authority of the City of Inwood and enforced pursuant to Iowa law and **Title IV, Chapter 2, Article 17** of the City of Inwood Code of Ordinances.

### **3. Definitions**

**Snow Day:** Any day on which snow falls to an accumulated amount of two inches (2") or more, as defined by City ordinance. Parking restrictions automatically apply on Snow Days.

**Snow Plowing:** Mechanical pushing of snow from the traveled portion of the street toward the edges.

**Snow Removal:** Loading and hauling snow from street right-of-ways.

**Snow Route:** A street designated as a priority for snow removal.

**Interfering Vehicle:** Any vehicle parked in violation of snow-related parking restrictions or that obstructs snow removal or emergency access.

**Snow Emergency (Operational):** An administrative communication tool used to inform the public of snow operations; a declaration is not required for enforcement.

### **4. Snow Day Parking Restrictions**

On Snow Days, parking is restricted on **all City streets** in accordance with City ordinance. Restrictions apply automatically once snowfall reaches two inches (2") or more, regardless of public notice. The City may emphasize additional restrictions on designated snow routes or specific areas as needed.

## **5. Public Notification**

When practicable, the City will notify the public of Snow Days and snow operations through City communication channels, including the City website, social media, community alerts, or local postings. Public notification promotes awareness but is not required for enforcement or towing.

## **6. Snow Removal Operations**

Snow removal may occur at any hour as conditions require and generally follows this priority order: emergency and snow routes; main and through streets; residential streets; and alleys or municipal parking areas as staffing and conditions allow.

Snow will be plowed toward the curb or edge of the roadway. The City is not responsible for snow deposited in driveways or at the ends of drive approaches as a result of normal plowing operations.

## **7. Enforcement & Towing**

City Code Enforcement, Public Works, or Law Enforcement may identify vehicles in violation of Snow Day parking restrictions. Interfering vehicles may be cited and/or towed without further notice. Towing priority will be given to vehicles that significantly impede snow removal, emergency access, or public safety. Reasonable efforts may be made to contact vehicle owners when feasible; however, towing may proceed immediately when necessary.

All towing will be performed by a City-authorized towing service. Vehicle description, license plate, location, time, and reason for towing will be documented.

## **8. Vehicle Owner Responsibilities**

Vehicle owners must monitor winter conditions and City communications, remove vehicles from streets during Snow Days, and pay all applicable fines, towing, and storage fees. Compliance is required regardless of whether direct notice is received. The City is not responsible for damage to vehicles parked in violation of snow-related restrictions.

## **9. Post-Snow Operations**

Parking restrictions remain in effect until snow removal operations are substantially complete or conditions otherwise allow safe parking, as determined by the City. Follow-up plowing or street widening may occur after the initial event.

## **10. Records & Review**

The City shall document snow events and enforcement actions and review this SOP annually.