



**SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT  
POLICE DEPARTMENT**



Lourn Phelps Police Services Building  
5151 Pacific Avenue, Stockton, CA 95207

**Jared Zwickey**  
Director of Police Services

**P: (209) 954-5000**  
**F: (209) 954-5605**

---

## **TOW RELEASE REQUIREMENTS**

To obtain a release form for the release of a vehicle from the tow yard, the following must be complied with:

1. The vehicle can only be released to the **registered owner (R/O)**.
2. The R/O must have a **valid driver license in his/her possession** and
3. The R/O must have the valid, unexpired **DMV registration in his/her possession** or:
  - a. **A valid Temporary Operating Permit issued by the DMV** or
  - b. **A valid One-Day Move Permit issued by the DMV**
4. The R/O must have **valid proof of automobile insurance in his/her possession** and
5. The R/O must pay a police department administrative fee of **\$75.00** payable by money order, cashier check or cash (exact amount only, no coins) only. Personal checks and credit/debit cards are not accepted forms of payment.

### **TOW RELEASE HOURS:**

Monday through Friday  
8:00 a.m. to 4:30 p.m.  
**Closed Weekends and Holidays**

### **QUICK CHECK LIST:**

- Valid driver's license.
- Valid registration card / temporary permit / or one day move permit.
- Valid proof of motor vehicle insurance coverage.
- Pay administrative release fee of \$75.00.

**For questions or further information, call:**  
San Joaquin Delta Community College Police Records Division  
(209) 954-5000  
(209) 954-5650 (FAX)

---

### **INFORMATION ABOUT THE \$75.00 ADMINISTRATIVE TOW FEE**

The administrative fee is to recover the cost to the Delta College Police Department to operate the towing program. The fee pays for salaries, equipment and other costs to the Department to administer the program. Rather than inappropriately passing these fees onto the general taxpayer, the California Legislature has empowered police agencies by statute to recover these fees directly from the responsible parties including the registered owner.