PHILADELPHIA POLICE DEPARTMENT
REPOSSESSION REPORTING PILOT PROGRAM
INFORMATION FOR TOW COMPANIES

Pilot Dates: August 3, 2026 – January 31, 2027

Pilot Districts

Electronic reporting is required ***only*** in the following districts:

1st District	**8th District**	**14th District**	**16th District**
19th District	**22nd District**	**26th District**	**39th District**

Highlighted Districts are new additions.

Repossession outside these districts: Follow existing procedures.

Required Actions for Repossessions

Initial Notification – Within 30 Minutes

- Send an email to the designated email **Police.Repo@phila.gov** with:
  - Photograph or scanned copy of the Repossession Order, letter of authorization or a copy of the encumbered title (first lien holder, e.g., First Union Bank, etc.),
  - License number issued by the Pennsylvania Department of Banking and Securities,
  - Clear photographs of the repossessed vehicle, including:
    - The windshield VIN (Vehicle Identification Number)
    - Full exterior views of the front, rear, driver-side, and passenger-side of the vehicle.
  - Address of where the vehicle was repossessed.
  - **Provide an emergency phone number or email.**

If the Vehicle Is in a Non-Pilot District

Continue following all normal repossession notification procedure, in-person reporting.
This pilot does not apply outside Districts 1, 8, 14, 16, 19, 22, 26, and 39.

Vehicles in Stolen Status or Guard for Prints

- **Stolen Status**
    - Tow companies will be notified that the vehicle they towed was in stolen status and that it has been marked as recovered.

- **Guard for Prints**

    - The Radio Room Supervisor will immediately notify the repossession company via email to the emergency contact provided in the notification email that the vehicle is “Guard for Prints” and request a hold, providing the DC# of the investigation. The repossession company will hold the vehicle for a reasonable amount of time, no less than 72 hours, to receive correspondence from the assigned investigator.

    - The assigned investigator or designee from Captain will contact the repossession company and arrange a date and time to go out to their lot to process the vehicle with a search warrant on the lot. If the assigned investigator requires that the vehicle be removed from the lot for further investigatory or evidentiary purposes, and the assigned has a search warrant, Police Tow will be contacted by the assigned to tow the vehicle.

Important Operational Notes

- Police do not assist in forced entry during writ service.
- During disputes, police only monitor for peace—they do not mediate.
- Firearms in Repossessed Vehicles:
    - Firearms when found inside the repossessed vehicle can be processed at any police district or an officer will be dispatched to retrieve the firearm(s) at the repossession agency office, provided they are located in Philadelphia. All firearms recovered will be placed on a Property Receipt (75-3) by an officer or supervisor.
    - Any firearms recovered from a repossessed vehicle by a towing company located outside of Philadelphia will be handled by the local police department to recover and process the firearm.

Questions?
Contact Police Radio at 215-686-1295.
