

 <p><b>BEL AIR POLICE DEPARTMENT</b></p> <p><b>POLICIES AND PROCEDURES</b></p> <p><b>CHARLES A. MOORE</b> CHIEF OF POLICE</p>	<b>CHAPTER: 27</b>
	<b>TITLE: Vehicle Lockouts</b>
	<b>No. Pages: 2</b>

## PURPOSE

This policy is intended to provide members of the Bel Air Police Department with guidance and direction for responding to assist a motorist with entry into a locked vehicle.

## POLICY

The Bel Air Police Department will provide lock-out service to individuals in need of having their vehicle opened.

## PROCEDURES

### 27:101 - Lock-out Liability Waiver

This service will be provided contingent upon the staffing and activity needs of the shift at the time of the request. The responding officer will provide the owner or operator of the vehicle with a *lock-out liability waiver form* that **must be signed** before the officer attempts to unlock the vehicle. The waiver will explain that damage to the vehicle may occur as a result of the attempt to gain entry. **Exception:** waiver is not required in an emergency situation, such as a child locked in a vehicle, etc. A copy of the form will be given to the owner/operator and copy will be placed in the report bin. If the vehicle was damaged, the officer will note the damage on the *lock-out liability waiver form*. The Administrative Sergeant will retain a copy of each waiver for one year. The officer will inform dispatch of the corresponding registration information for inclusion in the respective CAD entry.

### 27:102 - Vehicle Entry Assistance

Entry into a citizen vehicle should be attempted by the officer once the lock-out liability waiver is signed by vehicle owner/operator. The officer should only attempt entry into the vehicle if it can be done safely, efficiently and without risk of damage to the vehicle or occupants. Unfortunately, the continued development of locks with anti-theft devices, side air-bags and other technological developments have created a situation where risk to the safety of the police personnel, the vehicle occupant (small child), even the vehicle itself exceeds our ability to provide effective and safe service. In such cases the vehicle owner/operator will be informed that entry is unsafe and we suggest calling a locksmith or retrieving a spare key to avoid damage.

### 27:103 - Device (Big Easy Vehicle Entry System)

Each patrol vehicle will be equipped with a Big Easy entry tool which is designed to open a locked vehicle door in a safe manner. The quartermaster will provide the Big Easy for each vehicle and it shall be listed on the monthly vehicle inspection form. Using this tool to actuate the door handle or manual or electric lock button will eliminate airbag activation. This kit includes a lightweight plastic wedge to gently pry open the car door far enough to insert the inflatable easy wedge. Squeezing the bulb on the inflatable wedge safely opens the car door wide enough to let an officer insert the Big

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Easy to actuate the lock. Once the lock has been actuated, the officer should remove the Big Easy tool and deflate the inflatable wedge prior to opening the door.

### **APPROVED:**

Date: February 2, 2017



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Charles A. Moore, Chief of Police

**END**