

# **POLICE DEPARTMENT HANOVER PARK, ILLINOIS**



DIRECTIVE: 252-P

REFERENCE STANDARDS:

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SUBJECT: Vehicle/Dwelling Lock Out Procedure

POLICY: To provide assistance to individuals who have been locked out of their vehicles/dwellings in Hanover Park whenever the guidelines set forth in the procedures are met.

PURPOSE: To define lock out procedures, set guidelines for their application, and provide guidance for officer discretion regarding lockouts.

## **I. PROCEDURES**

### **A. Vehicles**

1. Generally vehicle lockouts will NOT be performed. Exceptions are:
  - a. A person is locked inside a vehicle and there is reason to believe the person's health or safety is in imminent danger.
  - b. An animal is locked inside a vehicle and there is reason to believe the animal's life is in danger.
  - c. The locked vehicle is located in a position that poses an imminent hazard and threat to human life or property.
  - d. The Shift Supervisor determines that the situation warrants an immediate response.
2. If at least one of the above criteria is met, the following procedures should be followed:
  - a. Before attempting to gain entry to a vehicle, the officer responding will notify the individual of the possible damage that can occur if assistance is rendered.
  - b. The owner or person in control of the vehicle will sign the Hanover Park Lock Out Waiver and Hold Harmless agreement on the department Lock Out Report. (Appendix A)
  - c. The Lock Out Report will be filled out completely and must include the printed name and signature of the owner or person in control of the vehicle, the make, model and license number of the vehicle, date and incident number, location, and action taken for entry.
  - d. Lock Out Reports will be given to the Shift Supervisor for normal report processing.

- e. If the attempt to gain entry causes damage to the vehicle, the officer will include this information and describe the damage in the narrative section of the signed Lock Out Report.

## B. Dwellings

1. The officer responding will attempt to ascertain a non-forcible means for entry to a dwelling.
2. Generally forcible entry dwelling lockouts will NOT be performed. Exceptions are:
  - a. A person is locked inside a dwelling and there is reason to believe the person's health or safety is in imminent danger.
  - b. The Shift Supervisor determines that the situation warrants an immediate response.
3. If one of the above criteria is met, the following procedures should be followed:
  - a. Before attempting to gain forcible entry to a dwelling, the officer will notify the Shift Supervisor.
  - b. The officer responding will notify the individual of the possible damage that can occur if assistance is rendered.
  - c. The owner or person in control of the dwelling will sign the Hanover Park Lock Out Waiver and Hold Harmless agreement on the department Lock Out Report.
  - d. The Lock Out Report will be filled out completely and must include the printed name and signature of the owner or person in control of the dwelling, date and incident number, location, and action taken for entry.
  - e. Lock Out Reports will be given to the Shift Supervisor for normal report processing.
  - f. If the attempt to gain entry causes damage to the dwelling, the officer will include this information and describe the damage in the narrative section of the signed Lock Out Report.

## II. EXCEPTION

- A. If it is determined that there is an immediate health or safety concern, the officer is to take immediate action. Justification for the immediate response must be articulated in the proper report regarding the occurrence.

# HANOVER PARK POLICE DEPARTMENT

## LOCKOUT REPORT

1. Case Report Number		2. Location of Incident		3. DATE OF OFFENSE / INCIDENT	
4. Report Time		5. OFFENSE-SERVICE LOCKOUT		6. CODE 9031	
				7.STATUS 09	
COMPLAINANT		NO NAME ADDRESS		CITY	
DOB AGE SEX RACE HOME PHONE				BUSINESS PHONE	
RESIDENCE: <input type="checkbox"/> BUSINESS <input type="checkbox"/> VEHICLE <input type="checkbox"/>		YEAR MAKE MODEL		LICENSE NO. STATE	
NARRATIVE:					
LOCKOUT WAIVER AND HOLD HARMLESS					
I hereby state that the inability to enter the above vehicle/house is an emergency and I do not want to contact or have the Police Department contact a locksmith.					
I understand that in attempting to gain entry there is a risk of damage to the vehicle/house and that the employee may be unable to gain entry.					
For and in consideration of an employee of the Village of Hanover Park attempting to gain entry to the above vehicle/house, I hereby release and assume all risk of personal injury, or property damage or loss to the vehicle/house and agree to save, and hold harmless the Village of Hanover Park, its officials and employees, from and against any and all claims and liability for all loss, damage or injury caused by or arising out of or to properly perform any actions to gain entry to the above vehicle/house whether or not said loss, damage or injury is caused by or arises out of the negligence of the Village, its officials or employees.					
I hereby state that I am the owner or have permission from the owner of the above vehicle/house to sign this waiver and hold Harmless clause.					
Print Name and Address Signature					
Date: Home Phone: Work Phone:					
33. REPORT SUBMITTED BY:		ID		34. SIGNATURE	
				35. SUPERVISOR APPROVAL	
				ID #	