



COUNCIL DECISION REQUEST

SUBJECT: Fire Department performing Vehicle Lock Outs

MEETING DATE: January 22, 2015

SUBMITTED BY: D. Staub

SUBMITTAL TO AGENDA
APPROVED BY TOWN MANAGER

AMOUNT BUDGETED: \$0.00

EXPENDITURE REQUIRED: \$0.00



EXHIBITS (If Applicable, To Be Attached): Draft Fire Department SOP

POSSIBLE MOTION

I move to approve the Fire Department's policy on vehicle lock outs.

SUMMARY OF THE BASIS FOR POSSIBLE MOTION: Beginning in April 1996, the issue of non-emergency lock outs for citizens surfaced and became a Council issue when area locksmiths expressed concerns that the Fire Department conducting these activities was taking away from their business. In February 1999, the Fire Chief at the time came before council and asked that his department be allowed to stop providing non-emergency lock-out service for community members and the Council supported this action with a vote of 6-1. However, this action was directed at only non-emergency services. The Payson Fire Department would like to provide additional direction to its staff on this issue and ensure that the Council is aware that the Fire Department will continue to provide emergency lock-out services. Additionally, the Fire Department will provide non-emergency lock-out services when a locksmith is not readily available or it is deemed to be in the best interest of the Town of Payson.. The Fire Department would ask that you review the attached proposed Fire Department policy for how the Fire Department will implement such direction.

PROS: _____

1. This decision will provide clarification from Council, on the prior decision, with clear direction on how to utilize this service when an emergency occurs and during a non-emergency situation when a locksmith is not available.

CONS:

1. If the Council takes no action the Fire Department will continue to follow the previous decisions of the Council, however, these decision do not clearly provide direction to staff about what an emergency is and what to do when there is no emergency but action would be helpful to our citizens.

JAN 22 2015 I.S



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FUNDING:

| | | | | |
|-------|---------|------------|----------|------------|
| Acct: | Budget: | Available: | Expense: | Remaining: |
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FM: _____ Date: _____



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EXHIBIT 1

Payson Fire Department Standard Operating Procedures

| | |
|----------------------------------|---------------------------------|
| Section: Special Programs | SOP # 2.3.5 |
| Subject: Vehicle Lockouts | Date: 12/14 |
| | Revision Hx: 4/99, 9/00, |

PURPOSE

The purpose of this SOP is to identify the proper procedures for department personnel in unlocking private vehicles.

POLICY

The Payson Fire Department will not normally conduct non-emergency vehicular lock outs. The Payson Fire Department will perform emergency lock outs as defined by this SOP and will perform non-emergency lockouts when there are no private business partners to perform them.

PROCEDURE

Emergency Lock outs

The Payson Fire Department will respond to any situation involving a vehicular lock out if the dispatcher or company officer reasonably believes that an actual emergency exists. The following issues could be considered an emergency situation, this list is not exhaustive:

- Person Locked in vehicle
- Animal locked in vehicle.
- Medicine or food that is perishable is locked in vehicle.

The response to the exact situation may or may not require an emergency (Lights and siren use) response.

Non-Emergency Lock Outs

Non-emergency lockouts will be performed by on duty fire department crews in the following situations:

- Requests from Law Enforcement
- When a private locksmith is unavailable – If PFD unit is on scene of a lock out, PFD will attempt to contact a locksmith, if the locksmith is unable to respond, the crew is authorized to attempt lock out after obtaining a signed release.
- Any other time when the company officer believes it is in the best interest of the Town.

When conducting a lock out the crew should adhere to the following guidelines:



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- Operate safely at all times
- Ensure that the driver is authorized to operated the vehicle
- Ensure that the operator is not exhibiting any signs of impairment.
- Crew will obtain a release of responsibility prior to attempting lock out.
- Crew will complete the lock out form and submit to Administration for filling.

A file of current locksmiths will be kept in hard copy on the trucks and an electronic file on the computers.



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Payson Fire Department

Lock-out

Authorization and Hold Harmless Agreement

Incident # _____ Date: _____ Dispatch time: _____ Unit: _____

Location: _____

I do authorize and hold harmless the Town of Payson, the Payson Fire Department, its employees and all persons associated in any way with the unlocking of the vehicle described below (vehicle). I understand that care will be taken to not damage the vehicle; I realize that damage may still occur, and release said person(s) of any civil or criminal charges of any property damage that may occur in attempting to unlock the vehicle. I further confirm that I am the legal custodian of the vehicle.

Date: _____

Authorizing party signature _____

Printed name _____

Address _____

City, State, Zip _____

Department Use Only

Prior to Opening:

Driver's License # _____ State: _____ Exp. Date: _____

Vehicle Make: _____ Model: _____ Color: _____ Year: _____

VIN #: _____ License Plate#: _____

Check Vehicle Registration after opening. Driver's License Match? Yes No

Explain Discrepancies: _____

Check all applicable: Previously attempted opening by other party

Three years or older vehicle

Door handle inoperative

Deteriorating weather-stripping

Side door air bags equipped. NOTE: Upon completion of opening observe air bag system functioning light when starting vehicle.