


**Payson Fire Department
Standard Operating Procedures**

Section: Special Programs	SOP # 2.3.5
Subject: Vehicle Lockouts	Date: 1/15
	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 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.
- 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:

- 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.

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.