



WRITTEN DIRECTIVE	No. PD15-0705	Page: 1 of 2
Subject: VEHICLE LOCKOUTS	Effective Date: 4-28-15	
	Supercedes/ Amends: PD11-0705	
	Reference:	



I. Purpose

The purpose of this directive is to establish guidelines for handling vehicle lockout calls for service.

II. Policy

It shall be the policy of the Lynchburg Police Department that officers attempt to unlock vehicles only in instances that involve immediate danger to a citizen or an animal.

III. Procedure

A. RESPONSE

1. Vehicle lockout calls for service deemed to involve immediate danger to a citizen or an animal will include the following categories:
 - a. medical emergency
 - b. animal locked in vehicle, when time is critical to the animal's safety
 - c. person locked in vehicle
 - d. any other situation which places a member of the public in jeopardy (e.g., lone person threatened by extreme weather conditions, lone person in a potentially dangerous area, etc.).
2. If any question of immediate danger exists, an officer will respond and take necessary steps to protect a person or an animal from injury or death, up to and including forced entry.
3. Prior to attempting to unlock a vehicle, the assigned officer will be responsible for:
 - a. obtaining reasonable confirmation of the need to enter the vehicle

- b. if time and circumstances permit, informing the citizen that neither the officer, the department, nor the City of Lynchburg will be responsible for any damage which might result from unlocking attempts.
- 4. Regarding vehicle lockout calls for service not involving immediate danger, LynComm will advise citizens of the availability of alternative services, which include but are not limited to:
 - a. locksmiths
 - b. on-site security services.

B. REPORTING

- 1. The assigned officer will notify LynComm of his actions for a computer entry to be made into the CAD system.
- 2. An incident report (IBR) may be filed where exigent circumstances are deemed to warrant such report.

Original Signed

Parks H. Snead
Chief of Police

April 28, 2015

Date