

City of Hartford Police Department

Vehicle Lockouts Policy

Policy

It is the policy of the Hartford Police Department to provide assistance to motorists locked out of their vehicles while balancing the need to protect the agency and its personnel from claims.

VEHICLE LOCKOUT WAIVERS

A Vehicle Lockout Waiver shall be completed prior to an officer attempting to unlock a vehicle with the exception of emergency situations. Emergency situations include, but are not limited to, a child locked in a vehicle, medical emergency, or any other situation a reasonable officer would deem appropriate.

An Incident Report shall be completed for lockouts, a copy of the waiver shall be placed in the Lieutenants box and original attached to the report.

If the subject refuses to sign a waiver officers will make no attempt to open the vehicle. Other assistance may be provided, such as requesting a wrecker service or arranging a ride home.

LOCKOUT PROCEDURES

The Officer shall activate their Body Worn Camera (BWC) to record the event. If the subject reports having made their own attempt to open the vehicle, attempt entry on a different door, if possible, to separate any damages from the actions performed by the officer. If damage is done by the officer's attempt to gain entry, the following shall be done:

- Take photographs of the damage.
- Notify a supervisor.