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|  | <b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b><br><b>Ardmore, Pennsylvania</b> |                                 |
|   | <b>Policy 3.19.7</b>   |                                 |
| Subject:  |  | Distribution:                   |
| <b>Lockout Complaints</b>   |  | <b>All Personnel</b>            |
| Date of Issue:  | Expiration Date:   | Rescinds:                       |
| <b>06-01-2014</b>   | <b>Until Amended or Rescinded</b>  | <b>Directive: 01-11</b>         |
| References:   |  |                                 |
| <b>CALEA: N/A; PLEAC: N/A</b>   |  |                                 |
| By Authority of:  |  |                                 |
|  |  | <b>Superintendent of Police</b> |

## **PURPOSE**

The purpose of this policy is to establish a uniform procedure for the proper handling of requests for assistance regarding a lockout of vehicle.

## **POLICY**

It is the policy of this department to only respond to a lockout of a vehicle in cases where an individual or animal is trapped inside, or special circumstances exist.

## **PROCEDURE**

1. Upon arrival, the officer will determine the circumstances, identify the citizen in need, and ensure that said person is the owner of the vehicle and/or authorized to operate it.
2. If the individual has exhausted all their options, advise them that we will contact an Authorized Contracted Towing Company if they so desire, at their expense.
3. The assigned Officer will assist in making arrangements for transportation of stranded citizens.
4. If circumstances exist that warrant an attempted entry, the citizen will be required to review and sign the Department Release Form [AUX – 15](#). However, if exigent circumstances exist, entry may be gained without obtaining form AUX - 15.

## **RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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