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Unlock Vehicle Assistance	400 - 13		07-01-2019	1 of 2
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

This policy is intended to provide members of the Kinston Police Department with guidance and direction for responding to assist a motorist with entry into a locked vehicle.

II. DEFINITIONS

- A. Unlock Vehicle Waiver Form: A KPD form an officer completes prior to attempting to unlock a vehicle with a door tool.
- B. Door-tool: A tool used to unlock vehicle doors.

III. POLICY

Under certain situations and when calls for service allow, the Kinston Police Department will provide lock-out service to individuals in need of having their vehicle opened.

IV. PROCEDURE

1. In order for the Kinston Police Department to unlock a vehicle, the following criteria should be met:
 - a. Vehicle's motor is running
 - b. Needed medication has been locked in the vehicle
 - c. A child or animal is locked in the vehicle
2. If the above criteria have not been met, a supervisor has the discretion to allow an officer attempt to unlock the vehicle per a call from the Lenoir County Communications dispatcher.
3. This service will be provided contingent upon the staffing and activity needs of the squad at the time of the request. The responding officer will provide the owner or operator of the vehicle with an unlock vehicle waiver form that must be signed before the officer attempts to unlock the vehicle. The waiver will explain that damage to the vehicle may occur as a result of the attempt to gain entry. Exception: waiver is not required in an emergency situation, such as a child locked in a vehicle, etc.
4. The form will be turned in at the end of each shift. If the vehicle was damaged, the officer will note the damage on the lock - out liability waiver form. The officer will inform dispatch of the corresponding registration information for inclusion in the respective CAD entry.
5. Entry into a citizen vehicle should be attempted by the officer once the lock-out liability waiver is signed by vehicle owner/operator. The officer should only attempt entry into the vehicle if it can be done safely, efficiently and without risk of damage to the vehicle or occupants. Unfortunately, the continued development of locks with anti-theft devices, side air-bags and other technological developments have created a situation where risk to the safety of the police

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personnel, the vehicle occupant (small child), even the vehicle itself exceeds our ability to provide effective and safe service. In such cases the vehicle owner/operator will be informed that entry is unsafe and we suggest calling a locksmith or retrieving a spare key to avoid damage.

6. "Slim-Jim" door tools are prohibited for officer use due to the side airbag deployment and the injury that may occur as a result of the deployment.