



9.00 Purpose: To Establish Guidelines For Calls Involving Person(s) Locked Out of Vehicles.

9.01 Scope: All Fire/EMS Personnel

9.02 **RESPONSIBILITY**

It shall be the responsibility of the Company Officer to determine proper action when dealing with locked-out-of-vehicle calls.

Dispatch shall have the responsibility of determining if the lockout situation constitutes a life-endangered situation, and dispatch accordingly.

9.03 **POLICY**

It is the policy of the City of Clovis Fire Department that personnel will not assume the liability associated with assisting persons locked out of their vehicles unless there is life in danger. **At the Company Officer's discretion, he may provide assistance in non life threatening situations as outlined in the following procedures.**

9.04 **PROCEDURE**

- A. If under non-life-endangered situations the Company Officer determines entry is needed into a vehicle, the Company Officer must verify ownership prior to attempting to gain entry. If no identification is available, obtain all information from the owner and request Dispatch to verify ownership, using the license plate or VIN number of the vehicle.
- B. After a life-endangered situation has been stabilized, the Company Officer will then verify ownership.
- C. Before gaining entry into a vehicle in a non-life-endangered situation, the Company Officer must have the owner of the vehicle sign the Department's [Vehicle Lockout Release Form](#) (see Attachment 1-13-9 #1). The signed form will be returned to Fire Administration and filed.
- D. Air bags must be a consideration any time forcible entry is attempted on a vehicle, as they could be set off during attempts to gain entry.