



CRYSTAL POLICE DEPARTMENT

TITLE: LOCKED VEHICLE ENTRY

APPROVED: *John J. Daniech* **DATE:** 8-17-11

PURPOSE

To establish policy and procedure for the use of lockout tools and window punch devices when it is necessary to safely gain access to a motor vehicle. Access should be restricted to life threatening emergencies involving persons or animals, to safely remove someone who is using a vehicle as a barrier between themselves and law enforcement, or other circumstances requiring rapid action by police personnel.

PROCEDURE

The safety of the police personnel is paramount. The window punch device will be kept in the glove box and gloves must be worn by the person deploying the device. Lockout tools will be kept in the squad trunk.

APPLICATION

The devices will only be used in the following circumstances:

- There is a need to gain access to the motor vehicle because of a medical emergency involving a person or animal.
- Extreme temperatures in the motor vehicle (hot or cold) which would adversely affect a person or animal should they be lock and left inside.
- The apprehension and arrest of a person who has locked themselves inside a vehicle and is using the vehicle as a barrier to police.
- Any other life threatening emergency or situation where the need to gain access to the motor vehicle outweighs the damage and/or risk involved when gaining access to the vehicle.

RESTRICTED USE

The lockout tools and punch device will not be used in the following circumstances:

- To gain access to a motor vehicle in situations not noted above.
- To retrieve property from a motor vehicle without a warrant.
- On a non-vehicular style window (i.e; home, business, etc.)

- Lockout tools shall not be used on vehicles equipped with airbags.

DEPLOYMENT

- The deploying employee must explain the vehicle entry waiver with the owner/driver and have the waiver signed in all non-emergency situations.
- The deploying employee must choose a door or window that poses the least threat to themselves and the vehicle occupants.
- Employees shall not use the punch device on the windshield since it is not designed to break and crumble.
- When using the window punch, employees will locate the window emblem (designed by window manufacturers to be the weakest window point) located in one of the corners.
- Using gloves, the officer will turn their heads away from the window and apply straight force to the emblem. The punch device engages a spring causing it to shatter the window.
- Although most windows shatter evenly into small pieces, employees should use caution, as chunks of glass may still be intact in the window frame and/or the vehicle.

REPORTING

- Officers using the punch device or lockout tool will include in their CAD event history the vehicle plate, driver/owner information and reason for the entry.