

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	10/26/2023	Meeting Date:	11/6/2023
Contact Information:			
Requested by:	Chief Kirby Cochran		
On Behalf of Organization or Individual	Franklin Police Department		
Telephone:	317-346-1101		
Email address:	kcochran@franklin.in.gov		
Mailing Address:	2801 N Morton St. Franklin, IN 46131		
Describe Request			
Revised SOP 1.13 Vehicle Unlocks			
List Supporting Documentation Provided:			
Revised SOP 1.13 Vehicle Unlocks Document			
Who will present the request?			
Name:	Chief Kirby Cochran	Telephone:	317-346-1101

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.13

Subject: VEHICLE UNLOCKS		References:
Special Instructions:		No. of pages: -1-
Distribution: All Units	Effective Date: 10/2023	Reevaluation Date:

1.13.1 PURPOSE

To provide a guideline for assisting citizens with unlocking vehicles.

1.13.2 POLICY

Members of the Franklin Police Department may attempt to open locked motor vehicles by use of a "lock-jock" or other appropriate device under the conditions set forth below.

1.13.3 PROCEDURE

Any requests for the opening of a locked motor vehicle must conform to the following standards:

1. Confirm the individual requesting assistance is the owner or authorized user of the vehicle. A valid form of identification shall be provided prior to any unlock.
2. The authorized user must be present during the unlock. While on BodyWorn, advise the authorized user that the unlock process may cause damage, you (the officer conducting the requested unlock) and the department are not liable for any damage, and confirm that the vehicle unlock is still desired. Document in the report if any damage occurs during the unlock process.
3. The authorized user is required to be 18 years or older.
4. The motor vehicle must be of a 1984 model year or older when using lock jock. **The use of an auto wedge kit, long reach tool, can be used for any year vehicle.**
5. The motor vehicle cannot have electric locks, whether operable or not, when using lock jock.
6. The officer should ensure that a license plate check return as well as a drivers license check of the person requesting the unlock is included in the call, whether or not entry was actually gained.
7. When feasible, unlocks should be done on the passenger door.
8. The above may only be waived in the case of an emergency, such as a child locked in, fire, etc.
9. Any requests for assistance in unlocking vehicles located outside of the city limits may be done at the Shift Supervisor's discretion.