6-36/111.10 Forced Entry on Lockouts

When anticipating a non-consensual, or forced, entry into any premises, SAFETY is one of our primary concerns. It may be necessary to delay the entry for the safety of our personnel, as well as the public.

On Writs of Possession, or other civil cases, it is the plaintiff's responsibility to provide a key or locksmith for entry. When a plaintiff has not made those arrangements, and wants the eviction (or other case) to proceed as scheduled, he/she shall sign an authorization on the back of the service ticket which includes the following statement: "I authorize a forced entry into the premises. I understand this procedure may cause property damage for which I will NOT hold the Sheriff's Department liable."

Prior to making a forced entry, a levy or warrant crew shall, at a minimum, follow the guidelines listed below:

1. Have at least one backup deputy present.

2. Wear a bulletproof vest.

3. Comply with PC 844 PC 1531 P.C. by doing the following:

- Knock, or use other means to give notice of your presence to the occupants, and identify yourself,

- Explain the purpose for which admittance is required,

- Demand admittance.

Unless circumstances dictate other means of forcing entry, use the Department issued Door Opener and Claw Tool. The attachment illustrates the proper use of the tool. In any forced entry situation, creating the least amount of damage to the structure shall be the desired goal.