



Hagerstown Community College
CAMPUS POLICE DEPARTMENT



Request to Assist with Keys Locked in Vehicle

Date/Time _____ Officer _____

Person Requesting Assistance _____

Vehicle Make _____ Model _____ Tag Number _____

Owner of Vehicle _____ same as above yes no

If NO -explain _____

Any Existing Damage to Vehicle's Doors, Windows, Locks _____

Keys in Vehicle? _____

Vehicle Occupied? _____

Remarks _____

Liability Release

I hereby authorize Hagerstown Community College Campus Police ("HCC") to proceed with unlocking my vehicle. I understand that the possibility exists that damage may occur and I am releasing HCC and any of its employees of all liability and damages that may be associated with this procedure. I accept full financial and legal responsibility concerning the vehicle specified. I furthermore understand HCC will make every effort to minimize any risks and cost performing this task.

By signing this, I am acknowledging that I have read the information provided, understand what has been disclosed and hereby grant approval to proceed.

Date _____

Name (print) _____

Signature _____