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TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff 

DATE: November 6, 2019

RE: PROPOSED EMERGENCY KEY LOCK BOX SYSTEM ORDINANCE

The Legislative Policy Division was tasked by Council President Pro Tem Sheffield with developing an ordinance that would require senior buildings and multi-family gated communities to install a key lock box on the exterior of the building, to allow the fire department and other emergency responders access to buildings or complexes in the event of an emergency.

LPD reviewed the ordinances from over a dozen cities across the United States that have mandated the use of a key lock box system for quick access into buildings during emergency situations. The review examined the benefits and risks of each city's implementation process, operational security measures, and ordinances.

Attached are an informational guide provided by the Knox Company¹, a provider of lock key lock box systems, and 8 cities' ordinances that assisted LPD with determining the best course of action regarding the feasibility and use of a key lock box system for the City of Detroit.

A draft ordinance is attached for Council's review, consideration, and referral to the Law Department for their review and approval as to form.

¹<https://www.knoxbox.com/>

BY COUNCIL MEMBER _____:

1 **AN ORDINANCE** to amend Chapter 18 of the 2019 Detroit City Code, Fire Prevention
2 and Protection, Article I, Detroit Fire Prevention and Protection Code, by adding
3 Division 11, Sections 18-1-211 through 18-1-216, by adding language that grants the
4 Detroit Fire Department authority to manage the implementation and operation of key
5 lock box systems on the premises of senior living communities and multi-family gated
6 communities in order to gain access to obstructed and restricted areas to provide
7 necessary emergency services within the City of Detroit.

8 **IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT**

9 **THAT:**

10 Section 1. Chapter 18 of the 2019 Detroit City Code, *Fire Prevention and*
11 *Protection*, Article I, be amended by adding Division 11, Key Lock Box, that reads as
12 follows:

13 Sec. 18-1-211. Purpose

14 The City of Detroit strives to protect the safety and welfare of all its residents. Senior
15 citizens and families in living gated communities are vulnerable to delays in
16 administering life-saving assistance during fires and medical emergencies due to lack of
17 access for emergency personnel. Therefore, the City is requiring senior living
18 communities and multi-family gated communities to install a key lock box on the exterior
19 entrance of the building or a Fire Department-approved area to aid the Detroit Fire
20 Department in gaining access to respond to calls for emergency service.

21 18-1-212. Definitions

22 For the purpose of this Division, the following words and phrases shall have the
23 meanings respectively ascribed to them by this section.

1 Key Lock Box (lock box) means a high security steel vault that holds multiple keys and
2 can be opened with a master key. It must be UL (Underwriters Laboratories) certified,
3 with size and type subject to approval of the Fire Department.

4 Senior Living Community means a residential community or housing complex designed
5 for adults age 55 and older.

6 Multi-Family Gated Community means a structure or complex, containing three or more
7 dwelling units that are protected by an electric gate or fence that requires a pin code, a
8 key, or a swipe card to get onto the premises; has locked doors restricting access to
9 common corridors, and lacks 24 hour a day staffing.

10 Master Key means a mechanical or electronic key to open all key lock boxes in the City
11 of Detroit.

12 Electronic Master Key Protection Box means a security device that contains the master
13 key to all the lock boxes within the local Fire Department's jurisdiction and provides an
14 audit trail showing by whom and when the master key is accessed.

15 Gate Switch Box means an UL (Underwriters Laboratories) certified electrical gate
16 override system for fences, parking garages, machinery, etc., which is encased in steel
17 box that can be opened with a master key.

18 Fire Department means the fire commissioner or his/her designee assigned to represent
19 the City of Detroit Fire Department and facilitate the implementation of the key lock box
20 program.

21 **18-1-213. General Requirements**

22 **(a) The following structures shall be equipped with a key lock box:**

- 23 **1. Senior living communities**

1 2. Multi-family gated communities; and

2 3. Newly constructed multi-family gated communities

3 (b) Key Lock Boxes shall be placed in the following locations:

4 1. Lock Boxes shall be installed on the exterior of the building or complex, near
5 the entrance or an alternate location approved in writing by the Fire Department; and

6 2. Multi-family gated communities must install gate switch box outside of the
7 gate.

8 (c) Each Lock Box shall contain the following:

9 1. Labeled keys to locked entrances, exits and interior locked doors deemed
10 necessary for access by the Fire Department;

11 2. Labeled keys for laundry rooms, swimming pools, and utility rooms;

12 3. Labeled keys to all mechanical rooms and locked electrical rooms;

13 4. Labeled keys to all elevators and elevator control rooms;

14 5. Labeled keys to common area storage spaces, garages, and basements;

15 6. Labeled keys to fences or secured areas;

16 7. Labeled keys to fire alarm panels and other fire protected systems;

17 8. Labeled keys to any other areas requested by the Fire Department in writing;

18 9. The building owner/operator's contact information;

19 10. An inventory of the keys that will be placed inside all lock boxes;

20 11. Information regarding hazardous materials on the premises;

21 12. The building's floor plan; and

22 13. Keys to any other areas as requested by the Fire Department.

23 18-1-214. Authority and Responsibilities

1 (a) The Fire Department will have responsibility over the implementation of the key lock
2 box program and the selection of the key lock box system to use.

3 (b) The Fire Department may inspect each senior living community and multi-family
4 gated community to determine location of the key lock box and the number of keys
5 required to be in the lock box.

6 (c) The Fire Department will provide an application for a key lock box.

7 (d) The owner/operator of the building or complex shall arrange for the Fire Department
8 to install, and secure the lock box.

9 (e) The owner/operator of the building or complex shall assure there is a key in the lock
10 box at all times.

11 (f) The owner/operator of the building or complex shall notify the local Fire Department
12 for approval to add or remove any keys once the lock box has been secured.

13 (g) The owner/operator of the building or complex is responsible for the cost to purchase,
14 install, and maintain the key boxes.

15 (h) At least 1 master key shall be kept at the Fire Department locked in an electronic
16 master key protection box.

17 **18-1-215. Compliance**

18 (a) Existing structures that are subject to this ordinance shall have a key lock box
19 installed within 1 year of the effective date of this ordinance.

20 (b) Newly constructed senior living communities and multi-family gated communities
21 shall have a key lock box installed prior to issuance of a certificate of occupancy.

22 **18-1-216. Penalty**

1 Any person, entity, or corporation that fails to comply with the requirements of this
2 Division is guilty of a misdemeanor. Violation of this Division may result in a penalty
3 paid to the City of \$50.00 a day for each day the owner/operator is not in compliance and
4 will not exceed \$1,000.

5 **Section 2.** All ordinances, or parts of ordinances, that conflict with this ordinance
6 are repealed.

7 **Section 3.** This ordinance is hereby declared necessary to preserve the public
8 peace, health, safety, and welfare of the People of the City of Detroit.

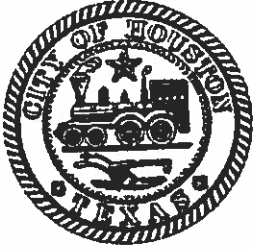
9 **Section 4.** In the event that this ordinance is passed by a two-thirds (2/3) majority
10 of the City Council members serving, it shall be given immediate effect and become
11 effective upon publication in accordance with Section 4-118 of the 2012 Detroit City
12 Charter; if passed by less than two-thirds (2/3) majority of the City Council members
13 serving, it shall become effective no later than thirty (30) days after publication in
14 accordance with Section 4-118 of the 2012 Detroit City Charter; if this ordinance
15 specifies a certain date to become effective, it shall become effective in accordance with
16 the date specified therein, subject to the publication requirement in Section 4-118 of the
17 2012 Detroit City Charter.

18 Approved as to form:

19

20 _____
Lawrence Garcia

21 Corporation Counsel



**HOUSTON FIRE DEPARTMENT
LIFE SAFETY BUREAU (LSB)**



**LSB STANDARD 05, REV. 03
KEY BOXES**

INCLUDES ELECTRIC FENCE and VOLUNTARY KNOX BOX REQUIREMENTS

SUPERSEDES: LSB Standard 05, Rev. 02, dated 12/31/10

NOTE: A vertical bar in the left-hand column delineates changes to the previous version.

Effective Date: 5/01/2012



LSB standards are established in accordance with provisions of the City of Houston Fire Code. They are subject to the administrative sections covering alternative materials and methods, modifications and the Board of Appeals.

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LSB STANDARD 05, rev. 03 KEY BOXES

SECTION 5.1 --- GENERAL

5.1.1 Scope

This standard provides a method of providing for and maintaining adequate and unobstructed emergency access for Fire Department apparatus and personnel to buildings, structures, hazardous occupancies or other premises within the City of Houston as may be required by the Fire Marshal, Chief of the Houston Fire Department and the Houston *Fire Code*.

5.1.2 Purpose.

The purpose shall be to provide clarification of requirements and guidance to person(s) charged with providing and maintaining required fire department access to premises in compliance with the *Fire Code*. The provisions of this standard are general in nature and are not intended to override the specific requirements of City of Houston *Code of Ordinances* or the *Fire Code*.

This standard is subject to periodic review and updates, to accommodate changes in local need or requirements, changes in nationally recognized standards, in related technology or where required by state or federal regulations.

Notice: Where references in this Standard are made to products manufactured by "Falcon Locks" and related 9-1-1 boxes, certain products manufactured by the "Knox Company" have been approved for voluntary use in lieu of "Falcon Lock" products and the 9-1-1 boxes.

Approved items manufactured by the "Knox Company" may be referenced online at www.knoxbox.com.

The following is a list of acceptable "Knox Company" products that are allowed to be used inside the City of Houston City Limits.

- Elevator Box
- Electrical Shutdown Box
- Keyswitch
- Padlock
- FDC 2 ½" Locking Cap
- SecureCap
- Cabinets (1300 Series)
- 3200 Series Box, Single-Key Style, ONLY with the hinged lid.
- 4100 Series Box

The Fire Marshal's final approval and a permit are required for the installation and use of any "Knox Company" or "Falcon Lock" product.

SECTION 5.2 --- DEFINITIONS

5.2.1 Falcon Mortise Cylinder.

An approved "9-1-1" mortise cylinder lock unit approved for use with "9-1-1" boxes and attainable only from certain gate companies or contractors. Only authorized emergency service personnel retain keys to these locks.

5.2.2 Falcon Padlock.

An approved "9-1-1" padlock applied to "9-1-1" boxes and attainable only from certain gate companies or contractors. Only authorized emergency service personnel retain keys to these padlocks.

5.2.3 Key Box / " 9-1-1" Key Box.

A tamper proof box secured with a lock operable by an approved fire department key, or other approved means as provided for in Section 5.3.4 of this Standard, and having contents as required by applicable LSB Standards.

SECTION 5.3 --- GENERAL REQUIREMENTS

5.3.1 Where required.

When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire fighting purposes, the Fire Marshal is authorized to require an approved key box or "9-1-1" key box to be installed in an accessible location. The key box shall be of a type approved by the Fire Marshal and shall contain all necessary keys to gain access. In addition to keys, boxes shall contain other items determined to be necessary by the Fire Marshal for the effective response of fire department personnel to an emergency at the premises.

5.3.1.1 Access control gates and barriers.

For Key Box / "9-1-1" Box use on access control gates and barriers, refer to LSB Standard 04, "Access Control Gates".

5.3.1.2 High-rise Buildings.

A key box, used by the fire department to obtain building access, shall be installed on all high-rise buildings.

Exception:

1. The Fire Marshal may waive this requirement for buildings that have qualified, on-site personnel who are available at all times to provide immediate building access for the fire department.

5.3.2 Box Construction.

Key boxes shall be constructed of metal materials as to be weather resistive and of sufficient strength and thickness to deter forced entry. The box should be of size sufficient to contain all keys, swipe cards, and other required items as may be deemed necessary by the Fire Marshal (for minimum box dimensions see Appendix A). The front for the box shall be hinged and be designed so as can be secured by an approved padlock.

Boxes shall be painted any color approved by the Fire Marshal except that the door of the box shall be painted bright red so as to be readily noticeable, and have the words "FIRE DEPARTMENT" or the number "911" painted in white letters not less than 1 inch in height (see Appendix A).

5.3.3 Location.

Key boxes shall be installed on the exterior of a structure or building, as near as practical to the main entrance door or designated emergency access door. Boxes should be located within 48 to 60 inches above the ground level and securely affixed to a wall, post or column so as not to be loose or movable. Boxes shall be positioned so as to be readily apparent upon approach to the door.

At locations where hazardous materials are stored in quantities requiring fire department permits and at warehouse locations, Key boxes shall be located at the main fire department access entrance to the facility, either at a guard shack or gate house, or similar location. Where no guard station or gate house is provided, then a weather resistant "9-1-1" box, large enough to contain all required Hazardous Materials Inventory Sheets, floor plans and access keys, shall be provided at a readily identifiable and accessible location that will not be endangered by fire in the facility.

5.3.4 Locking Device.

Key boxes may be locked with a Falcon Mortise Cylinder Lock, Falcon Padlocks, or a padlock of a design so as can be cut open with standard bolt cutters carried on emergency apparatus. No "shankless", short shank, nor super hardened locks will be allowed.

5.3.5 Approval.

Fire Department approval is required to install and maintain key boxes for access to or within such structures or properties as office buildings, residential buildings, nursing homes, hospitals, school buildings, industrial plants and facilities, hazardous materials storage buildings, large storage buildings, or other structures as the Fire Marshal may require. Approval shall be obtained through the permitting process prior to final installation of a key box or "9-1-1" key box.

SECTION 5.4 --- HIGH VOLTAGE ELECTRIC FENCES

5.4.1 High Voltage Key Box Construction and Maintenance.

Key boxes shall be constructed of metal materials that are weather resistive and of sufficient strength and thickness to deter forced entry. The front of the box shall be hinged and be designed so it can be secured by an approved mortise cylinder lock or designed with a pad-eye that can be secured by an approved padlock.

Boxes used for high-voltage fences shall be painted a bright "RED" color and have the words "FIRE DEPARTMENT", or the numbers "9-1-1", painted in at least 1-inch "WHITE" letters or numbers on the front of the box.. The front of the box shall also be labeled "HIGH VOLTAGE KEY BOX" in white letters at least 1-inch in height.

The box should be of size sufficient to contain red and green indicator lights, a "Mushroom" pushbutton no less than 1-1/2" in diameter and other required items as

may be deemed necessary by the Fire Marshal. The Indicator lights shall be readily visible and mounted on the interior of the box. The red light shall be labeled "Energized" and the green light shall be labeled "Deactivated" in letters that are readily visible. The Mushroom pushbutton shall be labeled "Push to Deactivate Fence". Deactivating the fence shall be accomplished by "PUSHING" the mushroom pushbutton. Once the mushroom button is pushed, it shall immediately activate a relay system, deactivating the fence and shall cause the red light to turn off and the green light to illuminate. Key Box and all components shall be maintained in proper working condition at all times.

5.4.2 High Voltage Key Box Location.

Key Boxes shall be located at the main fire department entrance as approved by the Fire Marshal and shall be outside of the perimeter fence or wall. The 911 box shall be mounted on a post or wall and located within 48 to 60 inches above ground level and securely affixed so as not to be loose or moveable. At no time shall the 911 box be in contact with any part of the high voltage fence or perimeter fence.

5.4.3 High Voltage Fence Registration.

Prior to installing the High Voltage Fence, the responsible party shall submit a completed, "Houston Fire Department Electric Fence Registration Form" to the code official. Any changes to the original fence design and construction or re-location of the **9-1-1 HIGH VOLTAGE KEY BOX** shall require submittal of a new registration form indicating what changes were made.

SECTION 5.6 --- Permit

5.6.1 Required

A permit is required to install and maintain a Key Box or "9-1-1" Key Box. This permit shall be renewed annually.

Permit Office contact information for Fire Prevention Permits is as follows:

The Houston Permitting Center

1002 Washington Avenue

Houston, Texas 77007

Hours of operation: 8:00 a.m. to 3:30 p.m. Central Time

Monday through Friday

Office phone (832)394-8811

To Email Customer Service Questions: hfd.permitoffice@houstontx.gov

Link to City Wide Fee Schedule: www.houstoncityfees.org

APPENDIX A

KEY BOXES

Figure No. 1 -Typical Key Box / "9-1-1" Box (Open, with padlock removed)

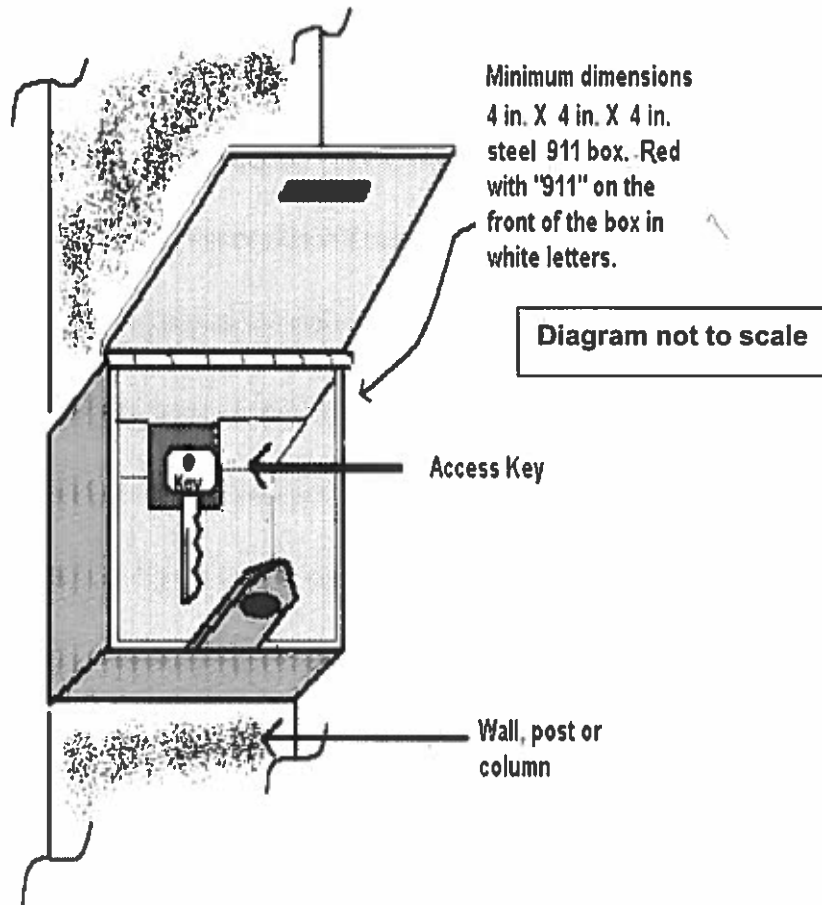


Figure No. 2 - Typical Key Box / "9-1-1" (Box closed with padlock)

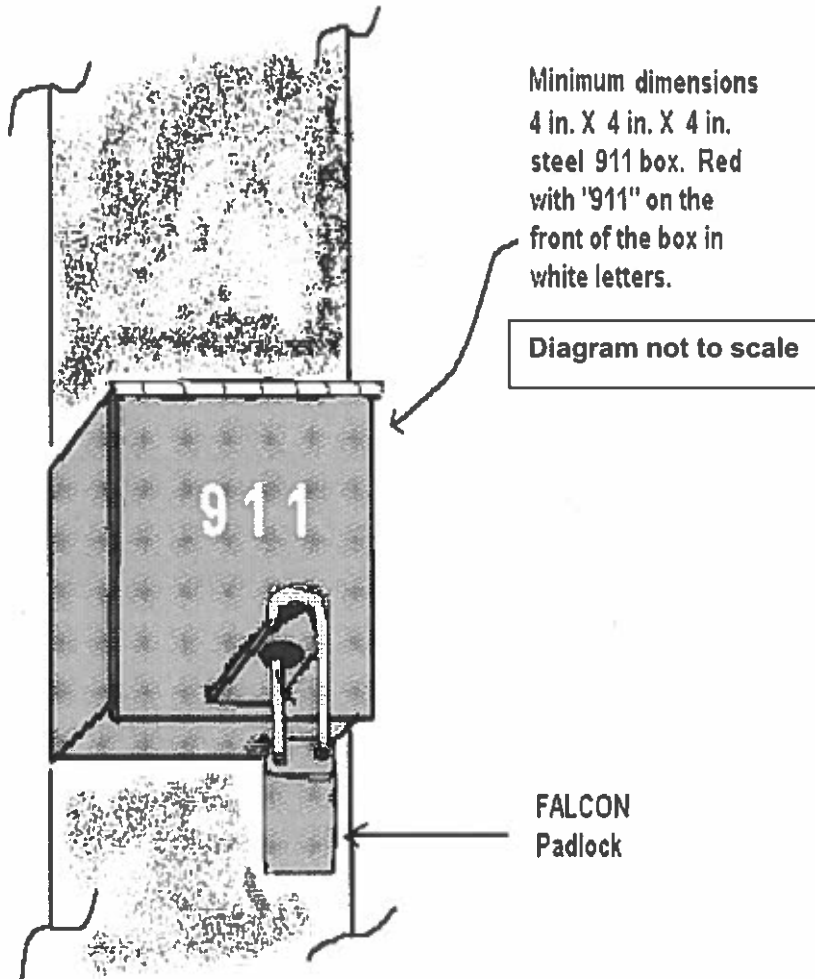
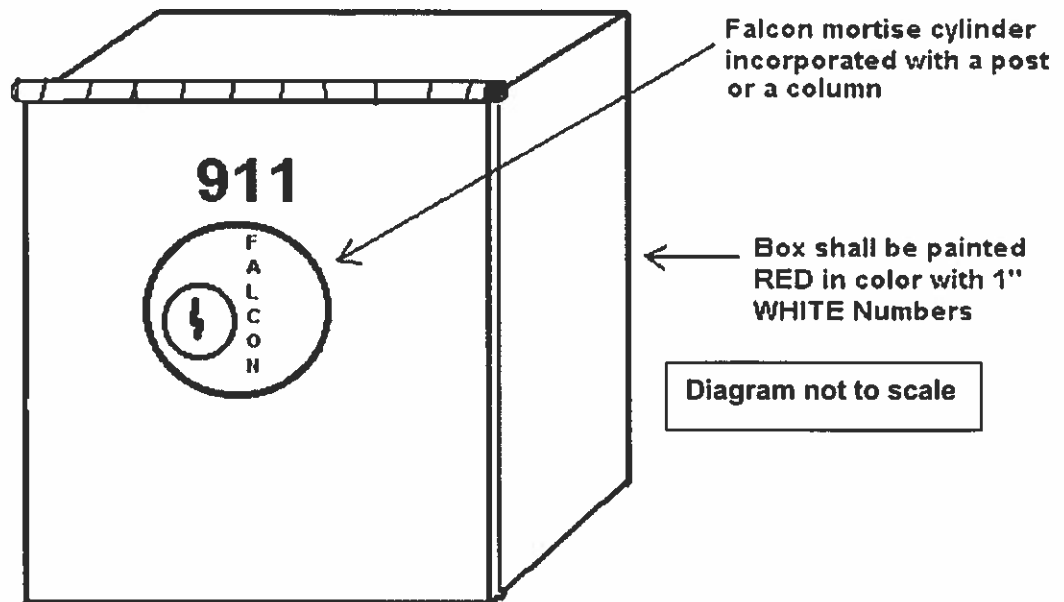


Figure No. 3 – Key Box / “9-1-1” Box with *FALCON* Mortise Cylinder



REFERENCES

1. City of Houston *Fire Code*, International Fire Code, 2006 edition, as amended.
2. Life Safety Bureau (LSB) Standard 03, "Fire Department Access".
3. Life Safety Bureau (LSB) Standard 04, "Access Control Gates".
4. Life Safety Bureau (LSB) Standard 06, "Fire Depository Boxes".

ORDINANCE No. 328

The Village Board of Campbellsport, Fond du Lac County, Wisconsin does hereby ordain as follows:

AN ORDINANCE REQUIRING STRUCTURES TO HAVE A KEY LOCK BOX INSTALLED ON THE EXTERIOR OF THE STRUCTURE FOR FIRE SAFETY PURPOSE

WHEREAS, Campbellsport Village Board has determined that the health, safety, and welfare of the citizens of the Village of Campbellsport are promoted and safeguarded by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Campbellsport Fire Department to gain access to the structure when the same is not occupied or when the occupants are unable to grant ingress to the Fire Department.

WHEREAS, the key lock box system eliminated will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Village Board of Campbellsport, Wisconsin in a meeting assembled and is hereby ordained and enacted by the authority of the same as follows.

Section 1 – PURPOSE

Campbellsport Village Board determined that the health welfare and safety of the citizens of the Village of Campbellsport are promoted by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Campbellsport Fire Department in gaining access to or within a structure when responding to calls for an emergency service, and to aid access into or within a building that is secured or is unduly difficult to gain entry due to being either unoccupied or the occupants are unable to respond.

Section 2 - KEY LOCKBOX SYSTEM

1. The following structures shall be equipped with a key lock box at or near the main entrance or such other location as required by the Fire Chief.
 - a) Commercial or Industrial Structures.
 - b) Multi-family-residential structures that have restricted access through locked doors but have a common corridor for access to the living units.
 - c) Schools, whether public or private.
 - d) Government structures and nursing care facilities unless the building is staffed or open 24 hours.
2. All new construction and remodeling required to have a building permit issued, shall have a key lock box installed based on the discretion of the Fire Chief and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this section shall be encouraged to install a key lock box, but will not be mandatory.
3. The type of key lock boxes to be implemented within the Village of Campbellsport shall be a Knox Box brand system.

Section 3 – INSTALLATION

1. All Knox Boxes shall be installed to the lock side of the main business door.
2. All Knox Boxes shall be flush or surface mounted between five and seven feet from the ground to the center of the entry if possible.
3. In the event that the rapid entry box system cannot be installed at the aforesaid location and/or height the Campbellsport Fire Chief may designate in writing a different location and installation specifications.
4. All realty and/or property with an electronic security gate shall have the Knox Box installed OUTSIDE of the gate.
5. A window decal that is included when the Knox Box is shipped shall be placed on the exterior access door to alert the fire department that a key box is provided.
6. The Campbellsport Fire Chief must approve any changes in the installation.

Section 4 – MAINTENANCE

The operator of the building shall immediately notify the Campbellsport Fire Chief and provide the new keys when a lock is changed or rekeyed. The key to such lock shall be secured in the Knox Box.

Section 5 - CONTENTS OF LOCK BOX

The contents of the lock box are as follows:

1. Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings.
2. Keys to all mechanical rooms.
3. Keys to all locked electrical rooms.
4. Keys to elevator and their control rooms.
5. Keys to the Fire Alarm panels.
6. Keys (special) to re-set pull stations or other Fire Protective devices.
7. Keys to any other areas as requested by the Campbellsport Fire Chief.

Section 6 - FIRE DEPARTMENT RESPONSIBILITIES

1. No fire department personnel shall carry a Knox Box Key.
2. All Knox Box access keys shall be installed in a Knox Box KeySecure system installed in the Fire Apparatus.

Section 7 – EXCEPTIONS TO REQUIREMENT TO INSTALL A KEY LOCK BOX SYSTEM

The following structures are encouraged to but are exempt from the mandate to install a key lock box system:

1. Single family structures and multi-family structures that do not meet the definition set forth in Section 1 (b).
2. Structures that have 24 hours, 365 day on-site security personnel, or have other personnel on site.
3. Businesses that are open and staffed 24 hours, 365 days per year (which may include but are not limited to, Nursing Homes, Hospitals, Police Stations. etc.).
4. Rental storage facilities where there is a single lock on the separate storage pods that are enter supplied; provided, however, the entry security gates(s) will require a Knox Box if electronically controlled, or locked with a master key issued by the landlord to all tenants.

Section 7 – PENALTIES

Any person, entity or corporation who has violated any provisions of this ordinance or who has failed to comply with any order issued by Campbellsport Fire Chief, or his designee, or has failed to comply with any order issued pursuant to any Section thereof, shall upon conviction before the proper judicial authority, be punished according to the penalties set forth in Section 1-11 General Penalty. Each day a violation continues shall be considered a separate offense.

If any sentence, clause or section or any part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses or sections or parts of the same contained in this Ordinance. It is hereby declared as the intent of Campbellsport Village Board that this Ordinance would have been adopted had such unconstitutionality, illegality or invalidity sentence, clause or section or part thereof and not been included therein.

That any Ordinance or parts of any Ordinance conflicting with the provisions of this Ordinance being the same are hereby repealed to the extent of such conflict.

This ordinance shall be in force from and after its introduction and publication as provided by Statute.

Patrick D. Twohig, Village President

ATTEST:

Diane Lemke, Village Clerk/Treasurer

Passed and adopted this 9th day of June, 2012
Roll Call Vote: "Ayes" 6 "Noes" 0 "Abs." 0
Published _____

Ordinance328KnoxBox

Knox Product Installations

Knox Rapid Entry Systems are utilized to minimize potential damage caused by forcible entry and allow the building/facility to be re-secured quickly and easily once emergency operations are complete. The following Information applies to typical circumstances and may not address all situations.

Authority

2014 Oregon Fire Code (OFC) §503.6 & 506 as amended by City of Hillsboro HMC 11.28.010.

Definitions

Key Box: A secure device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency. The Knox Rapid Entry Systems meet the definition of a key box. (OFC 201)

Key Tag: A tag attached to each key to identify the room served or the function of the key.

Knox Box or Vault: A UL listed storage box/vault used for securely storing building keys, entry cards and floor plans. There are three box or vault options available depending on the size required for the facility.

Knox Cabinet: A UL listed storage cabinet used for storing pertinent hazardous material data, SDS, building keys, entry cards, floor plans and emergency plans.

Knox Key: A key, electronically secured on all fire apparatus, which enables fire crews to access any Knox System within the City of Hillsboro.

Knox Key Switch: An electrical switch activated by a Knox Key, which opens a gate or other electric entry barrier.

Knox Padlock: A heavy duty padlock designed for securing perimeter gates, industrial equipment yards and similar areas.

Knox Lock: A plug/cap which prevents tampering of a fire department connection inlet.

Where Required by City of Hillsboro HMC 11.28.010

- Building/facilities equipped with a fire suppression and/or fire alarm system
- Commercial businesses that use, store, manufacture or process hazardous materials and are required to have a Hazardous Materials Inventory Statement (HMIS)
- Buildings with elevators
- High-rise buildings
- Sites and facilities secured by manual or automatic gates, or barriers
- Other buildings/facilities as determined by the Fire Code Official
- Larger buildings/facilities may require multiple Knox Systems

Models required per 2014 OFC 506.1.1 as amended by City of Hillsboro HMC 11.28.010

- Single tenant buildings shall utilize the Knox Box, Model 3200 with a hinged door
- Multiple tenant buildings shall utilize the larger Knox Vault, Model 4400 with a hinged door and single lock
- When required by the Fire Code Official, buildings required to have a Hazardous Materials Inventory Statement (HMIS) shall install a Knox Cabinet, Model 1301 with a hinged door and single lock (2014 OFC 506.1.3 as amended by City of Hillsboro HMC 11.28.010)
- Automatic gates and barriers shall utilize the Knox Key Switch, Model 3502
- Manual gates and barriers shall utilize the Knox Padlock, Model 3770
- Fire Department Connections (FDCs) shall utilize the Knox FDC Lock, Model 3110 (formerly Model #3043) (2014 OFC 912.3.1 as amended by City of Hillsboro HMC 11.28.010)

Alarm Tamper Switch

The Knox Box, Vault and Cabinet can be purchased with an alarm tamper switch option. Purchase of this option is at the discretion of the property owner and is not required by Hillsboro Fire Department. If the tamper is connected to an existing fire or burglar alarm system, the installation will require a limited-energy electrical permit through Hillsboro Building Department. If the tamper is connected to the fire alarm system, it will also require a fire alarm permit and update of the fire alarm matrix.

Ordering Procedures

To order the required products go to the Knox Company website or contact a customer service representative at 800-552-5669. Instructions for the online ordering form are noted below for your convenience:

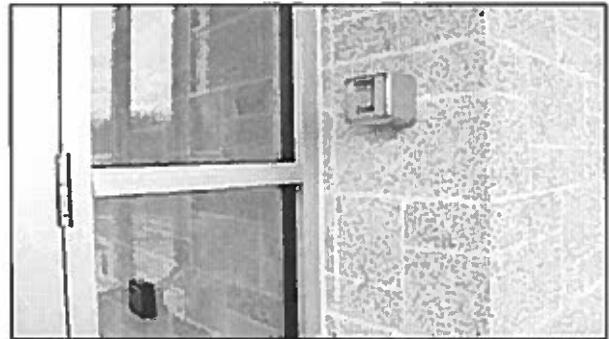
1. Go to KNOX-BOX Rapid Entry Systems
2. Select the product you wish to order from the list on the left
3. Enter "Hillsboro" & "Oregon" under "Product Installation Location"
4. Select "Hillsboro Fire Dept - 240 S 1st Ave - Hillsboro, OR 97123"
5. Select the product you wish to order from the options available and click "Add to Cart"
6. Enter the address where the Knox System will be installed
7. Click the "Check Out" icon
8. Complete required "Billing Information" to complete the purchase

Installation Procedure

All Knox Systems shall be installed per the manufacturer's installation instructions and the Fire Prevention Division requirements noted below:

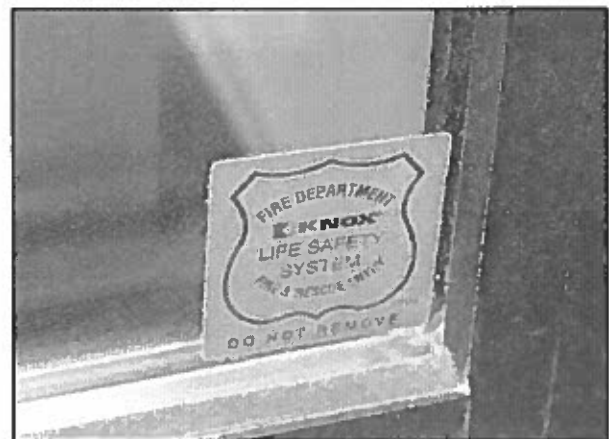
Knox Boxes, Vaults, and Cabinets:

- Shall be located adjacent to the main entrance to the building/facility or adjacent to the fire control room in an obvious and clear location
- Mounting height shall be 60" – 72" above the adjacent walking surface, unless otherwise approved by the Fire Code Official
- Area shall be free of shrubbery or other vegetation that may interfere with the fire fighters' ability to access the unit
- Knox System window decals are required on the primary entry door(s) to alert fire fighters that a Knox System is provided (one is included when the Knox System is shipped)
- The following keys shall be assembled and have a key tag, of material able to withstand the elements, affixed to each with the door, room, suite number or use clearly visible (additional keys maybe required):



- Main entry
- Fire control room
- Card access keys
- Mechanical/electrical rooms
- Fire alarm control panel & manual pull stations (if not the same key)
- Locks on sprinkler riser & backflow prevention devices
- Elevator machine room & elevator Fire Department override
- Other keys as required by the Fire Code Official

- More than one set of keys may be required for additional fire apparatus responding to the property. The following guidelines for number of key sets shall be followed:
 - 1-2 story building: 1 set of keys
 - 3-5 stories or more than 62,000 square feet: 2 sets of keys
 - 5 or more stories: 3 sets of keys



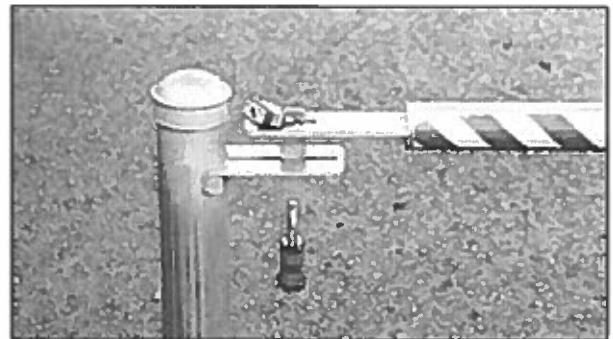
Knox Key Switches:

- An electrical permit from the Hillsboro Building Department shall be obtained for the installation. Please contact the Hillsboro Building Department, 503-681-6144
- Knox Key Switches shall be mounted directly adjacent to the key pad or card reader and shall face the vehicle access roadway
- Mounting height shall be 48 to 54 inches above the driving surface



Knox Padlocks:

Knox Padlock installations typically utilize a combination of two padlocks, one standard lock and one manufactured by the Knox Company, hooked together as shown in the picture to the right. This allows access to both the owner (by unlocking the standard lock) and the Fire Department (by unlocking the Knox Padlock). Under certain conditions, the Fire Code Official may also approve a chain in lieu of a locking pin.



Knox Fire Department Connection (FDC) Plugs:

All new or replacement caps on fire department connections shall be Knox Plugs. Knox plugs prevent tampering with the fire department connection, thus reducing property owner maintenance and testing costs (2014 OFC 912.3.1 as amended by City of Hillsboro HMC 11.28.010).

Final Inspection:

In order to secure Knox Boxes, Vaults, Cabinets, Padlock and Plugs the customer must contact the Fire Prevention Division to request an inspection. The customer must have a full set of keys available prior to requesting the inspection. After installation of a Knox Key Switch the customer must contact the Fire Prevention Division to test the Key Switch to ensure it works properly.



Please contact the Hillsboro Fire Department, 503-681-6166.

Key Maintenance:

When new locks are added to a building/facility or existing locks are re-keyed, the tenant and/or building owner shall provide new or replacement keys in compliance with the requirements noted above (2014 OFC 506.2 as amended by City of Hillsboro HMC 11.28.010).



WELCOME

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Knox-Box Fire Department Emergency Access to Your Business

The Yorktown Heights Fire Department encourages the use of a **Knox-Box** for our local homeowners and businesses. This system provides the quickest and most secure method of access to your property or building during an emergency.

IT'S THE LAW

Ten Reasons to Install a Knox-Box

1. Eliminate needless, costly forced entry damage that may not be covered by your insurance deductible.
2. Assure immediate building entry by firefighters without delay or waiting for building keys.
3. Protect inventory, equipment and supplies from unnecessary water damage caused by delayed sprinkler shut-off.
4. Satisfy local fire codes and emergency access ordinances.
5. Save time and aggravation by not having to drive to your building at 2:00 am for a false alarm.
6. Feel secure about emergency coverage when your building is left unattended. The fire department holds the only key to the KNOX-BOX.
7. Maintain building security after a fire alarm investigation by simply re-locking the undamaged door.
8. Protect your property from thousands of dollars in damage with this one-time, low-cost investment.
9. Depend on the highest lock box security available with attack resistant, UL tested reliability.
10. Over the last 25 years, KNOX-BOX has been the chosen solution in 6,000 communities nationwide - communities just like yours!

4.1K
Like
Share

Website Stats
Website Visitors
Since
June 27, 2006
1,495,207
Visitors Today
Nov 06, 2019
241

2019 Incidents	
Jan	55
Feb	47
Mar	43
Apr	52
May	51
June	54
July	49
Aug	76
Sept	58
Oct	
Nov	
Dec	
Total	485

Past Incidents	
2018	715
2017	593
2016	563
2015	608
2014	571
2013	571
2012	650
2011	778
2010	611

Town of Yorktown, NY
Chapter 130: BUILDING CONSTRUCTION AND FIRE PREVENTION

ARTICLE IV Key Lock Box [Added 8-6-1996 by L.L. No. 17-1996]

§ 130-17. Purpose: finding: authorization.

Experience shows that when fire occurs in buildings, fire-fighting personnel are faced with entry into the structure, locating, confining and controlling the fire and extinguishment. Entry into the structure, in some cases, must be made by force, which is time-consuming and demands extra energy to be exerted by fire-fighting personnel. In order to expedite entry into the structure and to aid the Fire Department in their task of extinguishment, the requirements set forth below shall be considered authorized by the Town Board of the Town of Yorktown in accordance with the alarm users permit section.

§ 130-18. Key lock box requirements.

2009 566
2008 614
2007 571
2006 600

- A. All commercial occupancies served by an internal automatic fire alarm or suppression system shall have a rapid entry key lock box installed.
- B. The key lock box shall be located at or near the recognized public entrance. The key lock box shall be located at a height of not less than eight feet and not more than 12 feet above final grade.
- C. No steps, displays, signs or other fixtures or structural protrusions shall be located under the key lock box which would allow intruders unimpeded access to the box.
- D. The key lock box shall be connected to the structure's alarm system. The telephone connection of the key lock box shall be wired so as to provide a supervisory alarm signal to the central station in the event that the key lock box is opened or removed from the wall.
- E. The key lock box shall contain the keys for the following, and the keys shall be labeled so as to be easily identified in the field:
 - (1) The main entrance door. Mixed occupancies and strip shopping center keys shall be provided only for occupancies where system control valves or a fire alarm system panel exists.
 - (2) The alarm room (if one exists).
 - (3) Mechanical rooms and sprinkler control rooms.
 - (4) The fire alarm control panel.
 - (5) Electrical rooms.
 - (6) Resetting of pull stations or other fire-protection devices.
 - (7) Elevators.
 - (8) Other rooms as specified during the plan review process or as required during a fire inspection.
- F. There shall be minimum requirements for the key lock box as outlined below.
 - (1) The lock shall be a MEDICO Biaxial Level 7 or equivalent.
 - (2) Key vaults shall have the ability to be master keyed.
 - (3) Locks shall be designed for high resistance to drilling, picking, punching or pulling.
 - (4) Lock codes and key sections shall be unconditionally restricted by the manufacturer for use by Yorktown and Lake Mohegan Fire Departments.
 - (5) Locks shall be listed under Underwriters Laboratories, Inc., (UL) No. 437, the standard for safety key locks.
 - (6) Rapid-entry systems shall offer key vaults under UL No. 1610, the standard for central station alarm units for use with UL-listed alarm systems.
 - (7) Rapid-entry systems shall offer key vaults under UL No. 1037, the standard for antitheft alarms and devices.
 - (8) Official Underwriters Laboratories, Inc., listing cards shall be supplied upon request.
 - (9) A fully inserted key shall withstand a minimum of 50 inch-pounds of torque.
 - (10) Key vaults shall have weatherproof gasket seals of neoprene material or better around openings.
 - (11) Key vaults shall have covered lock openings constructed of heavy-gauge steel designed to resist vandalism.
 - (12) Key vaults shall have a minimum wall thickness of 1/4 inch and a door thickness of 1/2 inch plate steel.
 - (13) Cabinet-style vaults for document storage shall have a minimum wall and door thickness of 1/8 inch plate steel with an additional drill-resistant hard plate to protect the lock mechanism.
 - (14) Cabinet-style vaults for document storage shall be available with two separate locks. The key to either lock shall open the vault.
 - (15) The Town of Yorktown Building Inspector shall be in complete control of rapid-entry system authorization and operation.
 - (16) The rapid-entry system shall utilize approved signature(s) from the Town of Yorktown Building Inspector and the Chief of the Fire Department whose Fire Department covers the structure. There must be two signatures on the order form to the manufacturer, one from Code Enforcement and the other from the Fire Department. In the event that the Fire Department is unable to sign the order form, arrangements up to the alternates for the Fire Department's approval of the order form.
 - (17) The manufacturer at its factory shall maintain UL-listed fireproof cabinets to protect the original records of the order forms and related records.
 - (18)

The factory records shall include installation locations, receiving party signature, Fire Department and Building Inspector authorized signatures and the original order form.

- (19) Order records shall be available upon request for inspection by the Town of Yorktown Building Inspector or the Yorktown Heights and Lake Mohegan Fire Departments.
- (20) Neither the Town of Yorktown Building Inspector, nor the Yorktown Heights and Lake Mohegan Fire Departments shall be required to purchase or sell rapid-entry system products.
- (21) The Yorktown Heights and Lake Mohegan Fire Departments shall each have separate master keys for their Departments so that each master key will be unique to each Department. The Town of Yorktown Building Inspector shall have a set of master keys for each Fire Department so they can place keys and/or documents in the rapid-entry system boxes.

§ 130-19. Emergency response repository container unit (lock box) general requirements.

The owner or operator of any facility which is required to prepare or have available a material safety data sheet or an emergency and hazardous chemical inventory form under Subtitle B, Sections 311 and 312 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), shall provide a repository container (lock box) at the facility site as set forth below.

- A. The information contained in the repository (lock box) shall include the following information for emergency response personnel:
 - (1) A current list of the key facility personnel knowledgeable about safety procedures of the materials on site, complete with the telephone numbers for each person.
 - (2) A current emergency and hazardous chemical inventory form and a binder containing the material safety data sheets (MSDS) or, in the event that the volume of MSDS sheets is too great to keep practically in the repository container, the location of the on-site MSDS sheets, and the MSDS sheets shall be readily available for use by emergency response personnel.
 - (3) A facility site plan, which shall include the following:
 - (a) The location of storage and use of hazardous materials on site.
 - (b) The location of on-site emergency fire-fighting and spill cleanup equipment.
 - (c) A diagram of the complete sewer system and water system showing fire hydrant and water main locations and sizes.
 - (d) Any building floor plan deemed necessary by the Code Enforcement and Fire Department officials.
- B. All keying shall be in accordance with the above requirements of the minimum standards for key lock boxes.

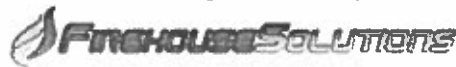
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Yorktown Heights Engine Company #1
1916 Commerce St.
Yorktown Heights, NY 10598

Contact Info

Station 1: 914-962-2148
Station 2: 914-245-3366
Fax Line: 914-962-3867
E-mail: info@yorktownfire.org

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THE CITY OF SAN DIEGO

**FPB POLICY
K-15-2**

**KNOX PRODUCT REQUIREMENTS AND
PROCEDURES FOR ORDERING.
CFC SECTION 506**

I. PURPOSE

This policy is intended to provide information about Knox-keyed devices and how to obtain them.

II. SCOPE

This policy shall apply to all buildings or sites within the City of San Diego where it has been determined that a Knox-keyed device is needed to improve accessibility for emergency responders.

III. OVERVIEW

The Knox Program provides San Diego Fire-Rescue Department (SDFD) with a quick and easy means to access a secured building or area. It also minimizes potential costly repairs caused by forcible entry and allows the building to be re-secured quickly and easily.

IV. DEFINITIONS

KNOX COMPANY: The manufacturer/vendor of Knox boxes, cabinets, key switches, padlocks, and related accessories. This is the only company whose products can be accessed by San Diego Fire-Rescue Department.

KNOX KEY: A key carried on all fire apparatus which enables fire crews to access any Knox device within the City of San Diego.

KNOX BOX: A lock box used for securely storing the keys to a gate, building, or rooms within a building.

KNOX KEY SWITCH: An electrical switch activated by a Knox key which opens a gate, garage door, or other electric entry door.

KNOX LOCKING FDC PLUGS: A lockable FDC cap which protects a sprinkler systems against vandalism and frequent cap replacement.

Fire Prevention Bureau

Fire-Rescue Department • 1010 Second Avenue, Suite 300 • San Diego, CA 92101-4903
Tel (619) 533-4400 Fax 544-6806

KNOX CABINET: A locked data cabinet used for storing information pertinent to the operation of a building, such as Hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

KNOX PADLOCK: A heavy padlock openable by a Knox key.

KEY TAG: Attached to each key in a Knox box to identify its function.

V. BACKGROUND

When access to secured structures or areas is difficult for emergency responders, the Chief is authorized to require a Knox box or key switch to be installed in an acceptable location. The San Diego Fire-Rescue Department has had a Knox Program in place for over forty years, and cannot access lock boxes or switches manufactured by any other companies.

VI. HOW TO ORDER

Once the need for a Knox box or other Knox product has been established, the customer will be given this policy, a Knox Product Authorization Order Form with price list, a SDFD Knox Product Application Form and ordering instructions. These will be given to the customer by the Fire Prevention Bureau Knox Program Coordinator. This information can be sent by email upon request or accessed on the SDFD web site.

The customer should review this information and make a selection on the order form. If the customer needs assistance in selecting the appropriate product, he/she may contact the Fire Prevention Bureau Knox Program Coordinator for assistance. Once the selection has been made, the completed SDFD Knox Product Application Form, the completed Knox Authorization Order Form and a check for a \$189 dollar onetime City processing and inspection fee, payable to "City Treasurer" shall be submitted to the Fire Prevention Bureau Knox Program Coordinator for each install address, via US mail, or it can be dropped off at the SDFD receptionist. Once processed and approved, the applicant will receive via email the signed, approved Knox Authorization Order Form and a receipt for the City processing/inspection fee. The approved Knox Authorization Order Form is now ready to send to The Knox Company with your payment to The Knox Company for your order. The Knox Company will ship your order directly to the address specified on the order form.

VII. INSTALLATION/LOCATION

It is the customer's responsibility to ensure that all Knox products are installed securely in an approved location and manner. Knox boxes may need to be anchored to the building with lag bolts, recessed into plaster or stucco, or welded to metal fences, posts, or gates.

One Fire-Rescue Department reflective alert decal is included with each Knox box. The decal is to be mounted by Fire Department Personnel only. This reflective decal alerts fire companies as to the presence of a Knox box.

Knox boxes are to be installed within 10 feet of the main entrance to the building at a height not to exceed **SEVEN (7) FEET ABOVE FINISHED GRADE MEASURED FROM THE TOP OF THE BOX (BUT PREFERABLY AT FIVE (5) FEET)**. This height has proven to be ideal since it enables fire crews to access the Knox box quickly without the delay of setting up a ladder. Also, seven feet is high enough to discourage the idly curious. Other locations may be considered on a case-by-case basis.

Knox key switches shall be installed by an electrician familiar with these devices. The preferred location for mounting a key switch is at the gate control head, or adjacent to the gate or door entry key pad.

VIII. KEYS IN KNOX BOXES

Every key placed in a Knox box shall be identified with a sturdy ID tag. Each set of keys shall be grouped together on a key ring. The keys being installed will be at the discretion of the customer, but they should be selected bearing in mind the access needs of responding fire companies. Some keys typically placed in Knox boxes include: MAIN ENTRANCE, GRAND MASTER, ELEVATOR CONTROL, MECHANICAL ROOM, FIRE ALARM PANEL, ELECTRICAL ROOM, AND ROOF ACCESS.

IX. LOCK UP OF KNOX BOX

Knox boxes are shipped to the customer in the OPEN position. After the box has been installed, the customer must contact the SDFD Fire Prevention Bureau Knox Box Coordinator to request a lock-up/final inspection appointment. The Fire Prevention Bureau Knox Program staff will assist the customer in arranging an appointment for lock up/final inspection. All keys shall be tagged and ready for placement in the Knox box upon arrival.

Note: The customer should notify the Fire-Rescue Department whenever a building has been re-keyed so that obsolete keys in the Knox box can be updated.

X. TESTING OF KEY SWITCH

After a key switch has been installed, the customer must contact the SDFD Fire-Rescue Department Knox Program Coordinator to request an appointment to ensure that the Key switch was installed and working properly. The customer does not need to be present for this test. If the key switch fails to operate, the customer will be contacted to have the necessary repairs made.

XI. NUMBER OF KEY SETS REQUIRED

More than one set of keys is often required, especially in larger buildings. These extra sets are needed for the additional fire companies subsequently arriving at the same address. The following guidelines for number of key sets and type Knox Box Series shall be followed:

1-2 story building:	1 set of keys	3200 Series
3-4 stories:	2 sets	3200 Series
5-8 stories:	3 sets	4400 Series
9 stories and above:	4 sets	4400 Series
Home / Residential:	1 set of keys	1600 Series

Promulgated by: 

Date: 6/25/2015

Rev. 7-01-15

ARTICLE V. - KEY BOX EMERGENCY ACCESS SYSTEM

Sec. 54-271. - Definitions.

Automatic dialer shall refer to a device that automatically dials and relays a prerecorded message to a central station or the fire department.

Automatic fire suppression system refers to a system or assembly of piping, valves, controls, and sprinklers, which are designed and installed to comply with the National Fire Protection Association (NFPA) standards, which utilize water, foam, carbon dioxide, or other gas to automatically react to suppress fire.

Central station shall refer to an office of a private company to which remote alarm and supervisory signaling devices are transmitted and where personnel are in attendance at all times to supervise the circuits and investigate signals.

Fire official shall refer to the fire chief or his designee.

Knox box (lock or key box) A high security key vault, which shall refer to a UL type box, standards, size, and style approved by the fire official.

Responsible party shall refer to the property owner of a building subject to this article.

Standpipe system shall refer to a wet or dry system of piping, valves, outlets and related equipment designed to provide water at specified pressures and installed exclusively for the fighting of fires.

(Ord. No. 4078, 12-1-2009)

Sec. 54-272. - Mandatory key boxes for fire suppression and standpipe systems.

Each building protected by an automatic fire suppression and/or standpipe system and not manned during a 24-hour, seven-day a week operation, shall be equipped with a key box. The key box shall be a Knox box type and size approved by the fire official.

(Ord. No. 4078, 12-1-2009)

Sec. 54-273. - Mandatory key boxes for fire alarm system.

Each building protected by an automatic fire alarm system (automatic dialer, central station, external audible/visual alarm) and not manned during a 24-hour, seven-day a week operation, shall be equipped with a key lock box. The key lock box shall be a knox box type and size approved by the fire official.

(Ord. No. 4078, 12-1-2009)

Sec. 54-274. - Nonapplicability to certain dwellings.

This article shall not apply to owner occupied one- and two-family dwellings.

(Ord. No. 4078, 12-1-2009)

Sec. 54-275. - Key lock boxes.

The responsible party is required at all times to keep a key(s) in the lock box that will allow access to the structure. The key box shall contain, but not be limited to, the following items as designated by the fire official:

- (1) Labeled keys to locked points of egress, whether in interior or exterior of such buildings;
 - (2) Labeled keys to the locked mechanical rooms;
 - (3) Labeled keys to locked elevator rooms and controls;
 - (4) Labeled keys to any fence or secured areas;
 - (5) Labeled keys to areas of the building where fire alarm panels and fire protection systems are located;
 - (6) Labeled keys to any other areas that may be required by the fire official;
 - (7) A card containing the emergency contact people and phone numbers for such buildings;
 - (8) Floor plans of the rooms within the building showing locations of shut offs;
 - (9) Hazardous materials information; and
 - (10) An inventory of the keys is to be placed inside all lock boxes.
-

The responsible party shall notify the Michigan City Fire Department when any or all of the locks or keys have been changed and shall keep the immediate area of the key lock box free and clear of any and all obstructions.

(Ord. No. 4078, 12-1-2009)

Sec. 54-276. - Registration and installation of key lock boxes.

The responsible party shall apply for a registration for a lock box on forms provided by and obtained from the fire official of the Michigan City Fire Department. A registration is required prior to the installation of a key lock box in order to verify the proper mounting location and installation of said key lock box. The key lock box shall be installed on the front exterior of the building near the main entry door at a location approved by the fire official. No key lock box shall be installed, voluntarily or otherwise, without first obtaining the approval of the fire official of the Michigan City Fire Department. The responsible party shall be responsible for the cost to purchase, install, and maintain the key lock box.

(Ord. No. 4078, 12-1-2009)

Sec. 54-277. - Compliance.

All existing buildings shall comply with this article one year from its effective date. All newly constructed buildings not yet occupied or buildings currently under construction and all buildings or businesses applying for a certificate of occupancy shall comply immediately upon passage of this article. The cost of purchasing and installing, along with any cost associated with implementation of the program at a specific property, will be born by the responsible party.

(Ord. No. 4078, 12-1-2009)

Sec. 54-278. - Penalty.

The responsible party shall be subject to a fine as set forth in section 50-287.

(Ord. No. 4078, 12-1-2009)

Secs. 54-279—54-298. - Reserved.

ARTICLE IV. - KEY LOCKBOX SYSTEM

Sec. 22-90. - For commercial, residential and other locations with restricted access through locked gates.

- (a) The following structures shall be equipped with a key lock box at or near the main entrance or such other location required by the fire marshal:
 - (1) Commercial or industrial structures that have fire alarm and/or sprinkler systems that are secured in a manner that restricts access during an emergency;
 - (2) Multifamily residential structures that have restricted access through locked gates; and
 - (3) Governmental structures and nursing care facilities with gated entrances.
- (b) All newly constructed structures, communities, or complexes subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. All structures, communities, or complexes in existence on the effective date of the ordinance from which this section is derived and subject to this section shall have one year from the effective date of the ordinance from which this section is derived to have a key lock box installed and operational.
- (c) The fire marshal shall designate the type of key lock box system to be implemented within the city and shall have the authority to require all structures to use the designated system.
- (d) The owner or operator of a structure, community, or complex required to have a key lock box shall, at all times, keep a key in the lock box, or maintain the operation of the box at all times.
- (e) The fire marshal shall be authorized to implement rules and regulations for the use of the lock box system.
- (f) Any person who owns or operates a structure, community, or complex subject to this section shall be subject to the penalties set forth in all sections of this Code for any violation of this section; provided that the maximum fine for a conviction for a violation of this section shall be \$1,000.00.
- (g) All requests for the designated key lock box system shall be coordinated through the fire marshal and get approval for the location of the box on each site.

(h) This article shall take effect immediately upon its passage.

(Ord. No. 08-03-05, § 1(ch. 15, art. 3, § 16), 3-17-2008; Ord. No. 08-06-08, § 1(ch. 15, art. 3, § 16), 6-2-2008; Ord. No. 08-08-19, § 1(ch. 15, art. 4, § 17), 8-18-2008; Ord. No. 15-06-248, § 1, 6-1-2015)

Sec. 22-91. - For certain buildings as designated by the fire marshal.

(a) The following structures shall be equipped with a key lock box at or near the main entrance or such other location required by the fire marshal:

- (1) Commercial or industrial structures protected by an automatic alarm system or automatic suppression system;
- (2) Multifamily residential structures that have restricted access through locked doors and have a common corridor for access to the living units; and
- (3) Governmental structures and nursing care facilities.

(b) All newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of the ordinance from which this section is derived and subject to this section shall have one year from the effective date of the ordinance from which this section is derived to have a key lock box installed and operational.

(c) The fire marshal shall designate the type of key lock box system to be implemented within the city and shall have the authority to require all structures to use the designated system.

(d) The owner or operator of a structure required to have a key lock box shall, at all times, keep a key in the lock box that will allow for access to the structure.

(e) The fire marshal shall be authorized to implement rules and regulations for the use of the lock box system.

(f) Any person who owns or operates a structure subject to this section shall be subject to the penalties set forth in all sections of this Code for any violation of this section; provided that the maximum fine for a conviction for a violation of this section shall be \$1,000.00.

(g) All requests for the designated key lock box system shall be coordinated through the fire marshal and get approval for the location of the box on each site.

(h) This article shall take effect immediately upon its passage.

(Ord. No. 08-03-05, § 1(ch. 15, art. 3, § 17), 3-17-2008; Ord. No. 08-06-08, § 1(ch. 15, art. 3, § 17, 6-2-2008; Ord. No. 08-08-19, § 1(ch. 15, art. 4, § 18), 8-18-2008; Ord. No. 15-06-248, § 1, 6-1-2015)

Secs. 22-92—22-110. - Reserved.

Seattle Permits

—part of a multi-departmental series on City services & permitting

Key Boxes for Emergency Access

Updated March 2018

The utilization of a Key Box for Emergency Access is optional except when specifically directed by the Seattle Fire Marshal.

Knox Rapid Entry System

Used by Fire Departments throughout the country, the primary component of the Knox Rapid Entry System is a key box unique to the jurisdiction in which it is located. Only the Seattle Fire Department has the key to open Fire Department access boxes located within our city. Use of the system can improve emergency access to buildings and result in savings by eliminating property damage from Fire Department forced entry.

Use of the Knox Rapid Entry System is authorized by Section 506 of the 2015 Seattle Fire Code. The Code specifies that the Fire Department may require a key box containing access keys be installed at the entrance to structures or areas where access for the purpose of life safety or fire fighting is restricted. While the Fire Department can require that a Knox Entry System is installed, in most instances installation of the system will be at the option of the building owner.

The KnoxBox 3200 Series and the KnoxVault 4400 Series (models with hinged doors, single lock, and black in color) are the only boxes approved for new installations in the City of Seattle. The Recessed Mount models are recommended for a more secure installation, but not required. A Knox Multi-Purpose Electrical Switch for tamper detection is another security option that may be installed inside the box. The KnoxBox 3200 may also be utilized to house an Emergency Use Switch for entry gates. Properties with

pre-existing Knox models are still valid. However, the key lock core may need to be updated to match the most current City of Seattle Fire Department access key. Additionally, the Seattle Fire Marshal may require the reinstallation or the discontinued use of any KnoxBox/ KnoxVault that does not meet secure installation standards. Examples of structures for which a rapid entry key box may be beneficial include:

- Warehouse, industrial, commercial and other buildings where 24 hour staffing / security is not available.
- Buildings constructed such that Fire Department forced entry, if required, would be unduly difficult or likely result in significant property damage.
- Buildings with a high frequency of emergency response incidents and where occupants may be endangered due to delays gaining access.
- Hospitals, nursing home and high-rise buildings.
- Hazardous materials occupancies.

How Does it Work?

A building owner purchases, installs, or arranges for installation, of a Knox key box on the exterior of the building at the main entrance point. The box is manufactured with a lock which can be opened only with a key that is issued solely to the Seattle Fire Department. Medical aid units and fire trucks in Seattle are each equipped with one KnoxBox key, held in a special security device.

When *emergency* access is required, the arriving Fire Department member in charge removes the key from the special security device in their Fire Department vehicle and opens the KnoxBox to remove the building main entrance key. After use, the Fire Department member returns the entrance key to the key box and locks it, and then returns the special KnoxBox key to the security device inside the emergency vehicle.

www.seattle.gov/fire



Steps for Installing the Knox Rapid Entry System

When an occupancy chooses or is directed to install a key box, a model 3200 or 4400 (single lock) series box may be purchased directly from the Knox Company or authorized Knox retailer. Where installation allows, a recessed box is recommended. Upon purchase, the KnoxBox will be shipped directly from the manufacturer to the purchaser absent its locking mechanism. The locking mechanism is simultaneously shipped to and remains in the possession of the Seattle Fire Department until the box installation has been approved by the Fire Department. The purchaser also requests the installation instructions for their specific type of installation at this time by sending an email to SFD_FMO_KnoxBox@seattle.gov or calling the Seattle Fire Prevention Division at (206) 386-1450.

The purchaser installs the empty box according to the Seattle Fire Department standards which meet the requirements of the Knox Company. Do not forget to take photos of the installation progress as written in the installation instructions. These will be kept on file as verification of proper installation. Once the box is installed, the purchaser makes an appointment to meet a Seattle Fire Department Inspector at the building to approve the box location and integrity of the installation. Upon approval, the building owner places the appropriate key for the main access entrance and life safety systems inside the box. The Fire Department Inspector installs the lock, closes the door and locks the box.

A KnoxBox is designed to contain only the key to the main entrance of the building and life safety systems. As an additional security precaution, a building-wide pass key is not recommended for placement in any access key box.

Schedule your inspection appointment by contacting the Seattle Fire Prevention Division email, SFD_FMO_KnoxBox@seattle.gov, or by calling (206) 386-1450. Future access to add or remove a key from the box should be coordinated by contacting our office to make an appointment.

Installation Location

The building owner is responsible for proper installation of the KnoxBox. It must be securely mounted on the building exterior or to a free standing post at a general height of six feet, and within five feet of the primary Fire

Department access point, such as an addressed main door or metal gate post. Installation instructions can be obtained by contacting our office. Additional installation

diagrams are included with every box, and online at www.knoxbox.com. Any deviation from the published Seattle installation instructions must be pre-approved by the Fire Prevention Division Inspector.

One- and Two-Family Residences

In order to be approved for residential use, the KnoxBox must be installed to meet the same installation criteria established for commercial buildings.

Gates

In certain situations, it may be possible to properly and safely install a KnoxBox to control a mechanically powered gate. However, all proposals to install a Knox Box to house a key or gate switch require prior review and approval by the Seattle Fire Prevention Division Inspector.

Inspection Fee

During the inspection, the purchaser completes an Inspection Agreement which authorizes the Seattle Fire Department to invoice a one-time inspection fee of \$229 (current as of 2018) per box. This fee offsets costs for box inspection, installing the lock core, future trips to remove or add keys, and administrative services for handling and administering the Knox program. While the Knox Rapid Entry System is the only emergency access key box approved by the City of Seattle, it is still optional to have an emergency access key box unless directed by the Fire Marshal.

Employees of the Seattle Fire Department may not be involved with direct sale, or installation of the Knox Rapid Entry System or any Knox Company product.

Status of Non-Knox Rapid Entry System Key Boxes

When a building owner has voluntarily provided a key box and the box is not a KnoxBox/KnoxVault, the owner will be asked if he/she still desires the Fire Department to have key access to the occupancy. If the answer is yes, the owner will be directed to replace the existing key box with a Knox key box. The Fire Department will no longer use any access key box other than the Knox Rapid Entry System.

Elevator Key Boxes

The Seattle Building Code requires that a key box be installed near elevators to hold keys necessary for access to elevator machinery and controls. For elevators with

Phase I recall, the key box must be located on the designated recall floor, above the recall switch. When no recall feature exists, the elevator key box should be located above the elevator call button, approximately six feet above the floor level.

The elevator key box may contain keys for the machine room door, secondary level door, pit door, roof door, fire emergency service, hoistway access, mechanical hoistway access devices and miscellaneous switch keys. An elevator key box can be obtained from most locksmiths.

Installation of Elevator Key Boxes are governed and inspected by the Seattle Department of Construction & Inspections and will follow the Seattle Building Code (SBC) below:

For existing installations, the elevator key retainer box must meet SBC Section 3011.

For new installations, the elevator key retainer box must meet SBC Section 3016.

Any questions or concerns regarding the installation of elevator key boxes should be directed to the Elevator Support Staff at (206) 684-0580.

Contacts

If you have questions about requirements for the Knox Rapid Entry System, or need to schedule an appointment to finalize installation of your Knox key box, contact our office during regular business hours.

Seattle Fire Prevention Division

KnoxBox Team

(206) 386-1450

SFD_FMO_KnoxBox@seattle.gov

The Knox Company may be reached at (800) 552-5669 or www.knoxbox.com



RAPID ACCESS

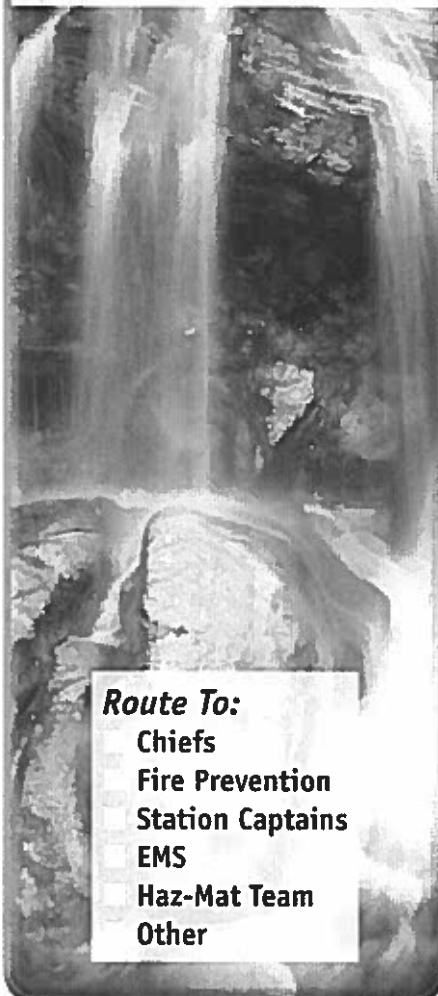
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Knox Company • 1401 W. Deer Valley Road, Phoenix, Arizona 85027 • 800-552-5669 • Fax 623-687-2299 • www.knoxbox.com • E-mail: info@knoxbox.com

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Route To:

- Chiefs
- Fire Prevention
- Station Captains
- EMS
- Haz-Mat Team
- Other



SANTA CLARITA, CA

Ordinance Increases Sheriff's Presence In Community

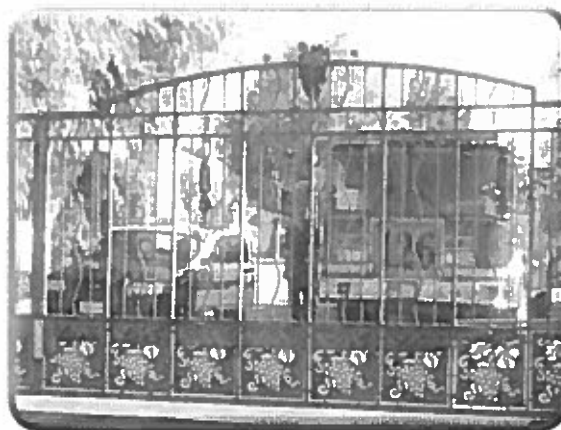
While the Knox System has traditionally been used by Fire Departments, many police, sheriffs and EMS providers have found a need for the Knox System. Santa Clarita Valley Sheriff's Station in Los Angeles (LA) County California is one such department.

The LA County Fire Department started their Knox program in 1984. Over the years, the Santa Clarita Valley Sheriff's Station witnessed the benefits of LA County Fire Department's Knox System and decided to look into becoming part of their Knox program. After discussing the situation with the fire department, both the fire department and sheriff's station decided it would be best if each department had their own unique Knox program. "Everyone agreed that the integrity of each system would be easier to maintain if each department had their own system," Sergeant A.J. Rotella said.

Within LA County, there is one fire department and 21 separate sheriff stations each covering a specific geographic area. "We're unique in that the county fire department has one universal key for their system and we have 21 separate sheriff stations and only a few participate in the Knox program," explained Rotella. Each station is somewhat autonomous in that the individual

stations determine whether they want to participate in the Knox System or not. Also, each participating sheriff's station has its own system.

In 2000, the Santa Clarita Valley Sheriff's Station implemented a separate but complementary Knox System to the Fire Department's system. To differentiate the two systems the sheriff's products have a gold decal (designating sheriff) while the fire department's products have a red decal (designating fire). The sheriff's



Fire and Sheriff access slowed by gates

station wanted to ensure all products are installed correctly, so they require the product to be installed by one of two local locksmiths. These locksmiths have the department's installation requirements and ensure all products are installed following one universal method and one standard location.

Continued on Back Page

EDITORIAL

We hope you find the articles this month informative. We have two departments with unique applications as well as an article on ordinances.

It has been a little tough this year for many of us. With the current economic situation, we realize that many of you are unable to travel to the national shows. To help you keep up to date with Knox, we are continuing to exhibit at many of the state and regional shows. So even if you can't travel to one of the national shows, you should still be able to see Knox at a local show. On page 7, you will find a short listing of some of the upcoming shows where we will be exhibiting.



At Knox, we are very proud to say our products are made in the USA. As many companies move part or all of their operations overseas, Knox is committed to producing its products in the USA.

Thank you for your support of the Knox System. We look forward to serving your department for years to come.

Cynthia Jones



Publisher
Knox Company

Editor Cynthia Jones **Art Director** Cynthia White

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Knox E-Mail Notifications

The Knox Company is dedicated to providing Fire Departments with the most accurate and current information available. With this in mind, Knox can now send e-mail notifications to departments for certain events: shipment confirmations for products purchased for use within their jurisdiction and electronic updates for both KeySecure and Sentralok units as soon as they become available.

Shipment Confirmations

- Include: Package Tracking Information
Installation Address
Item(s) Shipped
Name and address of Purchaser
- Sent to the Knox Coordinator only
- Purchaser of product will receive a shipment confirmation if an e-mail address is provided on the Knox Authorization Order Form
- Generated daily



Electronic Updates

- Provides information on software updates or product enhancements and implementation instructions
- Sent to the Knox Coordinator
- Additional individuals can be designated to receive electronic updates
- Generated as updates become available



To sign your department up to receive these e-mail notifications, please contact Knox Fire Support at 800-566-9269. Since these e-mail notifications are auto-generated, they can not be re-generated once sent. Once your department is set-up for e-mail notification, please add the 'knoxbox.com' domain to your 'trusted senders' list, to ensure e-mails are not sent to your junk folder or blocked by spam filters.



No Longer Waiting for Key Holders

LONG ISLAND, NY



Franklin Square Munson Fire Department on Long Island, New York recently implemented the Knox System within their community. Chief Fire Inspector Joseph Gerrato took on the task of spearheading this new program. "Since we're an all volunteer department, time is an issue. Waiting for a key holder at night takes unnecessary time. Also, we don't want to cause unnecessary damage to a structure," Gerrato shared. "Some neighboring departments already use the Knox System. So, we were familiar with the system and how it could help us."

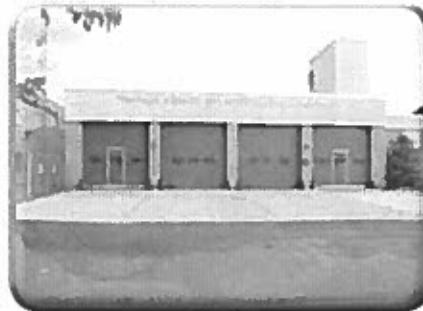
Gerrato outlined the steps that had to be taken before the program was implemented. "First, I made a formal proposal along with a demonstration of the product to our department training committee who is responsible for investigating, testing and looking for new tools and equipment for the department. Jon Kemp (the region's account manager) came to one of the meetings to present the program and provided some examples and hands-on demonstration of the product. Once the committee reviewed the proposal, they referred me to the board of fire commissioners. Ultimately the board of fire commissioners is responsible for our department and any programs we implement. So, we needed their approval before we could move forward."

Gerrato elaborated; "The board's main issue was the security of the key and access to buildings and businesses. After a detailed proposal with information and support of the department training committee, the commissioners approved us to start the program."

"After the commissioners adopted the program, we developed a letter to business owners explaining how the system worked. We stressed how this was a pro-active

program and that the department makes no money on the program. It was very important to us that the community know that this is not a money making operation for the department. Rather, it is a service we offer," explained Gerrato.

While there was some initial concern regarding access to the master key, the department was able to address these concerns by installing a KeySecure key retention device on the apparatus desk where a camera is always aimed. (KeySecure units provide an audit trail showing who and when the key was accessed.) So, in addition to the unit's audit trail, the department has a video record showing the key being removed.



Franklin Square has a county dispatch system and an in-house computer aided dispatch system. As each box is installed, the location of the box is recorded in the in-house system and it's included on the preplan printout that is generated for a call. Dispatch also has a copy of this information. When the alarm is sounded, dispatch announces over the radio if a building has a box and its location. This tells the responders to take the master key with them.

To further educate the community business leaders about the Knox Program, several members of the department attended a local chamber of commerce meeting to present the new Knox Program. They distributed a Knox-Box information request form the department had

developed. This form allows businesses to request additional information from the fire department. The fire inspector's office is currently contacting these businesses to follow up with additional information on the program and work with the business to get a box installed

At the same time the department was implementing the Knox System, a bank was getting ready to open a branch in their community. The bank contacted the fire department regarding getting a Knox-Box on their building. All the bank's branches have a Knox-Box and they wanted a box on the newest branch getting ready to open in town. This bank was the first business to install a box within the jurisdiction.

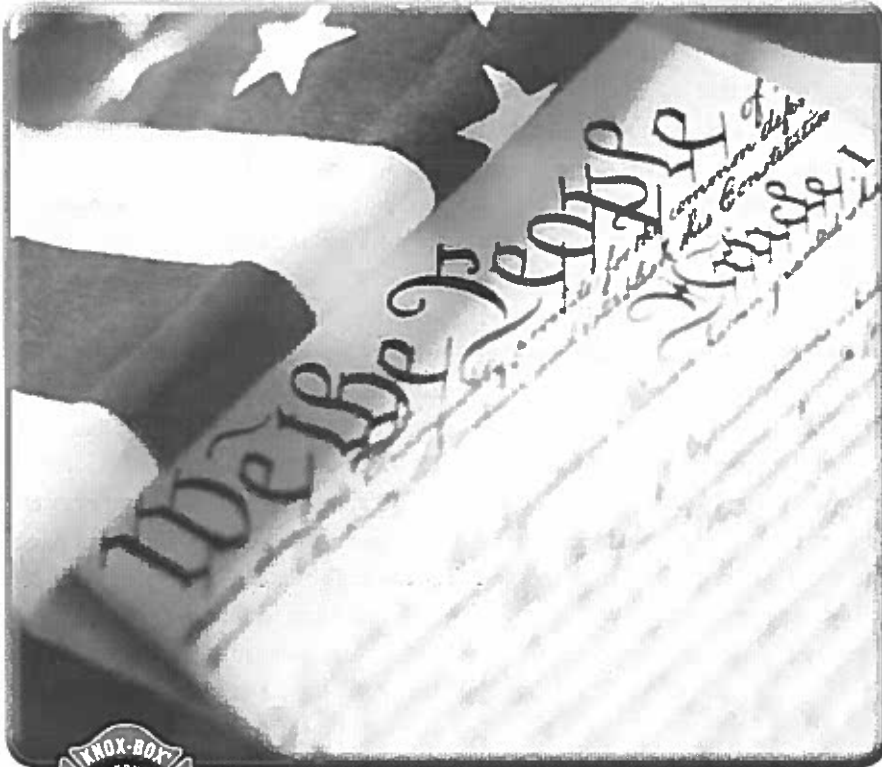
A few weeks after the bank opened, the bank's fire alarm went off after hours. The department was able to gain access to the interior offices of the bank and the alarm room by using the new Knox-Box rather than waiting for a key holder. "It turned out the cleaning crew was heating food that smoked and set-off the smoke alarm," shared Gerrato. The responding crew was able to assess the situation, reset and reactivate the alarm and then re-secure the building.

"Just a few weeks ago, a building's alarm activated at 2 am for two days in a row. Since this building didn't have a Knox-Box, we had to break the lock to get inside. In both cases, it was a false alarm. The locksmith repairing the lock suggested the building owners ask the fire department if they had a Knox Program. The locksmith charged the building owner to repair the locks at \$200 per lock," Gerrato shared.

"As part my job as fire inspector, I was on my way over to suggest they obtain a Knox-Box. When I got there, the building owner was already looking into contacting the fire department regarding ordering a

Continued on Page 7

Why Pass a Local Ordinance?

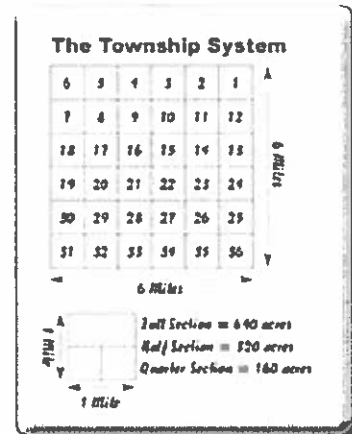


A Young Fledgling Union

has declared its independence in the summer of 1776. Before Delaware could ratify the Constitution to become the first state in 1787, the colonies are already fighting over land. At least seven of them had made claims to the west as they knew it, the land west of the Appalachians. It was not long before it became obvious to Thomas Jefferson that the federal government would have to step in, so he introduced the first official ordinance in America, the Ordinance of 1784. In part, it advanced the following ideals:

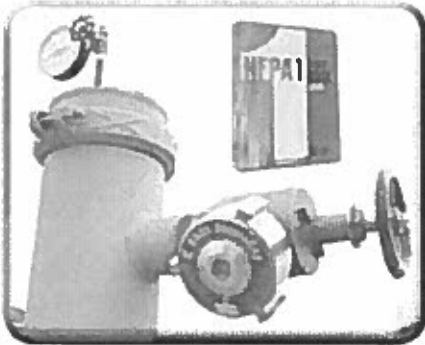
- The undeveloped west must remain under the control of the central government
- Developed western areas must help pay back debt incurred in the Revolutionary War
- Slavery must be prohibited in
- Detailed guidelines that would assist western regions in achieving statehood

Later ordinances led to the formation of the federal township system, six mile square divisions of land called "Townships", a term used by many fire departments today. Why are ordinances important today? Who passes them? How are they enforced?



When most Americans think about the legislature, our minds go to Washington DC and images of wheeling / dealing, lobbyists, and the game of politics. While we recognize many of the faces and what side of the political 'aisle' they are on, we generally see our national legislators as being far away, detached from the people back in the home district, and not really having too much impact on our day-to-day lives. What we sometimes fail to grasp is the power of the local government and legislature, be it a city council or county board. We seldom know any of their names and have no idea where they stand on the issues. What also escapes most people is the power local governments possess and the tremendous impact they have on our daily lives. It

smoking ordinances, or indirect ways like 'Community Development' standards. Local city councils or commissioners courts have the ability to make radical changes in the



Many communities will have ordinances that focus on tree preservation or the length of a dog leash, both worthwhile issues, but will fail to address issues related to fire and life safety.

way a community operates and how we live our lives. Many communities will have ordinances that focus on tree preservation or the length of a dog leash, both worthwhile issues, but will fail to address issues related to fire and life safety. This is where the legislature and a local ordinance becomes a powerful tool that code officials can use to implement change and deliver a higher level of service to the citizens. To those local officials the message is simple: There is tremendous, usually untapped power in your local legislature. Put it to work for your community and the citizens you serve.

In the long history of fire prevention & protection in America, there have been many occasions where code officials have taken major steps to enhance the level of survivability of occupants in a fire scenario by passing ordinances requiring that business owners make substantial changes to existing structures and occupancies. Unfortunately, many of these changes have come as a result of catastrophic high-fatality fires that prompted a public

outray. Some code officials will say that they do not have the authority to require these changes to older, existing structures. History does not support this position. All local officials are just one incident away from public scrutiny, litigation, and mandatory change. Historical events, coupled with the trend toward aggressive action by forward-thinking code officials and fire marshals, has led to the concept of passing local ordinances with a retrofit component that addresses issues relating to public safety to lessen the loss of life and property damage. This is true of key boxes and the need to protect fire sprinkler and standpipe connections. It is important that fire officials proactively recognize changing trends and work to make buildings safer and more survivable.

Ordinance vs. Policy Statement

Because the process is perceived to be time consuming and complex, some fire officials will attempt to make changes to the code by instituting a Policy Statement and making the desired change. For example, they will determine that fire lanes need to be expanded, or fire extinguisher service intervals need to be adjusted. While this may be acceptable in the short run, or when there are unique circumstances, like a temporary burn ban, it is questionable if it is even within the power of the executive branch (fire marshal) to both set standards and enforce them as law without legislative review and consent. That is where an ordinance becomes a powerful tool. As the word implies, the ordinance is 'ordained' by the community as a whole and has the full weight and enforcement authority as does any other law. It promotes consistency and uniformity in prevention and code enforcement. A local policy statement


may be challenged and brought before an appeals board or the courts if a citation is issued for noncompliance. It may be possible for the policy to be challenged as being the 'opinion' of the fire official and not necessarily a recognized standard.

There is tremendous, usually untapped power in your local legislature. Put it to work for your community and the citizens you serve.

If that same policy had been adopted into the city's Code of Ordinances the requirements are recognized as being the 'will of the people' and are more easily enforced and defended in court.

Emerging Needs

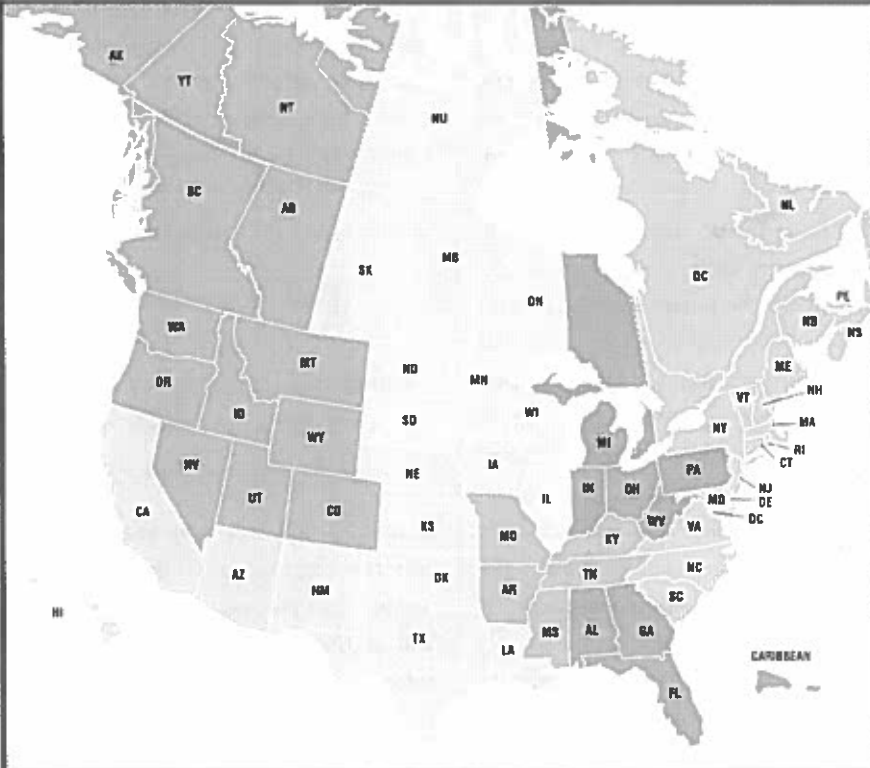
As communities grow and emerging needs arise, new standards will need to be implemented and adopted to meet the demand. Understanding how the legislative system works and the keys to success is vitally important in implementing these requirements to the community.

The power of the legislature is available to every community. While it can be complex, it is also the most effective way to make long-term sustainable improvements to your community. Adopting a local ordinance that addresses the public safety concerns in your community will demonstrate consistency and will make it easy for those affected to comply. The power is available to you. 

Learn about the process, become involved.



Knox Contacts



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South

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Southeast

Bill Brown
888-342-3530
Fax 888-342-6655
bbrown@knoxbox.com



SUPPORT CONTACTS

FIRE DEPARTMENT SUPPORT

This department provides customer service to fire departments.
800-KNOX-BOX
(800-566-9269)

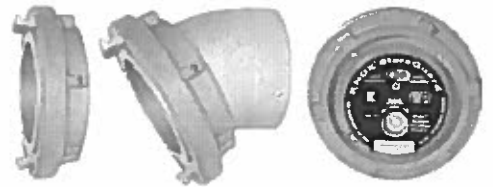
ELECTRONIC SUPPORT

This department deals exclusively with technical questions regarding KeySecure® and Sentralok® units.
866-KNOX-BOX
(866-566-9269)

PROPERTY OWNER SUPPORT

Property Owners & General Inquiries to Knox should be directed to our main number.
800-552-KNOX
(800-552-5669)

NEW Knox StorzGuard™ Kits



The Knox Company now offers StorzGuard™ kits comprised of a Storz mounting adaptor to fit the building pipe and a locking Knox StorzGuard cap. The forged adapters have a hard anodized aluminum metal face and are available in both 4" and 5" configurations. The adapters are available in straight or 30 degree elbow configurations that connect to 4" and 6" National Pipe Thread (NPT). Each adapter includes 3 heavy duty stainless steel set screws. The adapters are compliant with the DIN Standard and NFPA 1963 Standard for Fire Hose Connections. The original DIN standard specifically states that any aluminum used in a Storz application must be 'forged' and not 'cast'. The DIN standard goes on to state that in the interest of firefighter safety, any cast aluminum connection components must be reserved for non-fire fighting applications.

The water-tight locking StorzGuard prevents trash and debris from being stuffed into uncovered connections. The Knox StorzGuard protects Storz connections on fire hydrants and water based fire protection systems such as sprinkler intakes. The easy-on, easy-off locking cap also provides protection against connection lug damage. Additionally, it protects against water theft – a growing concern for many communities. The new cap works on all gasket types and metal

available in both 4" and 5" configuration. Storz Adapter and StorzGuard caps are available in turn key kits or individually.

FRANKLIN SQUARE, CONTD.

box," elaborated Gerrato. They ended up buying the box on-line while the inspector was in their office.

Franklin Square decided to go with the on-line ordering option. They didn't want businesses to have to go to the fire department and obtain a form. "The on-line ordering has worked out very well. It speeds up the time for a box to arrive," Gerrato said.

The department protects a population of approximately 30,000 in an area of about three square miles consisting of Franklin Square, Garden City South, and parts of West Hempstead. ❏



FREE Literature

As a reminder, colorful brochures explaining the benefits of the Knox Rapid Entry System are available to your department for distribution to property owners. This literature is available at no charge to all departments. Contact Fire Department Support or log on to www.knoxbox.com and click on support/request literature.



KNOX NEWS

2009 Tradeshow Schedule

Show	Location	Dates
Washington Fire Chief	May 27-26	Spokane, WA
Alberta Fire Chiefs	May 23-27	Red Deer, AB
NFPA	June 8-10	Chicago, IL
New York Fire 2009	June 10-13	Verona, NY
Wisconsin Fire Chiefs	June 26-27	Wisconsin Dells
Metro Chiefs	June 21-25	Edmonton, AB
New England Fire Rescue	June 25-28	West Springfield
Maryland Fire Convention	June 13-19	Ocean City, MD
Arkansas Fire Chiefs	June 26-28	Hot Springs, AK
Tennessee Fire Chiefs	July 12-14	Nashville, TN
South Carolina Fire Rescue	July 14-18	Myrtle Beach, SC
Ohio Fire Chiefs	July 18-19	Sandusky, OH
Texas Fire School	July 19, 2008	College Station, TX
Florida Fire Chiefs	July 18-22	Fort Lauderdale, FL
Firehouse Expo	July 23-25	Baltimore, MD
Mo Fire Marshals Conference	August 3,	Osage, MO
NC State Firemans	August 20-22	Raleigh, NC
Fire Rescue International	August 25-29	Dallas, TX

The Key to a Secure System

Knox System security is always important. Protecting the Knox® Master Key and documents listing installation addresses helps ensure that the Knox System is solely for the benefit of your department.

The four security steps listed below are the ways your department contributes to the security of the Knox program in your community. Thank you for following these simple yet important rules.

1. Keep all Knox keys in a secure place.
2. Do not release the Knox provided keys to any non fire department or law enforcement personnel.
3. Do not provide Knox installation database access to any non fire department or law enforcement personnel unless required by law.
4. Notify Knox immediately of loss, theft or attempted duplication of any key.



KNOX
Serving Fire Departments Since 1975

1601 W. Deer Valley Road
Phoenix, Arizona 85027

623-687-2300
800-552-5669

623-687-2299 Fax
www.knoxbox.com



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Phoenix, AZ 85027

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Sheriff's Presence...

Continued from Front Page

Initially, the sheriff's department was frustrated that a tool existed allowing them perimeter access but that businesses were not voluntarily complying by installing the product. While the fire department was able to enforce their program through the permit process; the sheriff's office didn't have this ability. Partnering with the fire department and Knox, the sheriff's station was able to get an ordinance passed requiring perimeter access to all gated communities and common areas as well as the interior of certain public buildings such as schools be provided to the sheriff's station. The sheriff's ordinance does not require private commercial businesses to provide interior building access to the sheriff's department but they must provide perimeter access to a building and its grounds. It is a misdemeanor to not be in compliance with the ordinance.

After the ordinance was passed, the

and gated communities within the community," shared Rotella. Businesses have been given one year from the date of the ordinance passing to bring their property into compliance.

To further communicate the program to the community, the sheriff's Knox Program is highlighted on their website. Additionally, the sheriff's station developed a brochure (working with Knox) to distribute to businesses. They've sent information to every gated community and apartment complex within their jurisdiction. Also, they've met with many of the HOA associations to educate the community on the benefits of the program as well as the ordinance requirements. Sample product is available for review during these community events.

Previously many of the gated communities would provide an access code to the police. When the police needed to get in, they would radio dispatch who would then provide the code. Unfortunately, many individuals

specific businesses they knew were not compliant with the new guidelines. "When we first began promoting the program, we had a list of more than 70 apartments

access to these codes. "The integrity of the (gated) communities systems was being compromised. Anyone who was monitoring the police frequency had the

SANTA CLARITA, CA



code. Also having to call for the code only led to delays," explained Rotella.

Having access to gated communities has increased the sheriff's presence within these neighborhoods. "We're now able to be a visible presence and in the past we were not able." It helps the department respond more quickly to calls from these gated communities, in particular domestic violence calls.

"The response from the community has been outstanding. The City has been very supportive of the sheriff's program," Rotella said. In Santa Clarita, the sheriff is

To learn more about adopting an ordinance in your jurisdiction, contact Knox for an Ordinance Packet.