



Rogers Fire Department Standard Operating Procedures

Policy Title:	Key Vault Access		
Policy Number:	150	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	June 2022
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PURPOSE

The purpose of this policy is to establish criteria for issuance of keys and access of key vaults located within the city. Key vaults include: boxes, cabinets, elevator boxes, gates, key switches, pad locks, power boxes, residential boxes and vaults. Generally, these vaults are referred to as “Knox boxes”, but may be of another brand name that conforms to security standards. This policy does not address Knox drug boxes, med vaults, or narcotics security.

POLICY

Placement

Key boxes will be placed on a wall, approximately 5' above the ground, at the primary entrance to each building that contains a fire alarm system. Alternatively, some key boxes may be located adjacent to fire sprinkler riser rooms. Key boxes will be placed on a wall, at the lowest level of fire department access, approximately 5' above the floor, at each elevator bank.

Contents

When more than three tenant spaces are contained within a building, a grand master key will be supplied by the building owner that allows access into all occupancies. An electronic means of access (key card, fob, etc.) may also be located in the key box. Special circumstances may exist where alternate access is provided.

Key Issuance

One Knox key will be issued to each engine, ladder and medic apparatus within the department. Knox keys located on apparatus are to remain in a safe (or other device approved by the Fire Chief) to maintain security of the key.

Individuals approved to have a key issued to them are:

- Fire Chief
- Deputy Chiefs
- EMS program manager(s)
- Officers and fire inspectors of the Community Risk Reduction Division

Knox keys issued to individuals shall remain with that individual (or secured within their assigned vehicle) at all times. Keys issued to individuals will be issued by the Deputy Fire Chief – Community Risk Reduction (DFC-CRR).

Access

Knox access is authorized during response to a reported emergency at the address of response. Knox access is authorized during routine fire inspections to verify functionality of access devices located within the vault. Knox box access to update vault contents should be performed by a member of the Community Risk Reduction Division.

Accountability

The (DFC-CRR) will serve as the department's designated Knox Program Coordinator. Individual responsibilities associated with the Knox Program will be assigned by the (DFC-CRR).

An individual assigned to each apparatus will verify that unit's assigned key is present and secured every duty day. This will be documented on the appropriate apparatus inspection documentation as required each week. Upon separation of employment, individuals shall return their Knox access key to the DFC-CRR. The DFC-CRR will maintain a ledger of issued keys.

Loss/Theft

In the event that a key becomes lost, or if theft is suspected, the DFC-CRR shall be notified immediately.