

SOG 1010
Management of Knox Rapid Entry System.

412.1 Purpose: To outline rules for the responsible management of the Knox Rapid Entry System within the District.

412.2 Description: Knox key access is required of all properties protected by an alarm system. The Fire Department is the sole holder of keys to Knox key boxes and Knox equipped entry gates.

1. A current list of all Knox protected properties is kept in each apparatus. A list is also provided to Sheriff's dispatch.
2. Department resources may be dispatched to a Knox protected address as a mutual aid agency to support law enforcement or EMS operations.
3. Department specific Knox access keys are integrated into locking tumblers in Key Secure boxes in each command vehicle, in each engine and in the rescue truck.
4. These keys are released using a department assigned PIN code.

412.3 Management: The Chief or their designee is responsible for assigning and tracking individual Personal Identification Numbers (PIN).

1. PINs are issued to members of the department serving as duty or shadow duty officer.
2. PINs may be assigned to other members of the department at the discretion of the chief.
3. PINs are deactivated when an individual leaves the department.
4. The apparatus mounted Key Secure system records each use of an assigned PIN.
5. Reports of individual PIN access are generated as needed.

412.4 Operation:

1. The individual PIN code is entered
2. The Key Secure data logs the key release
3. The strobe light, if included, is activated to inform that the key is not secured
4. LEDs on the unit change from green to red
5. The key is latch released for twenty seconds
6. The key may be turned to the release position and removed
7. When the key is returned to the Key Secure it is inserted and turned clockwise until a click is heard

8. LEDs change from red to green and the strobe turns off
9. The key is now secured