Subject: Knox Box Policy
Functional Area: Administration
Category: Policy

Approved By: _____

Purpose:
A policy providing direction for the installation, maintenance and accountability of the MABAS Knox Box Program.

Responsibility:
It is the responsibility of the MABAS-IL Executive Board to provide direction to the membership for the acquisition and mounting of MABAS Knox Boxes. It is the responsibility of each MABAS Division to develop a program that provides direction to the member agencies in the accepted use and also ensures accountability of the keys issued to the Division. It is the responsibility of each agency to monitor and control MABAS Knox keys they have been issued.

Accountability:
The MABAS Knox Box Program Coordinator, Division Presidents, and member agencies using the MABAS Knox Box shall be responsible for conformance to this standard.

Reporting Requirement: None

1. Definitions, Criteria and Process

    A. *MABAS Knox Box Program:*
        The MABAS Knox Box is intended to provide rapid entry to change of quarters companies when responding to neighboring fire stations:

        1) The MABAS Knox Box is available to any MABAS affiliated fire department that desires to participate in the MABAS Knox Box Program.

        2) The MABAS Knox Box is to be utilized by change of quarters companies for access to the department requesting the change of quarters coverage when requesting agency personnel are unavailable to provide entry.

        3) The MABAS Knox Box is only available through the MABAS Knox Box Program Coordinator.

        4) Each agency wishing to utilize the MABAS Knox Box will be responsible for purchasing the MABAS Knox Box through the Knox Box Program Coordinator.

        5) Keys for the MABAS Knox Box Program shall only be issued to fire departments that utilize the MABAS Knox Box. Keys will not be issued to fire departments that do not utilize the MABAS Knox Box.

        6) Keys will be issued by the MABAS Knox Box Program Coordinator to the Division President (or equivalent).

        7) It will be the responsibility of the Division President (or equivalent) to issue MABAS Knox Box Keys to the requesting agency.

B. Procedure:

1) Any MABAS fire department wishing to participate in the MABAS Knox Box Program is authorized to do so.

2) The procedure for obtaining a MABAS Knox Box is as follows:

   o Contact the MABAS Knox Box Coordinator.
   o Determine the configuration of the Knox Box
   o Forward funds to cover the purchase of the Knox Box to the MABAS Knox Box Coordinator.
   o The MABAS Knox Box Coordinator will order the item and have it delivered direct to the requesting agency.
   o The MABAS Knox Box Coordinator will notify the Division President (or equivalent) of the agencies purchase.
   o Once the MABAS Knox Box has been installed, the agency will notify the MABAS Knox Box Coordinator and request keys.

3. MABAS Knox Box Keys:

   o The MABAS Knox Box Coordinator will provide the Division President (or equivalent) with the requested keys for distribution to the agency.
   o The MABAS Knox Box Coordinator shall maintain a master list of all keys issued.
   o The Division President (or equivalent) shall maintain a list of each key issued to the Division.
   o Each agency shall maintain a list of MABAS keys that they have been issued and regularly inventory the keys and report the results to the Division President (or equivalent).
   o Each MABAS Knox Box will be issued with three keys at no charge to the agency requesting the MABAS Knox Box. Should additional keys be required a request in writing will be forwarded through the Division President (or equivalent) to the MABAS Knox Box Coordinator. Additional keys will be issued for a nominal fee.
   o Fire Departments are encouraged to request a minimum number of keys in order to provide enhanced security of the system. Keys are not to be issued to individuals, but rather apparatus that would normally respond to change of quarters requests.

4. Marking of MABAS Knox Box Keys:
   o The MABAS Knox Box Coordinator will ensure that each MABAS Knox Box Key is numbered with the requesting agencies Division number as well as a unique number which will identify each key.
   o Illinois Division numbers will be three digit numbers, beginning with the number 'zero' followed by the one or two digit identifier. Other MABAS states will use a number other than zero to identify their state.

5. Mounting of the MABAS Knox Box:
   o It is recommended that the MABAS Knox Box be mounted on the front of the fire station in a visible location.
   o It is recommended that the MABAS Knox Box be marked to indicate "MABAS" in order to avoid confusion with any other Knox Box

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program that may be in place.

6. Contents of the MABAS Knox Box:
    o   It is recommended that the MABAS Knox Box contain only the key/access device necessary to allow entry to the fire station. It is also be acceptable to provide instruction of which door(s) the key will operate, the location of map books and other information as deemed necessary for change of quarters companies.

7. Accountability:
    o   It is the responsibility of the MABAS Knox Box Program Coordinator and each member agency to maintain accountability of the system.
    o   Each Agency utilizing the MABAS Knox Box Program shall inventory the MABAS Knox Keys that have been issued on a routine basis (a minimum of once per month).
    o   Any missing key(s) shall be reported immediately to the local law enforcement agency and the Division President.
    o   The Division President shall then notify the MABAS Knox Box Program Coordinator of any missing keys.
    o   It is the responsibility of the participating agency to maintain MABAS Knox Box keys in a secure environment and conduct an inventory of their assigned MABAS Knox Box keys on a regular basis.