



PS-7

PUBLIC SAFETY POLICY

In effect:

Authorized by:

PS-7 Sentralok Boxes

I. Purpose

To establish policy and procedures for utilizing Sentralok boxes for Knox master keys.

II. Background

Sentralok boxes have been purchased and installed on units to provide an additional security level for the Knox master keys. This device is radio-controlled and can be activated only by County Dispatch to release the Knox master key. Sentralok units are individually coded, therefore one unit is unlocked at a time.

III. Policy

The Knox master keys will be secured in the Sentralok box on the apparatus at all times. County Dispatch will monitor requests for key release and verify authorization if necessary.

III. Procedure

- A. Units will request release of Knox master key via radio from County Dispatch. Requests should include the correct unit identification, the address for which it is being used and the reason for the use. County Dispatch will then send the coded signal to the unit.
- B. To remove the Knox master key from the Sentralok box, County Dispatch must first send the code over the air to the designated mobile unit. The decoder device (Sentralok box) will detect this signal and decode. As the signal is decoded, the red LED will light and the solenoid will then operate, allowing the access key to be turned clockwise. While holding the access key in the turned position, the master Knox key may be turned clockwise and removed. There is a five (5) second time limit on removing the master key once the red LED display light comes on.



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- C. Master Knox keys should be placed back into the Sentralok box immediately after use. If any master Knox keys are found to be missing, they should be reported to the Command Staff and the Fire Marshal immediately.
- D. Once the master Knox key is back in its secured position in the Sentralok box, COUNTY dispatch should be notified by radio so that key accountability can be maintained.