



El Segundo Police Department
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TRAINING BULLETIN

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The El Segundo Police Department obtained Knox Box keys from the fire department. These keys are to be used to gain access to Knox Boxes, which contain keys to gates, businesses, or residences. Access to these locations shall be in the course of official police business, and within the confines of department policy and case law.

A lock box has been installed in all marked police units, detective vehicles, and the SWAT van. In patrol units, the lock box is mounted between the patrol rifle and shotgun. Other vehicles' mount location will vary based on space and accessibility. It is the responsibility of the officer assigned that vehicle to become familiar with the box location. The combination to the lock box is 1923. The key will be affixed to a key ring that is attached to the locking mechanism of the box. This is by design to make it difficult to lose the key and as a reminder to return the key to the box when no longer needed.

Knox Boxes are primarily mounted near the front door of a building, usually on the address side (when applicable). For gates, the box is normally mounted in an obvious/visible location on the gate.

The integrity of this key/program is paramount. It is extremely important that all keys are returned to the lock box inside the vehicle, and it is the responsibility of each officer to ensure the key is inside the box during vehicle inspections. Knox Box keys are only authorized to be carried in the box and not on an employee's person.

See below photos for location of the vehicle lock box and an example of a Knox Box. Please see the YouTube video for further information.



<https://youtu.be/zdKNNJEoL6U>

ESPD POLICY

706 Knox-Box® Access

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of department members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the El Segundo Police Department jurisdiction where it has been determined that a Knox-keyed device is needed or has been provided for accessibility for emergency responders.

706.2 DEFINITIONS

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox Company - The manufacturer/vendor of the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the El Segundo Police Department.

Knox master key - A key located in each marked patrol vehicle which enables department members to access any Knox-keyed device within the jurisdiction.

706.3 POLICY

It is the policy of the El Segundo Police Department to be registered with the Knox Company, through the El Segundo Fire Department, to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

706.4 KNOX KEY ACCOUNTABILITY

The Police Department's designee for the program will be the Special Operations Division Commander, who will ensure quarterly audits are conducted to account for all keys. No individual member shall be issued a Knox master key. Appropriate police vehicles shall be equipped with key lock boxes for the Knox key. Once the Knox master key is accessed, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the lock box after use.

Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Special Operations Commander within two working days. Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated, and

appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at department expense.

706.5 KEYS IN KNOX-BOXES

Every access key placed in a Knox-Box shall be marked on the key as to use. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the Fire Department