

LOW RISK/HIGH FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 100.18

SUBJECT: TRU-LOCK BOX

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

This guideline provides the direction of control, use and maintenance of the TRU-LOCK Box Entry System. The TRU-LOCK Box Entry System uses one master key for access to a lock box to provide master keys for commercial and residential properties.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

PROCEDURE

A. Control

1. The Hudson Fire Department is the control agency for the TRU-LOCK Box Entry System.
 - a. The Fire Chief is the TRU-LOCK Box Program Coordinator
 - b. The Fire Inspector is also listed as an authorized person to sign TRU-LOCK Box Order Forms

B. TRU-LOCK Box Keys

1. TRU-LOCK Box Keys shall be carried in:
 - a. Fire Department Apparatus
 - b. Hudson District Ambulance Apparatus
 - c. Hudson Police Cars
 - d. The keys shall be carried in a location that provides security, but are accessible in the time of need.
2. The following individuals will be responsible for managing TRU-LOCK Keys for the above agencies:
 - a. Fire Chief/Inspector
 - b. Ambulance Service Director
 - c. Police Department Administrative Lieutenant
3. Requests for additional keys shall be made to the Program Coordinator
4. If a TRU-LOCK key is lost, report immediately to the Program Coordinator.

C. TRU-LOCK Key Use

1. The keys within the TRU-LOCK Box mounted to commercial and residential properties shall be used for gaining entry to the interior of such building in the event of a suspected fire, fire alarm or need for or suspected need for medical attention.
 - a. The TRU-LOCK Box Key and building keys shall remain in the possession of the person opening the TRU-LOCK Box until the assignment is complete.
 - b. Return the keys to the TRU-LOCK Box when the necessary assignment is complete.
 - c. Ensure the TRU-LOCK Box is secure prior to leaving the scene.
 - d. Return TRU-LOCK Box Key to the secure location on particular apparatus.
2. Law Enforcement use of the TRU-LOCK Box Key must comply with the Police Department policies concerning warrants and warrantless searches and seizures.
3. The use of the TRU-LOCK Box Key for Fire Prevention Inspections is allowable after written authorization from the building owner for such use.
4. Fire Inspector will be responsible to conduct annual inspection

D. Maintenance

1. Inventory of the keys shall be conducted annually by the Program Coordinator
2. A master list and quick reference guide will be provided by the Fire Inspector to all agencies providing the following:
 - a. Business Name and location where TRU-LOCK Box is located
 - b. Key Holder information
 - c. Other important information