

## **ORDINANCE #679**

### **FIRE CODE – KEY LOCK BOX SYSTEM**

**AN ORDINANCE OF THE CITY OF HARTFORD, SOUTH DAKOTA, AMENDING TITLE 9 PLANNING AND ZONING, CHAPTER 9.09 FIRE CODE**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HARTFORD, SOUTH DAKOTA:**

THAT TITLE 9, CHAPTER 9.09, SHALL BE AMENDED BY ADDING SECTION 9.0901 AND 9.0902 AS FOLLOWS:

#### **9.0901 – KEY LOCK BOX SYSTEM**

The most recent edition of the fire code which has been duly adopted by the State of South Dakota is hereby officially adopted for the City of Hartford.

Section 506.1 of the fire code allows the fire code official to require an approved key box to be installed in an approved location to gain necessary access into restricted or secured openings for live-saving or fire-fighting purposes.

The City of Hartford is enacting a key lock box system to allow the emergency responders the access necessary to promote the health, safety and welfare of its residents and to prevent forced entry damage to property or personnel. The regulations for the key lock box system will be as follows:

- A. Key Box System: The approved manufacturer of the lock box system used in the City of Hartford shall be by the Knox Company of Phoenix, Arizona. This system shall be required on the following structures:
  - Commercial, Industrial or Non-Residential Structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
  - Multi-Family residential structures that have restricted access through locked doors or have a common corridor for access to the living units
  - All properties having a security gate at the vehicular entrance to the propertyAll newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this ordinance and subject to this section shall have one year from the effective date of this ordinance to have a key lock box installed and operational.
- B. Location of Key Box: The key box system shall be securely installed on the address side of the building within 15 feet of the main entrance or at an alternate location approved by the Hartford Fire Chief.
- C. Key Box Contents: All master keys, key codes or card entry systems for all exterior doors shall be kept inside the key box system. Each item in the key box must be clearly labeled.
- D. Style of Key Box: The style or type of the key box shall be determined and approved by the Hartford Area Fire and Rescue Fire Chief.

- E. Purchase of Key Box: It shall be the responsibility of the property owner to purchase, install and maintain the key box system.
- F. Changes: The owner of the property shall immediately notify the Fire Chief when any locks within their property are added, changed or rekeyed.
- G. Master Key: Only the approved emergency responders will have access to the lock box master key. Access is monitor by the Hartford Area Fire and Rescue.

**9.0902 – VIOLATIONS**

Any entity violating any of the provision of this Ordinance or failing or neglecting or refusing to obey any order or notice of the Fire Chief or the City of Hartford is subject to the following penalty: Every violation of any of the provisions of this ordinance shall be punishable by a fine not exceeding two hundred dollars (\$200.00) or by imprisonment for a period not exceeding thirty (30) days or both such fine and imprisonment.

Adopted this 5<sup>th</sup> day of November, 2019.

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Mayor Jeremy Menning

ATTEST:

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Karen Wilber, Finance Officer

(seal)

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Second Reading and Adoption: November 5, 2019  
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