

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Procedures for the use of Lockbox and Lockbox Keys		Approved by: Chief Jeffrey A. Rolfe	
SOG #34	Draft Date: 4-29-09	Revision Date: 11-3-09	Effective Date:

Purpose: The purpose of this standard of guideline is to establish a guideline for the efficient and expedient entry into a building equipped with a lockbox.

Scope: This guideline is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the officer in charge of the incident who will be responsible for the results of any deviations.

- A. A combination lockbox has been installed in units 3451, 3452, 3453, 3461, 3462, 3463, 3471, 3488 and Car 1. The combination for the lockboxes will be the unit number of the vehicle it is installed in.
- B. Inside the lockbox is the key for the building mounted lockbox.
- C. A numbered seal has been attached to each of these lockboxes.
- D. If the seal is broken, for any reason, the form in the above units must be filled out. A witness should be present at time the seal is broken.
- E. The building lockboxes are mounted so that a ladder must be used to gain access.
- F. Dispatch should be notified in the event of the use of the lockbox key so it may be logged in the Mukwonago Police Department CAD.
- G. A list of lockbox locations and building addresses will be kept in a three ring binder in each fire department vehicle.