

VILLAGE OF NORTH RIVERSIDE

ORDINANCE NO. 03-0-10

AN ORDINANCE TO ESTABLISH A KNOX BOX SYSTEM  
WHEREBY THE NORTH RIVERSIDE FIRE DEPARTMENT OR  
POLICE DEPARTMENT CAN GAIN ACCESS TO LOCKED  
PREMISES IN ORDER TO RENDER ASSISTANCE

PASSED AND APPROVED BY THE PRESIDENT  
AND BOARD OF TRUSTEES  
OF THE VILLAGE OF NORTH RIVERSIDE  
THIS 5th DAY OF MAY, 2003

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WHEREAS, the North Riverside Fire Department and Police Department receive fire alarms and other emergency calls twenty-four hours a day, seven days a week from both businesses and residential residents in the Village of North Riverside, Illinois; and

WHEREAS, some of the fire alarms and emergency calls are received during non-business hours or during hours when residents and business occupants are not home, it is sometimes difficult for the fire department to adequately respond to said alarms and calls if the premises which are the subject of the alarms and calls are locked, causing the fire department and police department, in the interest of safety and to protect the health and welfare of its residents, to break down the doors or break the windows of the premises which are the subject of the calls in order to enter the premises to put out any fire or to render assistance.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of North Riverside, Cook County, State of Illinois, as follows:

SECTION 1: Incorporation of Recitals. The foregoing recitals are by this reference incorporated into and made a part of the Ordinance as is fully set forth.

SECTION 2: When Required. All new or remodeled existing structures that are required by code or regulation to have an approved fire alarm system, and all buildings required by code or regulation to be equipped with a fire suppression system also shall be equipped with a Knox Box system approved by the North Riverside fire prevention bureau. Every such Knox Box shall be

installed at the expense of the owner of the structure. Each owner and each occupant of every such structure shall sign an Agreement for Installation and Maintenance of a Knox Key Box prior to its installation (Exhibit A).

SECTION 2: Key Box Alarms. At the request of the building owner or lessee, the North Riverside fire prevention bureau shall permit the installation on the Knox Box of a tamper switch connected to the building's alarm system. Upon the approval of the request, the system shall comply with the following requirements:

The Knox box tamper switch may be connected to the fire alarm system provided the connection is on the trouble side signaling of an alarm. The Knox Box shall be zoned separately from any fire detection and shall be noted on the fire alarm annunciator/panel as the "Knox Box."

SECTION 3: Location of Knox Box Installation. The Knox Box shall be located at or near the main entrance or other entrance that would be designated for emergency access. It shall be mounted at a height of 6 feet above final grade, or as designated by the North Riverside fire prevention bureau.

SECTION 4: Contents of the Key Box. The approved Knox Box shall contain keys to gain necessary access to all areas as required by the North Riverside fire prevention bureau.

SECTION 5: Key Box Maintenance. The owner of the building or the occupant of the building if different from the owner shall immediately notify the North Riverside fire prevention bureau and provide a new key when a lock is changed or re-keyed. The key to such lock shall be secured in the Knox Box.

SECTION 6: Request and Release for Home or Business Entry. In order to protect police department and fire department personnel from property damage claims made by residents or business occupants of the Village of North Riverside, all such persons shall execute a Request and

Release from Home or Business Entry in order to participate in such Knox Box system and, further, said residents and business occupants shall execute the attached Request and Release for Home or Business Entry, Exhibit B, before being able to participate in such Knox Box system.

SECTION 7: Effective Date. This Ordinance shall be in full force and effect immediately upon its passage and approval as required by law.

AYES Trustees Corgiat, Czajka, Krochmal, Sargent, Votava, Wittbrodt

NAYS None.

ABSENT None

ABSTAIN None

PASSED AND APPROVED this 5th day of May, 2003

*Richard N. Scheck*

Richard N. Scheck,  
Village President

ATTESTED:

*Charmaine M. Kutt*

Charmaine M. Kutt,  
Village Clerk

(SEAL)

**NORTH RIVERSIDE FIRE DEPARTMENT**

**AGREEMENT FOR INSTALLATION AND MAINTENANCE  
OF A KNOX KEY BOX**

For and in consideration of the terms and provisions contained within this agreement, the Village of North Riverside (the "Village") and \_\_\_\_\_ (the "Authorized Representative") hereby agree as follows:

1. The Village shall provide the Authorized Representative the proper location of the Knox key box for the Authorized Representative's premises as defined below.

2. The Authorized Representative shall install the Knox key box on the property located at \_\_\_\_\_ (the "Premises") in the location specified by the Village.

3. The Authorized Representative shall place, in the Knox key box, a key or set of keys necessary for access to the Premises and any locked areas in the Premises. Authorized Village personnel for emergency access to the Premises may use such key or keys. No other item of any kind shall be placed in the Knox key box. The key or keys placed in the Knox key box shall be used for no purpose other than emergency access to the Premises.

4. The Village shall hold the key to the Knox key box.

5. The Authorized Representative shall maintain the Knox key box in good condition. The Authorized Representative shall notify the Village if the Knox key box has been damaged in any way.

6. The Authorized Representative shall be responsible for keeping a current key or set of keys in the Knox key box and shall notify the Village when a change of key or keys is necessary.

**EXHIBIT A**

IN WITNESS WHEREOF, the parties to this agreement have set their hands on this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

AUTHORIZED REPRESENTATIVE

VILLAGE OF NORTH RIVERSIDE

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Director of Fire Prevention, and  
Representative of the Village

FIRE DEPARTMENT AND POLICE DEPARTMENT

REQUEST AND RELEASE FOR HOME OR BUSINESS ENTRY

The undersigned hereby requests the North Riverside Fire Department and Police Department to assist in entering their home or business premises located at :

because the undersigned owner or occupant of the house or business premises has forgotten or misplaced the keys. I hereby agree to release, indemnify and hold harmless the North Riverside Fire Department and Police Department, its officers, and any other officers or agents of the Village of North Riverside for any property damage arising out of assistance being provided to me in entering said home or business premises without the use of a key.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name) Signature of Owner or Occupant

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
Supervisory Police Officer or Firefighter at Scene

**EXHIBIT B**