

## **HAMPTON TOWNSHIP ORDINANCE 2013-04**

### **AN ORDINANCE TO AMEND CHAPTER 61 ENTITLED “FIRE PREVENTION” OF THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

**WHEREAS**, Township Committee of the Township of Hampton has determined that the health, safety, and welfare of the citizens and business owners of the Township of Hampton are promoted and safeguarded by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Hampton Township Volunteer Fire Department to gain access to the structure when the same is not occupied or when the occupants are unable to grant ingress to the Fire Department; and

**WHEREAS**, the key lock box system will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Township Committee of the Township of Hampton, New Jersey that Chapter 61 of the Code of the Township of Hampton, titled "Fire Prevention" is amended by adding a new section, to be designated as Section 61.9 titled "Lock Box Entry System," to read as follows:

#### **61-9 LOCK BOX ENTRY SYSTEM**

- A. The following structures shall be equipped with a key lock box at or near the main entrance or such other location as required by the Fire Official, Fire Chief, or Building Official:
- (a) Commercial or industrial structures.
  - (b) Multi-family-residential structures that have restricted access through locked doors but have a common corridor for access to the living units
  - (c) Schools, whether public or private.
  - (d) Governmental structures and nursing care facilities unless the building is staffed or open 24 hours.
- B. All new construction and new occupancies by tenants subject to Section 61-9A shall have a key lock installed and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this section and subject to Section 61-9A shall have fifteen (15) months from enactment date of this ordinance to have a key lock box installed and operational.
- C. In order to provide unity within the Township, the type of key lock boxes to be implemented within the Township shall be a Knox Box brand system.
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### **61-9.1 – INSTALLATION**

- A. The size and model of the Knox Box installed shall be determined by the number of keys to be placed in the box and the specifications set forth by the Knox Box manufacturer.
- B. Number of keys in the Knox Box cannot exceed the maximum number recommended by the box manufacturer.
- C. All Knox Boxes shall be installed to the left side of the main business door.
- D. All Knox Boxes shall be mounted sixty inches from the ground.
- E. In the event that the Knox Box cannot be installed at the aforesaid location and/or height, the Fire Official, Fire Chief, or Building Official may designate in writing a different location and installation specifications.
- F. All Knox Boxes may have a Tamper Switch installed in the building as an intrusion/burglar alarm.
- G. All realty and/or property with an electronic security gate shall have the Knox Box installed OUTSIDE of the gate.
- H. The Fire Official, Fire Chief, or Building Official must approve any changes in the installation.
- I. Purchase and installation of the Knox Box will be the sole responsibility of the building owner.

### **69-9.2 - MAINTENANCE**

The operator of the building shall immediately notify the Fire Official, Fire Chief, or Building Official when any locks are added, changed or rekeyed which cannot currently be opened by the current key set in the Knox Box. Additional keys should be added to the Knox Box immediately.

### **69-9.3 - CONTENTS OF LOCK BOX**

The contents of the lock box should include (but not limited to) the following:

- A. Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings.
  - B. Keys to all mechanical rooms.
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- C. Keys to all locked electrical and utility rooms.
- D. Keys to elevator and their control rooms.
- E. Keys to the Fire Alarm panels and Fire Suppression Systems.
- F. Keys to re-set pull stations or other Fire Protective devices.
- G. Building Access Cards, as needed.
- H. Keys to any other areas as requested by the Fire Official, Fire Chief, or Building Official.

#### **61-9.4 – FIRE DEPARTMENT RESPONSIBILITIES**

- A. No fire department personnel shall carry a Knox Box Master Key unless at an emergency scene.
- B. All Knox Box Master Keys shall be installed in a Knox Box Sentra-Loc or similar system installed in the Fire Apparatus and the Fire Chief's official vehicle.

#### **61-9.5 EXCEPTIONS TO REQUIREMENT TO INSTALL A KEY LOCK BOX SYSTEM**

The following structures are exempt from the mandate to install a key lock box system:

1. Single family structures and multi-family structures that do not meet the definition set forth in Section 69-9.1A.
2. Structures that have 24 hours, 365 day on-site security personnel, or have other personnel on site.
3. Businesses that are open and staffed 24 hours, 365 days per year (which may include but are not limited to, Nursing Homes, Hospitals, Police & Fire Stations. etc.).
4. Rental storage facilities where there is a single lock on the separate storage pods that are renter supplied; provided, however, the entry security gates(s) will require a Knox Box if electronically controlled, or locked with a master key issued by the landlord to all tenants

#### **61-9.6 – PENALTIES**

- A. Any person, entity or corporation who has violated any provisions of this ordinance or who has failed to comply with any order issued by Fire Official, Fire Chief, or Building Official or has failed to comply with any order issued pursuant to any Section thereof, shall upon conviction before the proper judicial authority,
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be punished by a fine of not more than Three Hundred (\$300.00) Dollars. Each day a violation continues shall be considered a separate offense.

- B. If any sentence, clause or section or any part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses or sections or parts of the same contained in this Ordinance. It is hereby declared as the intent of Township Committee of Township of Hampton that this Ordinance would have been adopted has such unconstitutionality, illegality or invalidity sentence, clause or section or part thereof and not been included therein.

**Section 2.** If any part of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

**Section 3.** All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed or amended to the extent of such inconsistency.

**Section 4.** This Ordinance shall take effect upon final passage and publication according to law.

#### **CERTIFICATION**

I hereby certify that the above Ordinance was adopted by the Township Committee at their regular meeting held September 24, 2013 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

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

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Kathleen Armstrong, RMC  
Township Clerk

#### **HAMPTON TOWNSHIP NOTICE ORDINANCE 2013-04**

**TAKE NOTICE** that the foregoing Ordinance #2013-04 was introduced and passed on First Reading at the regular meeting of the Hampton Township Committee held on August 27, 2013, and was ordered published according to law, and will be further considered at the regular meeting of the Hampton Township Committee to be held on September 24, 2013. All interested parties may appear and be heard. A copy of this Ordinance has been posted on the Bulletin Board upon which public notices are customarily posted in the Township Hall of the Township.

Kathleen Armstrong, RMC  
Township Clerk

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**HAMPTON TOWNSHIP  
NOTICE**

**NOTICE IS HEREBY GIVEN** that the foregoing Ordinance #2013-04 was adopted at Final Reading at the regular meeting of the Township Committee of the Township of Hampton, County of Sussex, State of New Jersey held on Tuesday, September 24, 2013 at the Hampton Township Municipal Building, Baleville, N.J.

Kathleen Armstrong, RMC  
Township Clerk

