



# Town of Brookhaven Long Island, New York

Department of Public Safety  
Peter O'Leary, Commissioner

## **Memorandum**

**DATE:** May 18, 2016

**TO:** All Fire Chiefs, Fire Commissioners and District Managers

**FROM:** Christopher J. Mehrman, Chief Fire Marshal

**SUBJECT:** Knox Box Authorization Forms

Recently, it has been brought to my attention that on a limited number of instances Key Lock Boxes (Knox Boxes) have been installed that are not part of the Town of Brookhaven system. We have found either non-compliant model Knox Boxes or lock cylinders that are not keyed to the town system. These deficiencies are being found when inspections are performed as part of an alteration or new construction permit. When these deficiencies are found I am requiring the replacement of same to comply with our system. This is resulting in additional costs to the property owner or contractor, which could be avoided.

My office is working with the Knox Company to prevent this from occurring in the future but it is a slow process.

With the above in mind, I am requesting that if a contractor, building owner or the like present a Knox Company Authorization Form to either the Fire Chief or Fire District for coding information and /or an authorization signature, that you **do not provide any information or signature** and that you advise them to contact the Division of Fire Prevention at (631) 451-6262.

Thank you for your cooperation and assistance with regard to this matter. Should you have any questions, comments or concerns, please feel free to contact me at (631) 451-6262 or [cmehrman@brookhaven.org](mailto:cmehrman@brookhaven.org).