

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**EMERGENCY ACCESS TO PUBLIC AND PRIVATE BUILDINGS**  
**SUBJECT**

**DATE:** March 1, 2005

**NO:** E-2

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** **Emergency Access to Public and Private Buildings**  
**Grand Master Keys**  
**Keys for City Buildings, Parks, Schools, and Businesses**

**I. POLICY**

- A. The Police Department keeps a premise history file on businesses and residences, who have provided emergency notification information.
- B. Best Grand Master Keys to all City of Stockton buildings are kept in the Main Police Facility Field Services Captain's Office.
- C. Keys are available in the Watch Commander's office for certain gates, parks, and some buildings.

**II. PROCEDURE**

- A. A premise history file of businesses and residences is kept in the Telecommunications Center. This file includes the name of businesses and residences, addresses, and persons to call in case of an emergency.
  - 1. The information in the premise history file is provided by the businesses or individuals when they renew their alarm or business permits.
- B. Five (5) Best Grand Master Keys, which provide access to all city buildings including the Police Facility, are located in the Field Services Captain's Office at the Main Police Facility. The keys are kept in a locked metal box within the spare equipment file cabinet.
  - 1. A key to the Grand Master Key lockbox is issued to Police Department personnel with the rank of Captain or higher.
    - a. The key to the spare equipment cabinet is kept in the Watch Commander's office.
  - 2. In the event emergency access is needed to any city building or office, the key may be obtained by contacting any department member with the rank of Captain or higher.
    - a. Fire Department Battalion Chief's also have access to Best Grand Master Keys and are on duty 24 hours per day.
  - 3. Use of any Best Grand Master Key shall be noted on the Watch Commander's Daily Report.