

Index as:  
Key Control  
Keys  
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KEY CONTROL

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I. POLICY

- A. The following procedures in the storage, control, and accounting of facility keys shall be strictly observed by all personnel in order to preserve the integrity of the facility's security system.

II. DEFINITIONS

A. Emergency Keys

1. Facility keys issued and used only in times of emergency, (i.e.; manual override keys to remote controlled doors, emergency exit doors). Stored in Control Room of each detention facility.

B. Master Key Cabinet

1. Cabinet containing reserve keys of both facilities. This cabinet is located in the Corrections Division Administration Building.

C. Operation Keys

1. Facility keys used in the normal day-to-day operations of a work station in the facility.

D. Keys Issued To Individual Employees

1. Keys issued to individual employees are to be carried on their personal key rings whenever on duty. These keys must be returned to the Corrections Division Commander or his designee by the employee upon the employee's reassignment or termination.

III. PROCEDURE

A. Key Control

1. Each and every facility key is an integral part of the facility's security system and shall not be issued to anyone not assigned to the facility, the only exception being Sheriff's Administration and Maintenance personnel with prior authorization from the Corrections Division Commander.
2. All key cabinets containing facility keys shall be closed and locked except when removing or returning keys.

- a. Each cabinet will contain an accurate list of the specific location, description and quantity of keys.
  3. No one shall be permitted to take operation or emergency keys out of the facility.
    - a. No key shall be removed from key cabinet without supervisor authorization.
  4. Emergency keys shall only be issued during emergencies and shall be collected, accounted for, and returned to their proper cabinets upon termination of the emergency condition.
  5. No inmate, under any circumstances, shall be permitted to take possession of ANY type of facility key.
- B. Master Keys
1. Refer to the Corrections Division key code for the defined location of each security key posted on each key box.
  2. Emergency keys for Building One will be stored in a locked key cabinet in the Building Two Detention Facility Control Room.
  3. Emergency Keys for Building Two will be stored in a locked box in Building One Control Room.
  4. Every day, the on-duty Facility Supervisor on each assigned shift shall conduct an inventory of all keys designated for operation in both detention facilities. The results of this inventory shall be recorded in the key box inspections log.
  5. The facility master or reserve keys shall be the direct responsibility of the Corrections Division Commander, or his designated representative.
- C. Operation Keys
1. Entitled personnel shall be issued one set of operation keys to use in their respective work areas.
    - a. Personnel shall be issued operation keys as follows:
      - (1) booking deputies: Shall be issued only those security keys that operate the locking devices located in the Booking Corridor (i.e.; Sobering Cell, Holding Cell, Safety Cell, and Isolation Cell). Under no circumstance shall personnel be issued keys that allow exit from the Corridor, unless an emergency exists, at which time the keys will be issued by the Control Deputy.
      - (2) The Control Deputy: Shall monitor the location of the keys at all times, and ensure that they are returned to the Control Room when no longer needed.

(3) The inventory and issuance of Operation Keys shall be conducted within Control and Booking Control at the beginning of each scheduled shift.

(4) It shall be the joint responsibility of the Control Deputy and the on-duty Facility Supervisor to ensure that the above procedures are strictly observed by all concerned.

b. Such personnel designated by the on-duty supervisor shall make available Operation Keys as follows:

(1) Laundry Room.

(2) Records

(3) Property Storage.

(4) Storage/Programs.

D. Missing Or Lost Keys

1. Every facility employee to whom any type of facility key(s) has been issued shall be responsible for such key(s). If any employee loses a key or observes key(s) to be missing, the loss shall be reported immediately in a Corrections Incident Report to the employee's immediate supervisor. The supervisor shall initiate an investigation and submit a report to the Corrections Lieutenant.

E. Duplication Of Keys

1. No one is permitted to duplicate or cause the duplication of ANY type of facility key as defined in this section.

F. Maintenance Requests

1. Requests from Maintenance personnel for temporary issuance of facility keys shall be referred, and attended to, by the Facility Supervisor.

2. Maintenance personnel withdrawing keys from any key cabinet in the facility shall be required to sign for such keys on the "Key Control Log" within each key cabinet.

3. Damaged Keys – Keys that are damaged or broken shall be immediately reported to the on duty supervisor.

a. A report will be written

b. The damaged or broken key will be given to the Corrections Lieutenant.

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