

Key Control

1704.1 KEY LOCKERS - INVENTORY

The control and accountability of all keys is critical to maintaining facility security. All keys necessary to the operation of the facility shall be maintained in and issued from the appropriate facility location.

- (a) Storage lockers for keys not checked out will be secured in the appropriate facility location.
- (b) Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
- (c) The key to the lockers will remain in the Guard Station.
 - 1. The assigned staff members will maintain control of assigned keys at all times while on duty.
- (d) Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.
- (e) Each facility will keep inventory of all key sets assigned to that facility.
 - 1. The inventory will be dated and signed by the Division Commander's designee.
 - 2. Any changes to the inventory will be made by the Division Commander's designee.
- (f) Jail keys may not be kept or duplicated by anyone without the Division Commander's approval.

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