

SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL

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POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall that all staff adheres to the following established security procedures concerning the use of the electronic key box and the use, maintenance, and accountability of all facility-issued key sets.

PROCEDURES

1. GENERAL KEY SECURITY

- A. Key sets are to be carried in a secure manner at all times.
 - i. Key sets are attached to a lanyard.
 - ii. The lanyard is to be secured to the staff carrying the set.
- B. Staff is not allowed to take facility-issued keys with them when they are “off duty” and leave the facility.

2. DAMAGED KEYS & KEY REPLACEMENT

- A. In the event that a key is broken and needs to be replaced, staff will notify the Facility Supervisor immediately.
- B. If a key has broken off inside of a lock, Facility Operations may need to be called to resolve the situation.
- C. A Division Director I will issue new keys, collect damaged keys, and maintain the inventory for all facility keys.

3. ELECTRONIC KEY BOX

- A. General Information
 - i. Mogul key sets may be issued during emergency evacuations or when the PLC System fails.
 - a) Refer to policy 5.1.7 “Emergency Evacuations Plan”.
 - b) Refer to policy 3.4.7 “PLC Systems Failure”.
 - ii. Whenever a mogul key set is taken from the electronic key box, an incident report must be written explaining the reasons the mogul key set was removed.
- B. Key Accountability
 - i. Whenever a key set is removed from the electronic key box, the staff and time the key set was removed is recorded.
 - ii. Whenever a key set is returned to the electronic key box, the staff and time the key was returned is recorded.

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4. INTAKE AND RELEASE KEY SETS

- A. All three shred container keys need to remain on the ring as the container is switched out periodically when picked up for secure disposal of the contents.

5. KEY ACCOUNTABILITY AND STORAGE

- A. Staff is to count the number of keys on each key set at established times during their shift, or whenever key sets are exchanged between staff.
- B. Before securing the key set in the equipment cabinet, the outgoing and on duty staff are to confirm the correct number of keys is on the key set.
- C. The key count is to be documented on the Shift Operational Report.
- D. In the event that a key is missing;
 - i. The Facility Supervisor will be notified.
 - ii. A search will commence for any missing key or key set.
 - iii. The Facility Supervisor may place the facility on lockdown.
 - iv. An incident report will be written.
- E. When a key set is not in use, it is to be secured.

REPLACEMENT HISTORY

Revised: 7/20/17

APPROVED BY:

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