

Key Control (Title 15, Section 1326)

518.1 PURPOSE:

To establish guidelines for key count and maintenance in Juvenile Detention and Assessment Centers (JDACs) and applicable Treatment Facilities (TFs).

518.2 DEFINITIONS:

Keys: For the purposes of this procedure, "keys" refers to both metal keys and Access Control Cards (a.k.a. swipe cards) which control entry and exit in the facility.

[REDACTED]: The movement, communication, and closed circuit television security system center for the JDAC/TF.

518.3 RESPONSIBILITIES:

I. Issuance:

- A. Metal keys will be issued to Probation Staff assigned to the JDAC/TFs providing direct supervision of youth.
- B. Support staff employed by other departments (Department of Behavioral Health, School District, etc.) will be issued keys with the Watch Commander's or designee's approval.
- C. Staff not assigned to direct supervision of youth may enter a JDAC/TF without being issued metal keys.
- D. [REDACTED] shall be the main source of issued keys within the JDAC/TFs.
- E. All issued metal keys shall remain within the JDAC/TF, [REDACTED]
[REDACTED]
[REDACTED]

II. Maintenance:

- A. All keys shall be handled in a responsible manner.
- B. Metal keys shall not be removed from their key ring nor shall anything be added to the key ring, except by Central Control or the Safety Officer.
- C. In general, all keys should remain with the person to whom they were issued. If an exchange must occur, Central Control shall be advised immediately.
- D. All metal keys shall be returned to [REDACTED] upon leaving the JDAC/TF and/or at the end of shift, [REDACTED]
[REDACTED]
- E. Metal keys shall not be carried in a way which allows them to be visible or accessible to youth (e.g. key holders attached to belts, wrists, etc.)

III. Lost/Damaged Keys:

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- A. Staff who lose or damage keys due to negligence may be subject to discipline.
 - B. Broken/damaged keys shall be immediately turned into the [REDACTED] for replacement.
 - C. Upon the realization that keys are lost staff must immediately:
 - 1. Verbally notify the on duty area Supervisor.
 - 2. Secure and begin a search of any area where the keys may have been lost.
 - D. All instances of lost or damaged keys will require an Incident Report be completed prior to the end of shift, unless otherwise directed by a Supervisor.
- IV. Safety Officer or Designee shall:
- A. Conduct monthly reviews of logs, incident reports, safety reviews, and other safeguards to ensure compliance with this procedure.
 - B. Number and replace broken, damaged, and lost keys as needed.
- V. [REDACTED] Staff shall:
- A. Conduct an inventory of all keys, no later than one (1) hour after the beginning of their shift, and notify the Watch Commander of the inventory results.
 - B. Ensure facility keys are numbered.
 - C. Maintain an electronic or written record which documents the date and time a specific person was issued a specific set of keys. This record shall also include what time the keys were returned.
 - D. Clearly label broken/damaged keys and notify the Safety Officer or designee via email of which key number requires replacement.
- VI. Watch Commander shall:
- A. Upon beginning their shift, ensure all keys [REDACTED] are accounted for.
 - B. [REDACTED]
 - C. Ensure an inventory of all keys is completed by [REDACTED] staff no later than one (1) hour after the beginning of their shift.
 - D. Notify the Superintendent after a basic search for lost keys has been completed or as soon as possible upon discovering keys are missing.
 - 1. Review available closed circuit television security footage to aid in the recovery of missing keys.
 - 2. Ensure precautions are taken to secure the area(s) where keys are suspected to have been lost or stolen.
 - E. Report the crime to local law enforcement if suspected that facility keys have been stolen.

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