

## **3-01/040.48 - Key Security, Control and Inventory**

Keys to county facilities or vehicles shall be appropriately secured and/or accounted for at all times. Unit Commanders are responsible for maintaining a secure method to safeguard all County facility and vehicle keys.

Members shall exercise diligence and control with regard to the security of any facility and/or vehicle keys. No keys that will operate County doors, locks or vehicles shall be left unattended at any time. All members shall, prior to leaving their shift, return any assigned facility or vehicle keys to their relieving personnel or to personnel who are responsible for key inventory control.

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