

## 1-04/040.00 Key Control

All keys relating to lockup operations are to be handled with the utmost of care and security. Rigid key control will be strictly observed at all court lockups. The Branch Supervisor shall be responsible for ensuring that the following procedures are followed:

- The custody key locker at each lockup shall have a posted list of all key blocks, by number, with a description of each key on each block.
- All key blocks will have metal tags attached and the number stamped thereon corresponding with the block number on the master key list.
- As key blocks are issued, the block number will be recorded in the lockup log next to the Deputy's name.
- The Branch Supervisor shall be responsible for ensuring that all key blocks are accounted for at the end of each work day.

Court lockup key blocks shall be kept in the possession of Court Services Deputies at all times. They will not be assigned to officers from other police agencies or Sheriff's Units without specific approval of the Branch Supervisor. All key blocks shall be turned in and accounted for at the end of the shift.

All branch key blocks should be soldered so that necessary keys cannot be removed.

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