

## **1-04/040.15 Lost Keys**

A complete inventory of all detention area key blocks will be made when opening the lockup and when securing the lockup at the end of the shift. A record of this inventory will be indicated in the detention area log book. The Branch Supervisor shall be notified immediately if any keys are missing. A thorough search of all detention areas will be made. All custody Deputies will account for their assigned blocks. If the keys(s) are not found, the Branch Supervisor will ensure that a SH-AD-49 is prepared and the Area Lieutenant is immediately notified. If the missing keys(s) are discovered after inmates have left the facility, the CST Watch Commander should be contacted so that all inmates may be searched on arrival at the Inmate Reception Center.

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