

## **3-06/120.00 Security of Keys and Equipment**

All employees shall exercise diligence in the control of facility keys and security equipment. Employees shall not duplicate a facility key or lock, nor permit any inmate to have control of any facility keys or tamper with any locks or security equipment.

All personnel shall, prior to leaving custody property for any reason, return their shift duty keys to their relieving officer, or to the officer responsible for key inventory control. Until such relief is accomplished, all personnel assigned keys shall retain total responsibility for them. Shift duty keys shall not be taken off custody property.

Authorized keys used for county vehicles are excepted.

When an employee transfers to another unit or division, or leaves the Department for any reason, he shall relinquish all facility keys assigned to him.

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