7-01/030.10 Vehicle Keys

All drivers checking out vehicle keys shall place a nametag on the key hook of the keys that were taken. Drivers will check the key number with the vehicle number to ensure they correspond.

Use only those keys assigned to the vehicle to be used. Always turn the engine off, and remove the keys from your vehicle when loading or unloading inmates.

The only exception to turning off the engine is for excessive heat. In the case of excessive heat, the engine may remain on but a handcuff chain shall be locked onto the steering wheel. Anytime the keys are in the ignition, and there is no deputy present on the vehicle, a handcuff chain shall be locked onto the steering wheel.

Vehicle keys shall be returned to the Transportation Bureau desk at the completion of each assignment, unless desk personnel instruct otherwise.