7-01/030.20 Missing Keys

If a cage, handcuff, or other security type key is lost, the Watch Sergeant and Watch Commander shall immediately be notified. Every effort will be made to locate lost keys. This may include, but is not limited to, a skin search of all inmates who may have possession of the keys.

Folger-Adams style keys ("O" keys) are used to access Inmate Reception Center (IRC) holding cells during morning court line operations. If an “O” key is lost, the Watch Sergeant and Watch Commander shall be immediately notified. The deputy responsible for the key will prepare a Memorandum to the Unit Commander explaining all the circumstances, and what actions were taken to recover the keys. A Lost Property Report will also be written as directed by the Watch Commander.