7-01/030.30 Watch Commander's Key Block

The Watch Commander's block of keys will only contain those keys that are frequently needed for routine operations. It shall not contain desk keys, other than the one for the Watch Commander's desk.

No person shall have access to the Watch Commander's key block without the expressed permission of the Watch Commander. If the Watch Commander is absent, the Watch Sergeant shall be present.

The Watch Commander's key block will be kept in the immediate possession of the on duty Watch Commander or his/her relief. In those instances where no Watch Commander is available (i.e., holidays or E.M. shift weekends) the Desk Deputy shall assume the responsibility for control of the Watch Commander's key block.

If a Watch Commander is required to leave the facility during his/her tour of duty, he/she will leave the Watch Commander's key block with the on duty ranking officer in charge, in the facility.