7-01/030.40 Keys for I.R.C. Holding Cells ("O" Keys)

Folger-Adams style keys that are used for morning court line operations ("O" keys) will be issued by the Watch Deputy or Desk Deputy, who will maintain accountability via the use of court line assignment sheets and key issuance logs. At the conclusion of the court line operation, all persons in possession of "O" keys shall return them to the Day Watch Deputy. When the Day Watch Deputy receives the keys, he/she will inventory them and lock them in the key cabinet located at the front desk area. The key to this cabinet will be passed on from Watch Deputy to Watch Deputy. Personnel picking up or dropping off inmates during times other than court line operations, will obtain "O" keys from the Watch Deputy/Desk Deputy who will maintain a log of key issuance.

Each oncoming Watch Deputy will reconcile the key count with the deputy he/she is relieving. Any discrepancy in the key count shall be reported to the Watch Sergeant and Watch Commander who will determine a course of action for recovering the key(s). In the event that a key is unaccounted for during a time when a Watch Deputy has sole responsibility for keys (i.e. weekend Early Morning shifts and holidays) and there is a discrepancy in the key count, it shall be reported to the oncoming Sergeant and Lieutenant. The oncoming Early Morning Watch Sergeant will inventory "O" keys prior to making relief.