

20-14 Key Inventory and Control

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

EXECUTIVE DIVISION

SHERIFF'S INFORMATION BUREAU

Unit Order:

20-14

Effective Date:

01-01-2020

Subject:

Key Inventory and Control

Reference:

MPP 3-01/040.48 Key Security, Control and Inventory

PURPOSE OF ORDER

The purpose of this order is to define staffing procedures for Sheriff's Information Bureau (SIB) pertaining to the handling of keys assigned within the bureau. This includes, but is not limited to, vehicle keys, door keys, file cabinet keys and individual desk keys.

SCOPE OF ORDER

SIB has several different keys throughout the bureau, all for different purposes and needs. These include: vehicle keys, door keys (for various storage rooms and offices), file cabinet keys and keys for individual desks. Each type of key is utilized by various personnel for various reasons and at various times. Nothing in this section is meant to conflict or supersede the Department's Manual of Policy and Procedures.

ORDER

Vehicle keys for bureau pool cars are utilized by all personnel for various reasons, depending upon the needs of their team. These keys are to be signed in and out with each use and are available on a first-come, first-serve basis. When not signed out to a specific employee, these vehicle keys are to be stored in the lock box, located in Operations.

There are three doors within SIB that require the use of a key, the Armory room, the supply/storage room and the Captain's office. These keys are to be kept in secure locations and are the responsibility of Operations staff as well as unit supervisors. The use of these keys is limited to those authorized by the Captain or Operations Lieutenant and should be used only by those personnel on an as-needed basis.

Each file cabinet and individual desk throughout the bureau has an associated key with which to lock the cabinet or drawers. The person occupying a particular desk has the right to a copy of the key for their specific desk. They also have the right to a copy of the key for any file cabinet that may be associated with their desk or their responsibilities. For file cabinets that are shared by groups of people, the key shall be the responsibility of that group's supervisor and shall be kept in a secure location that is accessible to all members of that group at any given time. Copies of all keys for all desks and file cabinets shall also be kept in the key box located in the armory, for use only in the event of an urgent need for access to a particular cabinet or drawer and with permission from a unit supervisor.

Other types of keys that may be needed by SIB personnel at any given time are to be kept in the key box inside the Armory and are to be used only with permission from Operations or a unit supervisor. This includes keys such as that to the gun and ammunition locker inside the Armory, cabinets within the armory, and the key to the paper-shredder bin.

No employee shall have a key to any another area, locker, cabinet, drawer, or door, other than what was authorized by the Captain or Operations Lieutenant.

Operations shall maintain a key log indicating what keys are assigned and to which employee. This log will be audited annually.
