17-2 KEY BLOCK LOG - WATCH COMMANDER'S OFFICE

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 17-2 October 25, 2017

Effective Date:	10/26/2017	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	

KEY BLOCK LOG — WATCH COMMANDER'S OFFICE

PURPOSE:

The purpose of this station order is to establish policies and procedures governing the use and accountability of keys issued by the Watch Commander.

SCOPE OF THE ORDER:

The order applies to all Department personnel.

GENERAL GUIDELINES:

Several times throughout a given shift, Department personnel utilize keys that are affixed to the Watch Commander's primary key block, while others contained within the Watch Commander's safe are issued upon request. Currently there is no tracking system in place to accurately account for the whereabouts of keys nor has there been a written record of dates and times keys were issued or to whom.

WATCH COMMANDER'S RESPONSIBILITY

When a request is made by any Department member for a given key or key block, the Watch Commander shall ensure that member's name, unit of assignment and employee number are recorded on a *Key Checkout Log.* The date and time shall also be recorded. This log will be located in the Watch Commander's office in a conspicuous location. It shall be the Watch

Commander's responsibility to review this log at both the beginning and end of their assigned shift.

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PERSONNEL RESPONSIBILITY

Any Department member requesting use of any key found in the Watch Commander's office shall obtain verbal authorization from the Watch Commander who in turn, will direct the member to document the use of a given key(s) on the *Key Checkout Log.* In the event the Watch Commander is unavailable, authorization shall be obtained from the on-duty Watch Sergeant who shall abide by the same protocols as that of the Watch Commander. If the Watch Sergeant is unavailable and an urgency exists, the member shall seek authorization, both written and verbal, from any on-duty supervisor (rank of sergeant and above) assigned to Carson Station.

GENERAL ACCOUNTABILITY

The *Key Checkout Log* will be kept in a marked three-ring binder that is never to leave the Watch Commander's office. Logs will be kept in this binder for a period of one (1) year. At year's end, the logs will be removed from the binder and scanned into a shared file for later retrieval if necessary. A new set of blank replacement logs will then be placed in the binder.

OVERSIGHT:

As a collateral duty, a station lieutenant will be assigned to oversee and account for the usage of the log. This lieutenant shall also oversee the purging of expired logs and their eventual transfer to digital shared files.



JASON SKEEN, CAPTAIN