

## **3-06-040 Key Control Procedures**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the handling of facility keys.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

### **ORDER:**

The operations lieutenant shall be responsible for all facility keys. The watch commander shall be responsible for the security of the keys stored in the watch commander's key safe. The watch sergeant shall be responsible for the security of the keys stored in the watch sergeant's key cabinet, main control, and the armory.

### **DAILY INVENTORY**

At the beginning of each shift, desk personnel shall inventory the two key-lockers and all keys listed on the PDC-North Facility key inventory control log kept at main control. Except when keys are being issued or returned, the key locker at main control shall remain locked and the locker key shall be secured by desk personnel. Desk personnel shall only issue facility keys to personnel respective to their assigned positions. Any exceptions to this procedure shall require watch commander approval.

All personnel shall return their issued shift keys to their relieving officer, or to the officer responsible for key inventory control, prior to leaving the facility for any reason. Until such relief is accomplished, all personnel assigned keys shall retain total responsibility for them. Shift duty keys shall not be taken off facility property.

Issued or assigned keys which are reported missing shall be immediately reported to the watch sergeant.

**[REDACTED TEXT]**

[REDACTED TEXT]

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